



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

00

CHANGE ORDER

9

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

SEE REVERSE SIDE FOR  
TERMS AND CONDITIONS

AGENCY COPY

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

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

SHIP  
TO

INVOICE TO

VENDOR

DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
10/13/2005		NET 30		550633886	
SHIP VIA		F.O.B		FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY		DESTINATION		PREPAID	VAR-VAR
LINE	QUANTITY DELIVERY DATE	UOP CAT. NO.	VENDOR ITEM NO. ITEM NUMBER	UNIT PRICE	AMOUNT
			CHANGE ORDER #09		
1.	TO RENEW THE ORIGINAL CONTRCT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.				
	EFFECTIVE DATE OF RENEWAL: 10/01/2005 THROUGH 09/30/2006.				
	RENEWALS REMAINING: ONE (1)				
2.	EFFECTIVE OCTOBER 1, ADD THE FOLLOWING PRODUCTS TO WVARF04:				
ITEM NO.	DESCRIPTION			PRICE	
156	FOAM HANDWASH, 1250 ML REFILL 3/CASE			\$48.99	
157	FOAM HANDWASH, 2000 ML REFILL 2/CASE			\$48.06	
158	FOAM HANDWASH DISPENSER-1250 ML-GREY			\$ 9.09	
159	FOAM HANDWASH DISPENSER-2000 ML-GREY			\$10.23	
160	STAINLESS STEEL FRAMED MIRROR 16" X 22"			\$38.16	
	PREVIOUS PO TOTAL==>			OPEN	END
	PO NET CHANGE (+)==>				

WV STATE PURCHASING DIVISION  
ADMINISTRATION UNIT  
CERTIFIED ENCUMBERED

OCT 17 2005

Beverly Toler

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE ☒

OPEN END

TOTAL

BETTY FRANCISCO 304 558-0468

BY *Lauren Beyer* 10/13/05  
PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY  
ASSISTANT ATTORNEY GENERAL

*Samuel Wayfield*

**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.



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BEST WAY		DESTINATION		PREPAID		VAR-VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
161	RUBBER COATED	LABORATORY	APRON 45" X 35"	\$12.55			
162	DOCUMENT WAREHOUSING	IMAGE 18" X 24"		\$0.13		14	
163	DOCUMENT WAREHOUSING	IMATE 24" X 36"		\$0.26		13	
164	DOCUMENT WAREHOUSING	IMAGE 36" X 48"		\$0.52		27	
3. CHANGE SPELLING FOR LINE ITEM 135 TO LATH STRIP.							
4. REMOVE ITEM 145, AIRLAID PAPER WIPER, FROM THE CONTRACT.							
5. REMOVE ITEM 154, ONE GALLON BOTTLED WATER.							
6. BOTTLED WATER: DELETE ITEMS 23 THROUGH 30.							
7. BOTTLED WATER: ITEMS 15 THROUGH 23 THESE PRODUCTS ARE ORDERED PER THE ATTACHED INSTRUCTIONS.							
8. BOTTLED WATER: ITEMS 149 AND 150 - THESE PRODUCTS ARE ORDERED PER THE THE ATTACHED INSTRUCTIONS.							
9. MASTER LIST OF ALL WVARF04 PRICES IS ATTACHED, WITH CURRENT PRICES, REFLECTS 3.75% STATE USE PROGRAM FEE.							
*****NO ADDITIONAL CHANGES*****							
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
TOTAL							

APPROVED AS TO FORM BY  
ASSISTANT ATTORNEY GENERAL

BY \_\_\_\_\_  
PURCHASING DIVISION AUTHORIZED SIGNATURE

Remove Items 0023 thru 0030 on Pages 13 thru 15 from the current WVARF04 contract. At the beginning of the Bottled Water section (Page 10), please replace the existing descriptive information with the following:

These Products are ordered through WVARF by calling or faxing:

WVARF Organization	Contact Name	Counties
Green Acres Regional Center, Inc. Phone: 304-765-2522 Fax: 304-525-2040	Jon Floyd	Cabell, Wayne & Mason
Prestera Center for Mental Health Services, Inc. Phone: 304-341-0511 Ext. 1658 Fax: 304-345-8163	Kiera Means	Kanawha, Boone & Putnam
WVARF Phone: 304-766-4894 Fax: 304-766-4607	Joyce Wysong or Ken Kennedy	All Other West Virginia Counties

At the beginning of the 20 oz. Bottled Water section starting on Page 85 of WVARF04, please replace the existing descriptive information with the following:

These Products are ordered through WVARF by calling or faxing:

WVARF Organization	Contact Name	Counties
Prestera Center for Mental Health Services, Inc. Phone: 304-341-0511 Ext. 1658 Fax: 304-345-8163	Kiera Means	Kanawha, Boone & Putnam
WVARF Phone: 304-766-4894 Fax: 304-766-4607	Joyce Wysong or Ken Kennedy	All Other West Virginia Counties

**Commodities Pricing/Costing WVARF04****Effective July 1, 2005 to September 30, 2005**

<b>ABSORBENT PRODUCTS</b>		
<b>Code</b>	<b>Item</b>	<b>Actual Pricing @3.75% 7/1/2005</b>
0001	100 Pad Kit (AP100)	77.49
0002	Absorbent Blanket Kit (APO150)	33.48
0003	Absorbent Blanket Kit (APO153)	46.49
0004	Universal Spill Kit (AP200)	46.64
0005	Universal/Oil Drum top cover,	66.92
0006	Universal drip pan with pillows(APDP40)	116.87
0007	Replacement Pillows (APAW99)	73.81
0008	Replacement Pillows (APOIL99)	70.79
0009	Absorbent booms, oil only (AP510)	103.85
0010	Absorbent Booms, oil only (AP810)	171.71
0011	Absorbent socks, oil (AP412)	56.66
0012	Absorbent socks, oil (AP430)	99.67
0013	Absorbent socks, oil (AP612)	56.58
0014	Absorbent Oil Pad (AP152)	75.84

<b>BOTTLED WATER</b>		
<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
0015	Bottled water cooler rental, cold only / Per Month	9.20
0016	Bottled water cooler rental, hot and cold, Per / Month	12.06
0017	Bottled water cooler, compartment rental, Per / Month	16.45
0018	Bottled water cooler rental, Hot & Cold with Refrigerator, Per / Month	15.24
0019	Drinking Water, Five Gallon Returnable Bottle	5.57
0020	Drinking Water, Three Gallon Returnable Bottle	3.32
0021	Bottle Deposit	6.48
0022	Coolers cleaned and disinfected two times per year	24.91

CONDIMENT KITS		
Code	Item	Current WVARF04 Pricing
	Fork, medium weight, 500 per case	3.92
	Spoon, medium weight, 500 per case	3.92
	Knife, medium weight, 500 per case	3.92
	Fork, heavyweight, 500 per case	9.21
	Spoon, heavy weight, 500 per case	9.21
	Knife, heavy weight, 500 per case	9.21
	Sporks, 500 per case	4.72
	Staw, flex, 500 per case	2.76
	Sugar, 500 per case	3.46
	Sugar substitute, 500 per case	3.33
	Equal, 500 per case	8.28
	Salt, 500 per case	1.24545
	Salt substitute, 500 per case	3.62
	Pepper, 500 per case	2.05251
	Creamer, 500 per case	7.59
	Fork, light weight, 500 per case	3.09
	Spoon, light weight, 500 per case	3.09
	Knife, light weight, 500 per case	3.09
	Straw, jumbo regular, 500 per case	1.42480
	Straw, milk, 500 per case	1.22553
	<b>Basic Charge Cost</b>	
	One	30.95
	Two	33.46
	Three	34.67
	Four	36.85
	Five	40.49
	Six	45.21
	Seven	45.90
	Eight	0.00
	<b>Additional Selections</b>	
	Insert Folded Napkin, 500 per case	7.00
	Color Code Condiment Kits, 500 per case	9.76

DOCUMENT IMAGING SERVICES		
Code	Item	Current WVARF04 Pricing
0032	Scanned at 200/300 dpi up to 8.5" x 14"	0.07971
0033	Scanned at 200/300 dpi up to 11" x 17"	0.11956
0034	Indexed	0.00867
0035	Set up fee	49.82
0036	Master CD fee	74.73
0037	Duplication	14.95
0038	Preparation of documents	7.92
0039	Transportation of documents	0.59782
0040	Fragile document scanning on flatbed scanner	7.92
0041	Doc. Scanning at 200/300 dpi up to 11: x 17 w/flatbed	0.15942
0042	OCR, no operator editing	0.03985
0043	OCR clean-up	7.92
0044	Off-site storage	4.98
0045	Document shredding	4.98
0046	Data Warehousing (via Internet)(Includes accessing up to 20% of images	0.03487
0047	Accessing of warehoused data (above 20%)	0.00598
0048	Doc Scanning 18" x 24" Eng. C @ 200 dpi – per document	1.49455
0049	Doc Scanning 18" x 24" Eng. C @ 300 dpi – per document	1.74364
0050	Doc Scanning 24" x 36" Eng. C @ 200 dpi – per document	1.69382
0051	Doc Scanning 24" x 36" Eng. C @ 300 dpi – per document	1.94291
0052	Doc Scanning 36" x 48" Eng. C @ 200 dpi – per document	2.19200
0053	Doc Scanning 36" x 48" Eng. C @ 3200 dpi – per document	2.44109
0054	Microfilm Scanning, 16 mm roll film, 200/300 dpi -	0.07971

**DOCUMENT IMAGING SERVICES (Continued)**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
0055	Microfilm Scanning, 35 mm roll film, 200/300 dpi	0.11956
0056	Microfiche Scanning, 200/300 dpi	0.14945
0057	Aperture scanning	0.34873
0058	Master DVD-R	74.73
	Document Warehousing Image (via Internet)(18" X 24")	0.1314
	Document Warehousing Image (via Internet)(24" X 36")	0.2613
	Document Warehousing Image (via Internet)(36" X 48")	0.5227

**DATA MANAGEMENT**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
	Services completed on time as determined by the agency / Per 1000 Key Strokes	3.19
	Work not completed within the turnaround time / Per 1000 Key Strokes	3.09
0059	Skill Level I	1.89309
0060	Skill Level II	4.98
0061	Skill Level III.	9.96
0062	Additional Courier Service / Per Hour Charge	34.87
0063	Sort Forms by Type, County, Number Index, etc. / Hour	9.96
0064	Batch Work / Per Hour	9.96
0065	Remove Attachments / Per Hour	9.96
0066	Screen Form for Accuracy Prior to Entry / Per Hour	9.96
0067	Calculate Fields to Verify Totals / Per Hour	9.96
0068	Recall Submitted Forms for Sight Verification / Per Hour	9.96
0069	Edit Submitted Reports / Per Hour	9.96
0070	Copy / Per Hour	9.96
0071	Open Mail / Per Hour	9.96
0072	Prepare Documents for Mailing, Filing, etc. / Per Hour	9.96
0073	Prepare Documents for Mailing, Filing, etc. / Per Piece	0.29891
0074	Postage / At Cost	At Cost
0075	Generate Reports / Per Hour	9.96
0076	Create and Manage Database / Per Hour	9.96
0077	Develop and Maintain Mailing Lists	9.96
0078	Create Data Media (Diskette, CD, Zip Drive) / Per Hour	9.96
0079	Research Information Sources to Complete Form / Per Hour	9.96
0080	Sort Alphabetically for Storage / Per Hour	9.96
0081	Store Documents / Per Box Per Month	0.24909
0082	Shred Documents / Per Hour	9.96
0083	Project Manager / Per Hour	19.93
0084	Production Manager / Per Hour	14.95
0085	Programing / Per Hour	149.45

**MICROFILMING**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
0086	Source Documents - 8.5" 5" x 5" to 8.5" x 14" placed in microfilm jackets (microfiche).	0.04538
0087	Source Documents - 8.5" x 5" to 8.5" x 14" placed on 16mm roll film with spool.	0.03641
0088	Source Document - 8.5" x 5" to 8.5" x 14" placed on 16mm roll with cartridge.	0.03940
0089	Check or check sized document placed on 16mm roll film with spool.	0.01746
0090	Check or check sized documents placed on 16mm film with cartridge	0.01845
0091	Drawings, Engineering: sizes A to E placed on 35mm film.	0.50914
0092	Drawings, Engineering: Sizes A to E placed on 35mm film in microfilm jackets	0.60878
0093	Drawings, Engineering: sizes A to E placed on 35mm film in aperture card.	0.61336
0094	Duplication Services - 16mm jackets	0.30429
0095	Duplication Services - 35mm jackets	0.30429
0096	Duplication Services - 16mm Roll	14.97
0097	Document Preparation for Filming / per hour	7.93
0098	Document Preparation - Indexing / per hour	7.93
0099	Document Preparation - Transportation of documents / per mile	0.60778

**FIRST CLASS MAIL PRESORT**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
0100	First Class Letters - Bar Code, sort, and deliver envelopes #6 through #12 to USPS.	0.02491
0101	Standard Class Letters - Bar code, sort, and deliver envelopes #6 through #12.to	0.02491
0102	Standard Mail, A - Hand sort and deliver to USPS. Envelopes #6 through #12 metered	0.04484
0103	Standard Mail, B - Hand sort and deliver to USPS. Envelopes #6 through #12 metered	0.05978
0104	Hourly Labor - Pick-up and delivery of first class mail (#6 through #12 envelopes)	12.97
0105	Hand Work such as Label, Stamp, Fold, Insert	0.02690
0106	Mail Received with Insufficient Postage - 7% Surcharge. Check with the Presort	0.00

**LIQUID HAND SOAP**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
0107	Hand Soap, Antimicrobial, 800 ml size pouch	63.63
0108	Hand Soap, Antibacterial , Gallons, 4/Case	52.36
0109	Hand Soap, Lotion, 800 ml. size pouch	54.85
0110	Hand Soap, Lotion - Gallons, 4/Case	43.28
0111	Body shampoo, 800 ml size pouch	63.33
0112	Body shampoo, Gallons, 4/Case	59.20
0113	Orange Waterless Soap, Gallons, 4/Case	52.59
0114	Moisturizing Instant Sanitizer, 800 ml. size pouch	91.42
0115	Moisturizing Instant Sanitizer, 4 oz. Bottles	54.74
0116	Wipes in a Tub, 130 count	79.30
0117	Dispenser - wall mounted unit to dispense the 800 ml. Pouches listed above	11.98
0118	Gallon Bottle Pump	8.21
0119	PressPak - Pink lotion soap, 800 ml. Size pouch	59.83
0120	PressPak Dispenser - Wall mounted unit to dispense 800 ml pouches from PressPak	11.72
0153	Orange Smooth Waterless Hand Soap - 4/ 1gallon bottles	61.32
	Foam Handwash - 1250 ml. Refill - 3/case	48.99
	Foam Handwash - 2000 ml. Refill - 2/case	48.06
	Foam Handwash Dispenser for 1250 ml. Refill - Grey	9.09
	Foam Handwash Dispenser for 2000 ml. Refill - Grey	10.23

**MIRROR**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
	Stainless Steel Framed Mirror - 16" X 22"	38.16

**RUBBER COATED LABORATORY APRON**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
	Rubber Coated Laboratory Apron - 45" X 35"	12.55



**SURVEY STAKES**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
0121	Wood Survey Stake - 3/4" x 1 1/4" x 12", 25/bundle	7.60
0122	Wood Survey Stake - 3/4" x 1 3/4" x 12", 25/bundle	7.79
0123	Wood Survey Stake - 3/4" x 1 1/4" x 18", 25/bundle	10.37
0124	Wood Survey Stake - 3/4" x 1 3/4" x 18", 25/bundle	10.57
0125	Wood Survey Stake - 3/4" x 1 1/4" x 30", 25/bundle	12.02
0126	Wood Survey Stake - 3/4" x 1 3/4" x 30", 25/bundle	12.23
0127	Wood Survey Stake - 3/4" x 1 1/4" x 36", 25/bundle	15.33
0128	Wood Survey Stake - 3/4" x 1 3/4" x 36", 25/bundle	15.53
0129	Wood Survey Stake - 3/4" x 1 1/4" x 48", 25/bundle	17.44
0130	Wood Survey Stake - 3/4" x 1 3/4" x 48", 25/bundle	17.65
0131	Wood Survey Hub - 1 1/2" x 1 1/2" x 12", 25/bundle	8.40
0132	Wood Survey Hub - 2" x 2" x 12", 25/bundle	8.73
0133	Wood Survey Hub - 2" x 2" x 18", 25/bundle	10.54
0134	Wood Survey Hub - 1 3/4" x 1 3/4" x 16", 25/bundle	11.25
0135	Lath Strip - 1/4" x 1 1/2" x 48", 25/bundle	8.89
0136	Wire Staff Marking Flag - 13 gauge wire, 30" high/Flag 4"x 5"	0.08967
0137	Wire Staff Marking Flag - 13 gauge wire, 30" high/Flag 5"x 8"	0.11956

**WIPING CLOTHS**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
0138	Near White (Polo). Non-absorbent cloth. Cotton/polyester blend, 10 lb. box	9.66
0138	Near White (Polo). Non-absorbent cloth. Cotton/polyester blend, 25 lb. Box	24.16
0139	White French Terry. Washed cloth. Looped fabric on one side, 10 lb. Box	17.83
0139	White French Terry. Washed cloth. Looped fabric on one side, 25 lb. Box	44.59
0140	Colored French Terry. Cotton/polyester blend, looped fabric on one side, 10 lb. box.	15.05
0140	Colored French Terry. Cotton/polyester blend, looped fabric on one side, 25 lb. Box	37.61
0141	White. 100% cotton, washed, bleached, re-washed and lint free, 10 lb. Box	18.03
0141	White. 100% cotton, washed, bleached, re-washed and lint free, 25 lb. Box	45.09
0142	Washed Fleece. Cotton/polyester blend, Fleece fabric on one side, 10 lb. Box	11.86
0142	Washed Fleece. Cotton/polyester blend, Fleece fabric on one side, 25 lb. Box	29.64
0143	Econo Wiper. Washed, sanitized, absorbent cloth. 10 lb. Box	8.17
0143	Econo Wiper. Washed, sanitized, absorbent cloth. 25 lb. Box	20.43
0144	Bar Rag. Lightweight terry toweling with finished edges, 10 lb. Box	19.83
0144	Bar Rag. Lightweight terry toweling with finished edges, 25 lb. Box	49.57

**20 OZ BOTTLED WATER**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
149	20 oz. Bottle Water / WV State Park Label, Customer Pickup	6.76
150	20 oz. Bottle Water / WV State Park Label, Includes Delivery	9.66

**FISH HABITAT STRUCTURES**

<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
0155	1. Type I Nursery Structure - Wood	42.23
0155	2. Type II Nursery Structure - PVC	74.89
0155	3. Spawning Structure	17.93



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RECEIPT TICKET FOR PURCHASE ORDER: WVARF04							
LINE	CATNO	ITEM	NUMBER	DESCRIPTION	QTY	DATE	
0001		485-74		100 PAD BAIL KIT (AP100)			
SIGNATURE				DATE			
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
TOTAL							

APPROVED AS TO FORM BY  
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BY  
PURCHASING DIVISION AUTHORIZED SIGNATURE