



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Purchase Order

PURCHASE ORDER NO.
 WVARF04

PAGE
 1

BLANKET RELEASE
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CORRECT PURCHASE ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS PURCHASE ORDER SHOULD BE DIRECTED TO THE BUYER AS NOTED BELOW.

CHANGE ORDER
 7

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

*709052549 304-766-4894
 WV ASSOC OF REHAB FACILITIES
 PO BOX 745
 INSTITUTE WV 25112

AGENCY COPY

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 03/29/2005	TERMS OF SALE NET 30	FEIN/SSN 550633886	FUND
SHIP VIA BEST WAY	FOB DESTINATION	FREIGHT TERMS PREPAID	ACCOUNT NUMBER VAR-VAR

LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE	AMOUNT
	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
0154	09/30/2004	CS	985-28	5.22000	
			CHANGE ORDER #07		
ADD LINE ITEM #154: ONE GALLON BOTTLED WATER - PACKAGED SIX GALLONS PER CASE (\$0.87/EA - \$5.22/CASE)					
PRICE INCLUDES DELIVERY.					
TO PLACE AN ORDER, CALL JOYCE WYSONG AT 304-766-4894 FAX NUMBER 304-766-4607.					
WV STATE PURCHASING DIVISION ADMINISTRATION UNIT CERTIFIED ENCUMBERED MAR 31 2005 <i>Beverly Toler</i>					
				PREVIOUS PO TOTAL==>	OPEN END
				PO NET CHANGE (+)==>	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE *BY 3-29-05*

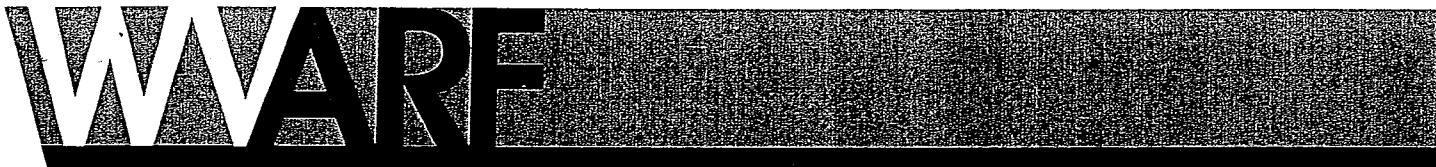
Dawn Wayfield
 APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BETTY FRANCISCO 304-558-0468
 BY *[Signature]*
 PURCHASING DIVISION AUTHORIZED SIGNATURE

TOTAL

GENERAL TERMS & CONDITIONS
PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of acceptance of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this Order will: [a] conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; [b] be merchantable and fit for the purpose intended; and/or [c] be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the Seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract is automatically null and void, and is terminated without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.



West Virginia Association of Rehabilitation Facilities

March 16, 2005

Betty Francisco, Senior Buyer
WV Purchasing Division
2019 Washington St. E.
PO Box 50130
Charleston, WV 25130-0130

Dear Ms. Francisco:

Please find attached information developed for, reviewed by and approved by the *Committee for the Purchase of Commodities and Services from the Handicapped* at the March 16, 2005 meeting for:

- Item addition to WVARF04 of One Gallon Bottled Water

Paperwork for the addition includes:

- Committee Notification of Fair Market Price Determination
- WV ARF Service Agreement
- No Debt Affidavit
- One Gallon Bottled Water Costing Sheet

Should you need additional information or have questions, please give me a call.

Sincerely,

A handwritten signature in black ink, appearing to read 'Glenn McEndree', is written over a horizontal line.

Glenn McEndree
Executive Director, WVARF

**Committee for the Purchase of
Commodities and Services from the Handicapped**

P.O. Box 745
Institute, WV 25112

NOTIFICATION OF FAIR MARKET PRICE DETERMINATION

Betty Francisco, Senior Buyer
WV Purchasing Division
2019 Washington St. E.
PO Box 50130
Charleston, WV 25130-0130

March 16, 2005

RE: Committee Establishment of Fair Market Price for:
Item Addition to WVARF04 – One Gallon Bottled Water

The Committee for the Purchase of Commodities and Services from the Handicapped (hereafter referred to as the Committee) in accordance with section 5A-3a-4(d) of the code of West Virginia has met on the above date and by majority vote established the following fair market price for the above project.

The Committee hereby approves an agreement between the State of West Virginia, and the West Virginia Association of Rehabilitation Facilities, Inc. (the designated Central Non-Profit Agency) for the above named products at the fair market price of:

One Gallon Bottled Water **\$0.87**

The fair market price is herein established effective March 16, 2005.

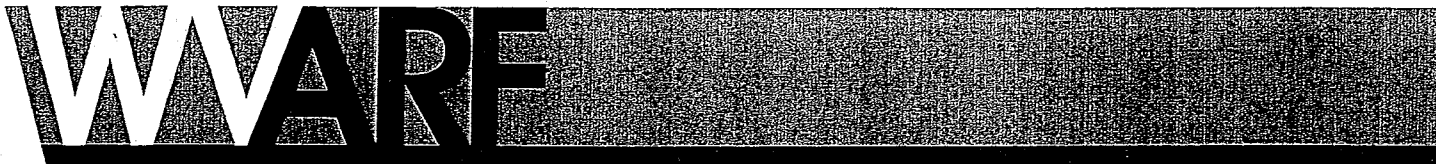
The Central Non-Profit Agency will assign this project to a Community Rehabilitation Program approved by the Committee to provide the service required by this agreement.

If you have any questions feel free to call WVARF (the Central Non-Profit Agency) at 304-766-4894. Thank you for using the services of West Virginia's citizens with disabilities and supporting the State Use program.



LeRoy E. Dixon, Jr.
Committee Chair

Chairman: **LeRoy E. Dixon, Jr.**
Members: **Brenda Morford, Donna Lipscomb, Linda Maniak, Everett Sullivan**
Ex Officio Members: **Scott Padon, Executive Secretary**
Glenn McEndree, Executive Director, West Virginia Association of Rehabilitation Facilities, Inc.



West Virginia Association of Rehabilitation Facilities

STATE WIDE CONTRACT AGREEMENT

This Contract is for one case of 6 one gallon bottles of water.

Contractor: West Virginia Association of Rehabilitation Facilities, Inc. PO Box 745
Institute WV 25112

Work performed by: Developmental Center and Workshop, Inc., Keyser WV

Customer Contact: Betty Francisco, WV Purchasing Division, PO Box 50130,
Charleston, WV 25305


Period of Contract: March 16, 2005

Billing Rate: \$0.87 – packaged six gallons per case

Total Period Amount: Open ended.

Notes:

- *WVARF agrees to provide services for the above amount pending final determination of the "Fair Market Price" by the Governor's Committee for the Purchase of Commodities and Services from the Handicapped.*



 Glenn McEndree
 Executive Director, WVARF

3/17/05

 Date

 For the State of West Virginia
 WVARF

 Date

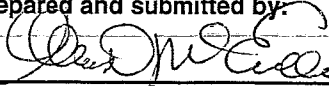
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES
COSTING FOR ONE GALLON BOTTLED WATER
 March 16, 2005

Product Description

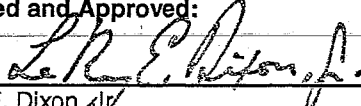
- a. One gallon plastic bottles of Fountain Natural Spring Water
- b. Minimum order: 180 gallons/30 cases
- c. Shipped in cases (6 gallons per case)
- d. Shipping charges included in costing

	QTY	UNIT	COST	TOTAL
1 MATERIALS/SUPPLIES				
a. Gallon jug	1		\$0.20	\$0.20
b. Carton - holds six gallons	1		\$0.10	\$0.10
c. 38mm cap	1		\$0.06	\$0.06
d. Label	1		\$0.04	\$0.04
e.				
f.				
g.				
h.				
			Sub Total	\$0.40
2 LABOR				
Indirect Labor				
a. Supervisor Wage				\$0.06
b. Supervisor Taxes & Benefits				\$0.01
Total Indirect Labor				\$0.07
Direct Labor				
a. On site Labor				\$0.04
b.				
c.				
d.				
e. Direct Labor Taxes & Benefits				\$0.01
Total Direct Labor				\$0.05
3 OVERHEAD & ADMINISTRATION				
a. Administration	15.00%			\$0.08
b. Profit	10.00%			\$0.05
c.				
d.				
			Sub Total	\$0.13
4 STATE USE PROGRAM FEE				
	0.9625			Sub Total
				\$0.03
			SUB-TOTAL UNIT COST	\$0.680
5 SHIPPING				
			Sub Total	\$0.19
			TOTAL UNIT COST	\$0.87

Prepared and submitted by:


 Glenn McEndree
 Executive Director, WVARF

Accepted and Approved:


 LeRoy E. Dixon, Jr. Date
 Chair
 Committee for the Purchase of Commodities
 and Services from the Handicapped



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 *709052549 304-766-4894
 WV ASSOC OF REHAB FACILITIES
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	DELIVERY DATE	CAT. NO.	ITEM NUMBER		
			RECEIPT TICKET FOR PURCHASE ORDER:		WVARF04
LINE	CATNO	ITEM	NUMBER	DESCRIPTION	QTY DATE
0154		985-28		ONE GALLON BOTTLED WATER	
		SIGNATURE		DATE	

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TOTAL

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE