



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

10

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

INVOICE TO

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

VENDOR

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

SHIP TO

DATE PRINTED		TERMS OF SALE		FEIN/SSN	FUND
12/20/2005		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 #10		
1.	LOW IMPACT MONITORING SERVICE: EFFECTIVE 11/1/05 THROUGH 10/31/06, THE HOURLY RATE FOR THIS SHALL BE \$35.05. (SEE ATTACHED DOCUMENTATION.)				
2.	THE BOTTLED WATER AND COOLER INFORMATION IS CHANGED TO THE INFORMATION IN THE ATTACHED LETTER FROM WVARF DATED 11/28/05.				
3.	REPLACE THE EXISTING 20 OUNCE BOTTLED WATER SECTION WITH THE INFORMATION IN THE ATTACHED LETTER FROM WVARF DATED 11/28/05.				
4.	UPDATED MASTER LIST OF ALL WVARF04 PRICES WITH CORRECTED PRICES PER EXPLANATION IN ATTACHED LETTER DATED 11/28/05.				
PREVIOUS PO TOTAL==>				OPEN	END
PO NET CHANGE (+)==>					

WV STATE PURCHASING DIVISION  
ADMINISTRATION UNIT  
CERTIFIED ENCUMBERED

DEC 29 2005

*Beverly Toler*

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

617 12-28-05

OPEN END

TOTAL

APPROVED AS TO FORM BY  
ASSISTANT ATTORNEY GENERAL

BY

BETTY FRANCISCO

304-558-0468

PURCHASING DIVISION AUTHORIZED SIGNATURE

**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.

2006

**WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES**

**LOW IMPACT MONITORS - Monitors**

DATE: October 13, 2005

CRP: Harrison County Sheltered Workshop, Inc.  
Integrated Resources, Inc.  
SW Resources, Inc.

CUSTOMER: Division of Highways

LOCATION: Statewide

**A. Wage Data**

Direct Labor Wage	\$ 8.00
Direct Labor Taxes	13.00%

1.13

**B. Staffing Plan**

Time Allocation - Monitor	1.00
Total Time per day	1.00
Vacation-sick Direct Labor (days)	16

**C. Hourly Monitor Costs**

Direct Labor Wage + Tax	\$ 9.04
Direct Labor Vacation + Sick	\$ 0.07
Total wages, benefits, taxes	\$ 9.11

**D. Mileage and Equipment**

Mileage	\$ 14.55
Equipment	\$ 3.26
Uniforms	\$ 0.09

See attached schedule

See attached schedule

**E. Overhead and Burden**

15%	\$ 4.04
-----	---------

**F. Profit and Fees**

CRP profit - 10%	\$ 2.69
State Use Fee 3.75%	\$ 1.31

**G. Participating CRP price** \$ 33.74  
**Price to Customer** \$ 35.05

**H. Contract Period** November 1, 2005 - October 31, 2006

**I. Notes**


- A. Relief based on 16 paid days leave for vacation and sick.
- B. Price based upon a standard work week of 40 hours.

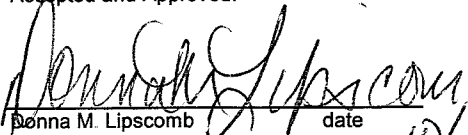
*The compensation rates for workers and supervisors, including wages and benefits will be paid at the rates established within this costing document.*

WVARF agrees to provide the above service for the amount indicated pending final approval by the Committee for the Purchase of Commodities and Services from the Handicapped.

Submitted by:

Accepted and Approved:

  
Glenn McEndree  
Director of Operations  
West Virginia Ass'n. of  
Rehabilitation Facilities, Inc.  
date 11/20/05

  
Donna M. Lipscomb  
Chair  
Committee for the Purchase of Commodities  
and Services from the Handicapped  
date 10/28/05

PURCHASING DIVISION  
STATE OF WV

2005 DEC 19 A 9:38

RECEIVED

CO Approved B 12/1/05

2006

#### EQUIPMENT SCHEDULE - Monitors

	Purchase Price	Allocated Price	Hourly Price
1. CB Radio	\$ 80.00	\$ 26.67	\$ 0.44
2. Cell phone	\$ 50.00	\$ 50.00	\$ 0.83
3. 5lb fire extinguishers	\$ 72.00	\$ 24.00	\$ 0.40
4. Safety vest (green)	\$ 15.00	\$ 15.00	\$ 0.25
5. Reflecting triangles (3)	\$ 50.00	\$ 16.67	\$ 0.28
6. Vehicle identification signs	\$ 30.00	\$ 20.00	\$ 0.33
7. Yellow flashing roof light	\$ 85.00	\$ 28.33	\$ 0.47
8. First aide/CPR kit	\$ 30.00	\$ 15.00	\$ 0.25
			\$ 3.26

Allocated price is based on the number years equipment is estimated to remain in service.  
 Hourly price is based on estimated number of hours in service per year (60 hr/mth).  
 Cell phone is based on monthly service fee.

#### MILEAGE CALCULATION

Estimate an average of four hours per move. Estimate three-quarters of this time is spent in travel.  
 Based on an average speed of 40 mph.  
 Then, four hours times 0.75, times 40 miles, times \$0.485/mile equals 58.2  
 Then 58.2 divided by four hours on the clock equals \$12.15. 14.55

#### Uniform Calculation

\$14.00 per golf style shirt  
 \$5.50 per baseball style hat  
 \$30.00 per safety vest, "lime safety" in color

1. Estimated each safety vest will last 2080 hours.
2. Estimated each hat will last 2080 hours.
3. Estimated each shirt will last 520 hours.
4. Total cost per year per worker, estimated at \$91.50.  $((14 \times 4) + 5.5 + 30)$
5. \$91.50 divided by 2080 = \$0.0439
6. Estimated each worker will work half-time.  $0.04039 \times 2 = 0.0878$



Governor's Committee  
For The Purchase of Commodities & Services  
From The Handicapped

1900 Kanawha Boulevard, East  
State Capitol, Room E-119  
Charleston, West Virginia 25305-0120

PURCHASING AGENCY 304.558.3392

RECEIVED  
OCT 24 2005

MAINTENANCE DIVISION

## NOTIFICATION OF FAIR MARKET PRICE DETERMINATION

Julian Ware  
DOH Maintenance Division  
Building 5 Room 350  
1900 Kanawha Blvd East  
Charleston, WV 25305-0430

Dear Julian Ware,

October 20, 2005

RE: Committee Establishment of Fair Market Price for Dispatcher Services for the Permit Monitoring Services

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, 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 project at the fair market price of \$4,479.94 per month. The contract period will be November 1, 2005 through October 31, 2006 with the amount not to exceed \$53,759.28.

The Central Nonprofit 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.

Donna M. Lipscomb  
Committee Chair



West Virginia Association of Rehabilitation Facilities

OCT 24 2005

## SERVICE AGREEMENT

MAINTENANCE DIVISION

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

Work performed by: Harrison County Sheltered Workshop, Stonewood

Work to be performed: Dispatcher Services for Permit Monitoring Services

Customer Contact: Julian Ware, DOH Maintenance Division, Building 5 Room A-  
350, 1900 Kanawha Blvd East, Charleston WV 25305

Period of Contract: November 1, 2005 – October 31, 2006

Billing Rate: \$4,479.94 per month

Total Period Amount: \$53,759.28

### Notes:

- *This contract may be renewed upon the mutual written consent of the spending unit and vendor, submitted to the Director of Purchasing thirty (30) days prior to the expiration date. Such renewal shall be in accordance with the terms and conditions of the original contract and shall be limited to two (2) one (1) year periods.*
- *The Vendor agrees to furnish all equipment and supplies required to perform the tasks agreed upon in the Statement of Work.*
- *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

1/20/05

Date

\_\_\_\_\_  
For the State of West Virginia

\_\_\_\_\_  
Date



Governor's Committee  
For The Purchase of Commodities & Services  
From The Handicapped

1900 Kanawha Boulevard, East  
State Capitol, Room E-119  
Charleston, West Virginia 25305-0120

PURCHASING AGENCY 304.558.3392

## NOTIFICATION OF FAIR MARKET PRICE DETERMINATION

Julian Ware  
DOH Maintenance Division  
Building 5 Room 350  
1900 Kanawha Blvd East  
Charleston, WV 25305-0430

RECEIVED  
OCT 24 2005

Dear Julian Ware,

MAINTENANCE DIVISION

October 20, 2005

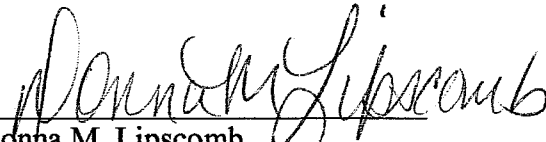
RE: Committee Establishment of Fair Market Price for Monitoring Services

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, 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 project at the fair market price of \$35.05 per hour. The contract period will be November 1, 2005 through October 31, 2006 with the amount open ended.

The Central Nonprofit 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.

  
Donna M. Lipscomb  
Committee Chair



## Internal Revenue Service IRS.gov

DEPARTMENT OF THE TREASURY

2006

### IRS Increases Mileage Rate Until Dec. 31, 2005

IR-2005-99, Sept. 9, 2005

WASHINGTON — The Internal Revenue Service and Treasury Department announced today an increase to the optional standard mileage rates for the final four months of 2005.

The rate will increase to 48.5 cents a mile for all business miles driven between Sept. 1 and Dec. 31, 2005. This is an increase of 8 cents from the 40.5 cent rate in effect for the first eight months of 2005, as set forth in Rev. Proc. 2004-64.

"This is about fairness for taxpayers," said IRS Commissioner Mark W. Everson. "People are entitled to deduct the real cost of operating a vehicle. We've responded to the recent gas price increases by making this special adjustment so taxpayers get the tax benefit they deserve."

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2005. The IRS normally updates the mileage rates once a year in the fall for the next calendar year.

"With many predicting a decline in gas prices over coming months, we will hold off on setting the 2006 rate until closer to January," Everson said. Next year's rate could be lower than 48.5 cents.

While gasoline is a major factor in the mileage figure, other items enter into the calculation of mileage rates, such as the price of new vehicles and insurance.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of the extra burden of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

The new four-month rate for computing deductible medical or moving expenses will be 22 cents a mile, up from 15 cents for the first eight months of 2005. The rate for providing services for charitable organizations is set by statute, not the IRS, and remains at 14 cents a mile.

The annual Revenue Procedure includes limitations on who is not eligible to use the standard mileage rate.

#### Links:

- [Announcement 2005-71](#) — Announcing an increase to the optional standard mileage rates for the final four months of 2005. (PDF 9KB, 2 pages)

[Subscribe to IRS Newswire](#)





West Virginia Association of Rehabilitation Facilities

RECEIVED

OCT 24 2005

MAINTENANCE DIVISION

## SERVICE AGREEMENT

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

Work performed by: Harrison County Sheltered Workshop, Stonewood; Integrated  
Resources, Maben; SW Resources, Parkersburg; Prestera Center, Charleston

Work to be performed: Permit Monitoring Services

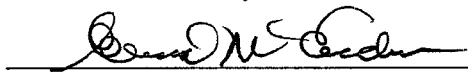
Customer Contact: Julian Ware, DOH Maintenance Division, Building 5 Room A-  
350, 1900 Kanawha Blvd East, Charleston WV 25305

Period of Contract: November 1, 2005 – October 31, 2006

Billing Rate: \$35.05 per hour      Total Period Amount: Open Ended

### Notes:

- *The Division of Highways agrees to pay for tolls incurred as a result traveling on the WV Toll Road during the provision of this project. Copies of receipts must accompany all requests for re-imburement.*
- *The costing of the above price is in part based upon the allowable amount established by the US Internal Revenue Service (IRS) for mileage. The Division of Highways agrees to review, and adjust the above price whenever the IRS makes an adjustment to their current figure of \$0.485 per mile.*
- *This contract may be renewed upon the mutual written consent of the spending unit and vendor, submitted to the Director of Purchasing thirty (30) days prior to the expiration date. Such renewal shall be in accordance with the terms and conditions of the original contract and shall be limited to two (2) one (1) year periods.*
- *The Vendor agrees to furnish all equipment and supplies required to perform the tasks agreed upon in the Statement of Work.*
- *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

11/20/05  
Date

\_\_\_\_\_  
For the WV Division of Highways

\_\_\_\_\_  
Date



West Virginia Association of Rehabilitation Facilities

November 28, 2005

Betty Francisco, Senior Buyer  
WV Purchasing Division  
2019 Washington St. E.  
PO Box 50130  
Charleston, WV 25305-0130

Subject: WVARF04

Dear Ms. Francisco:

The following represent actions of the *Governor's Committee for the Purchase of Commodities and Services from the Handicapped* (Committee) and recommendations for changes to the *WVARF04-Statewide Contract Covering Mandated Services and TEMP04A Statewide Contract*.

1. Please replace in WVARF04 the existing Bottled Water & Coolers descriptive information at the beginning of the Bottled Water section (Page 10) and as found in the most recent Change Order #09 with the following:

Bottled Water & Coolers

These products are *Ordered From* and/or *Send Payment To* according to the following:

Counties	Order From	Contact Name	Send Payment To
Cabell, Wayne & Mason	Green Acres Regional Center, Inc. Phone: 304-765-2522 Fax: 304-525-2040	Jon Floyd	Green Acres Regional Center, Inc. Route 2, Box 240 Lesage, WV 25537
Kanawha, Boone & Putnam	Prestera Center for Mental Health Services, Inc. Phone: 304-341-0511 Ext. 1658 Fax: 304-345-8163	Kiera Means	Prestera Center for Mental Health Services, Inc. P.O. Box 8069 Huntington, WV 25705
All Other West Virginia Counties	WVARF Phone: 304-766-4894 Fax: 304-766-4607	Joyce Wysong or Ken Kennedy	WVARF P.O. Box 745 Institute, WV 25112

2. Please replace in WVARF04 the existing 20 oz. Bottled Water section starting on Page 85 and as found in the most recent Change Order #09 with the following:

P.O. Box 745  
Institute, West Virginia 25112  
(304) 766-4894 • Fax (304) 766-4607  
www.wvarf.org

RECEIVED  
NOV 30 A 9:59  
PURCHASING DIVISION  
STATE OF WV

20 oz. Bottled Water

These products are *Ordered From* and/or *Send Payment To* according to the following:

Counties	Order From	Contact Name	Send Payment To
Cabell, Wayne & Mason	Green Acres Regional Center, Inc. Phone: 304-765-2522 Fax: 304-525-2040	Jon Floyd	Green Acres Regional Center, Inc. Route 2, Box 240 Lesage, WV 25537
Kanawha, Boone & Putnam	Pretera Center for Mental Health Services, Inc. Phone: 304-341-0511 Ext. 1658 Fax: 304-345-8163	Kiera Means	Pretera Center for Mental Health Services, Inc. P.O. Box 8069 Huntington, WV 25705
All Other West Virginia Counties	WVARF Phone: 304-766-4894 Fax: 304-766-4607	Joyce Wysong or Ken Kennedy	WVARF P.O. Box 745 Institute, WV 25112

3. Enclosed you will find an updated hardcopy master list of all WVARF04 prices which includes these changes:
  - a. Liquid Hand Soap Pricing. Enclosed you will find a copy of the January 21, 2005 letter with attachments to you showing the Governor's Committee establishment of a Fair Market Price for WVARF04 Liquid Hand Soap for Pass-through pricing for liquid hand soap and UPS shipping. The pricing should be changed in items 2 through 14 to reflect the increase in UPS shipping.  
  
The attached WVARF04 master pricing sheet reflects the correct prices.
  - b. Item 031 Condiment Kits – Basic Charge Cost – # of Pieces, Eight. The price should be \$50.86. That price was left off of the Change Order #9 *Commodities Pricing/Costing WVARF04* master list that was sent to you.
  - c. The Document Warehousing Image item numbers are included in the updated list: Items 0162, 0163, and 0164.
  - d. The item numbers for the Steel Framed Mirror (0160) and Rubber Coated Laboratory Apron (0161) are included in the updated list:
4. I also sending you via a copy of the *Commodities Pricing/Costing WVARF04* spreadsheet via email.

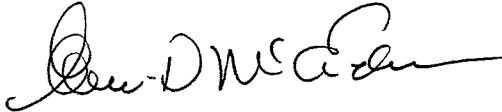
Letter to Betty Francisco

11/28/05

Page 3

Should you need additional information please do not hesitate to call.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Glenn McEndree", with a long horizontal flourish extending to the right.

Glenn McEndree  
Executive Director, WVARF

**Commodities Pricing/Costing WVARF04**  
**Effective October 1, 2005 to September 30, 2006**

<b>ABSORBENT PRODUCTS</b>		
<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</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

<b>CONDIMENT KITS</b>		
<b>Code</b>	<b>Item</b>	<b>Current WVARF04 Pricing</b>
	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	50.86
	<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
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
0162	Document Warehousing Image (via Internet)(18" X 24")	0.1314
0163	Document Warehousing Image (via Internet)(24" X 36")	0.2613
0164	Document Warehousing Image (via Internet)(36" X 48")	0.5227

DATA MANAGEMENT		
Code	Item	Current WVARF04 Pricing
	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		
Code	Item	Current WVARF04 Pricing
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

MICROFILMING		
Code	Item	Current WVARF04 Pricing
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		
Code	Item	Current WVARF04 Pricing
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	0.04484
0103	Standard Mail, B - Hand sort and deliver to USPS. Envelopes #6 through #12	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		
Code	Item	Current WVARF04 Pricing
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	11.72
0153	Orange Smooth Waterless Hand Soap - 4/ 1gallon bottles	61.32
0156	Foam Handwash - 1250 ml. Refill - 3/case	48.99
0157	Foam Handwash - 2000 ml. Refill - 2/case	48.06
0158	Foam Handwash Dispenser for 1250 ml. Refill - Grey	9.09
0159	Foam Handwash Dispenser for 2000 ml. Refill - Grey	10.23

MIRROR		
Code	Item	Current WVARF04 Pricing
0160	Stainless Steel Framed Mirror - 16" X 22"	38.16

RUBBER COATED LABORATORY APRON		
Code	Item	Current WVARF04 Pricing
0161	Rubber Coated Laboratory Apron - 45" X 35"	12.55

SURVEY STAKES		
Code	Item	Current WVARF04 Pricing
0121	Wood Survey Stake - 3/4" x 1 1/4" x 12", 25/bundle	7.60
0122	Wood Survey Stake - 3/4" x 1 1/4" 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 1/4" 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 1/4" 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 1/4" x 36", 25/bundle	15.53

SURVEY STAKES		
Code	Item	Current WVARF04 Pricing
0129	Wood Survey Stake - 3/4" x 1 1/4" x 48", 25/bundle	17.44
0130	Wood Survey Stake - 3/4" x 1 1/4" 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		
Code	Item	Current WVARF04 Pricing
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		
Code	Item	Current WVARF04 Pricing
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		
Code	Item	Current WVARF04 Pricing
0155	1. Type I Nursery Structure - Wood	42.23
0155	2. Type II Nursery Structure - PVC	74.89
0155	3. Spawning Structure	17.93





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

BLANKET RELEASE

00

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

CHANGE ORDER

10

SEE REVERSE SIDE FOR  
TERMS AND CONDITIONS

INVOICE TO

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

VENDOR

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

SHIP TO

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
12/20/2005		NET 30		550633886			
SHIP VIA		F.O.B		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		VAR-VAR	
LINE	QUANTITY	UOP	VENDOR ITEM NO.	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
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  
ASSISTANT ATTORNEY GENERAL

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