



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
 12

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

AGENCY COPY

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	
10/16/2006		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				
			CHANGE ORDER #12				
SEE THE ATTACHED PRICE LIST FOR ITEMS EFFECTIVE OCTOBER 1, 2006. THIS PRICE LIST INCLUDES THE 4.1% PROGRAM FEE.						WV STATE PURCHASING DIVISION ADMINISTRATION UNIT CERTIFIED ENCUMBERED	
*****NO ADDITIONAL CHANGES*****						OCT 20 2006	
				PREVIOUS PO TOTAL==>		OPEN END	
				PO NET CHANGE (+)==>			
						<i>Beverly Toler</i>	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE *BJF 10-18-06*

OPEN END
TOTAL

Daune Wayfield

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BETTY FRANCISCO 304-558-0468

BY *[Signature]*
 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.

Commodities Pricing/Costing WVARF04

Effective October 1, 2006

Program Fee - 4.1%

ABSORBENT PRODUCTS		
		4.1% WVARF04 Pricing 10/1/06
Code	Item	
0001	100 Pad Kit (AP100)	77.77
0002	Absorbent Blanket Kit (APO150)	33.60
0003	Absorbent Blanket Kit (APO153)	46.66
0004	Universal Spill Kit (AP200)	46.81
0005	Universal/Oil Drum top cover,	67.16
0006	Universal drip pan with pillows(APDP40)	117.30
0007	Replacement Pillows (APAW99)	74.08
0008	Replacement Pillows (APOIL99)	71.05
0009	Absorbent booms, oil only (AP510)	97.79
0010	Absorbent Booms, oil only (AP810)	129.12
0011	Absorbent socks, oil (AP412)	56.87
0012	Absorbent socks, oil (AP430)	100.03
0013	Absorbent socks, oil (AP612)	56.79
0014	Absorbent Oil Pad (AP152)	76.12

BOTTLED WATER		
		WVARF04 Pricing 10/1/06
Code	Item	
0015	Bottled water cooler rental, cold only / Per Month	9.23
0016	Bottled water cooler rental, hot and cold, Per / Month	12.10
0017	Bottled water cooler, compartment rental, Per / Month	16.51
0018	Bottled water cooler rental, Hot & Cold with Refrigerator, Per / Month	15.30
0019	Drinking Water, Five Gallon Returnable Bottle	5.59
0020	Drinking Water, Three Gallon Returnable Bottle	3.33
0021	Bottle Deposit	6.50
0022	Coolers cleaned and disinfected two times per year	25.00

CONDIMENT KITS		
		WVARF04 Pricing 10/1/06
Code	Item	
	Fork, medium weight, 500 per case	3.93
	Spoon, medium weight, 500 per case	3.93
	Knife, medium weight, 500 per case	3.93
	Fork, heavyweight, 500 per case	9.24
	Spoon, heavy weight, 500 per case	9.24
	Knife, heavy weight, 500 per case	9.24
	Sorks, 500 per case	4.74

Staw, flex, 500 per case	2.77
Sugar, 500 per case	3.47
Sugar substitute, 500 per case	3.34
Equal, 500 per case	8.31
Salt, 500 per case	1.25
Salt substitute, 500 per case	3.63
Pepper, 500 per case	2.06
Creamer, 500 per case	7.62
Fork, light weight, 500 per case	3.10
Spoon, light weight, 500 per case	3.10
Knife, light weight, 500 per case	3.10
Straw, jumbo regular, 500 per case	1.43
Straw, milk, 500 per case	1.23
Basic Charge Cost	
One	31.06
Two	33.58
Three	34.80
Four	36.98
Five	40.64
Six	45.38
Seven	46.07
Eight	51.05
Additional Selections	
Insert Folded Napkin, 500 per case	7.03
Color Code Condiment Kits, 500 per case	9.80

DOCUMENT IMAGING SERVICES

		WVARF04
Code	Item	Pricing 10/1/06
0032	Scanned at 200/300 dpi up to 8.5" x 14"	0.08
0033	Scanned at 200/300 dpi up to 11" x 17"	0.12
0034	Indexed	0.00870
0035	Set up fee	50.00
0036	Master CD fee	75.00
0037	Duplication	15.00
0038	Preparation of documents	7.95
0039	Transportation of documents	0.60
0040	Fragile document scanning on flatbed scanner	7.95
0041	Doc. Scanning at 200/300 dpi up to 11: x 17 w/flatbed	0.16
0042	OCR, no operator editing	0.04
0043	OCR clean-up	7.95
0044	Off-site storage	5.00
0045	Document shredding	5.00
0046	Data Warehousing (via Internet)(Includes accessing up to 20% of images warehoused.)	0.035
0047	Accessing of warehoused data (above 20%)	0.006
0048	Doc Scanning 18" x 24" Eng. C @ 200 dpi – per document	1.50
0049	Doc Scanning 18" x 24" Eng. C @ 300 dpi – per document	1.75
0050	Doc Scanning 24" x 36" Eng. C @ 200 dpi – per document	1.70
0051	Doc Scanning 24" x 36" Eng. C @ 300 dpi – per document	1.95
0052	Doc Scanning 36" x 48" Eng. C @ 200 dpi – per document	2.20

0053	Doc Scanning 36" x 48" Eng. C @3200 dpi – per document	2.45
0054	Microfilm Scanning, 16 mm roll film, 200/300 dpi -	0.08
0055	Microfilm Scanning, 35 mm roll film, 200/300 dpi	0.12
0056	Microfiche Scanning, 200/300 dpi	0.15
0057	Aperture scanning	0.35
0058	Master DVD-R	75.00
0162	Document Warehousing Image (via Internet)(18" X 24")	0.13
0163	Document Warehousing Image (via Internet)(24" X 36")	0.26
0164	Document Warehousing Image (via Internet)(36" X 48")	0.52

DATA MANAGEMENT		
Code	Item	WVARF04 Pricing 10/1/06
	Services completed on time as determined by the agency / Per 1000 Key Strokes	3.20
	Work not completed within the turnaround time / Per 1000 Key Strokes	3.10
0059	Skill Level I	1.90
0060	Skill Level II	5.00
0061	Skill Level III.	10.00
0062	Additional Courier Service / Per Hour Charge	35.00
0063	Sort Forms by Type, County, Number Index, etc. / Hour	10.00
0064	Batch Work / Per Hour	10.00
0065	Remove Attachments / Per Hour	10.00
0066	Screen Form for Accuracy Prior to Entry / Per Hour	10.00
0067	Calculate Fields to Verify Totals / Per Hour	10.00
0068	Recall Submitted Forms for Sight Verification / Per Hour	10.00
0069	Edit Submitted Reports / Per Hour	10.00
0070	Copy / Per Hour	10.00
0071	Open Mail / Per Hour	10.00
0072	Prepare Documents for Mailing, Filing, etc. / Per Hour	10.00
0073	Prepare Documents for Mailing, Filing, etc. / Per Piece	0.30
0074	Postage / At Cost	At Cost
0075	Generate Reports / Per Hour	10.00
0076	Create and Manage Database / Per Hour	10.00
0077	Develop and Maintain Mailing Lists	10.00
0078	Create Data Media (Diskette, CD, Zip Drive) / Per Hour	10.00
0079	Research Information Sources to Complete Form / Per Hour	10.00
0080	Sort Alphabetically for Storage / Per Hour	10.00
0081	Store Documents / Per Box Per Month	0.25
0082	Shred Documents / Per Hour	10.00
0083	Project Manager / Per Hour	20.00
0084	Production Manager / Per Hour	15.00
0085	Programing / Per Hour	150.00

MICROFILMING		
Code	Item	WVARF04 Pricing 10/1/06
0086	Source Documents - 8.5" 5" x 5" to 8.5" x 14" placed in microfilm jackets (microfiche).	0.04555
0087	Source Documents - 8.5" x 5" to 8.5" x 14" placed on 16mm roll film with spool.	0.03654
0088	Source Document - 8.5" x 5" to 8.5" x 14" placed on 16mm roll with cartridge.	0.03954

0089	Check or check sized document placed on 16mm roll film with spool.	0.01752
0090	Check or check sized documents placed on 16mm film with cartridge	0.01852
MICROFILMING		
Code	Item	WVARF04 Pricing 10/1/06
0091	Drawings, Engineering: sizes A to E placed on 35mm film.	0.511
0092	Drawings, Engineering: Sizes A to E placed on 35mm film in microfilm jackets	0.611
0093	Drawings, Engineering: sizes A to E placed on 35mm film in aperture card.	0.6156
0094	Duplication Services - 16mm jackets	0.3054
0095	Duplication Services - 35mm jackets	0.3054
0096	Duplication Services - 16mm Roll	15.02
0097	Document Preparation for Filming / per hour	7.96
0098	Document Preparation - Indexing / per hour	7.96
0099	Document Preparation - Transportation of documents / per mile	0.61

FIRST CLASS MAIL PRESORT		
Code	Item	WVARF04 Pricing 10/1/06
0100	First Class Letters - Bar Code, sort, and deliver envelopes #6 through #12 to USPS.	0.025
0101	Standard Class Letters - Bar code, sort, and deliver envelopes #6 through #12.to USPS.	0.025
0102	Standard Mail, A - Hand sort and deliver to USPS. Envelopes #6 through #12 metered	0.045
0103	Standard Mail, B - Hand sort and deliver to USPS. Envelopes #6 through #12 metered	0.060
0104	Hourly Labor - Pick-up and delivery of first class mail (#6 through #12 envelopes) outside	13.020
0105	Hand Work such as Label, Stamp, Fold, Insert	0.027
0106	Mail Received with Insufficient Postage - 7% Surcharge. Check with the Presort Manager	0.000

LIQUID HAND SOAP		
Code	Item	WVARF04 Pricing 10/1/06
0107	Hand Soap, Antimicrobial, 800 ml size pouch	63.86
0108	Hand Soap, Antibacterial , Gallons, 4/Case	52.78
0109	Hand Soap, Lotion, 800 ml. size pouch	55.25
0110	Hand Soap, Lotion - Gallons, 4/Case	43.67
0111	Body shampoo, 800 ml size pouch	63.75
0112	Body shampoo, Gallons, 4/Case	59.63
0113	Orange Waterless Soap, Gallons, 4/Case	52.94
0114	Moisturizing Instant Sanitizer, 800 ml. size pouch	91.93
0115	Moisturizing Instant Sanitizer, 4 oz. Bottles	55.05
0116	Wipes in a Tub, 130 count	79.77
0117	Dispenser - wall mounted unit to dispense the 800 ml. Pouches listed above	12.14
0118	Gallon Bottle Pump	8.36
0119	PressPak - Pink lotion soap, 800 ml. Size pouch	60.25
0120	PressPak Dispenser - Wall mounted unit to dispense 800 ml pouches from PressPak	11.76
0153	Orange Smooth Waterless Hand Soap - 4/ 1gallon bottles	61.54
0156	Foam Handwash - 1250 ml. Refill - 3/case	49.17
0157	Foam Handwash - 2000 ml. Refill - 2/case	48.24
0158	Foam Handwash Dispenser for 1250 ml. Refill - Grey	9.12
0159	Foam Handwash Dispenser for 2000 ml. Refill - Grey	10.27

MIRROR		
Code	Item	WVARF04 Pricing 10/1/06
0160	Stainless Steel Framed Mirror - 16" X 22"	38.16

RUBBER COATED LABORATORY APRON		
Code	Item	WVARF04 Pricing 10/1/06
0161	Rubber Coated Laboratory Apron - 45" X 35"	12.55

SURVEY STAKES		
Code	Item	WVARF04 Pricing 10/1/06
0121	Wood Survey Stake - 3/4" x 1 1/4" x 12", 25/bundle	7.63
0122	Wood Survey Stake - 3/4" x 1 3/4" x 12", 25/bundle	7.82
0123	Wood Survey Stake - 3/4" x 1 1/4" x 18", 25/bundle	10.41
0124	Wood Survey Stake - 3/4" x 1 3/4" x 18", 25/bundle	10.61
0125	Wood Survey Stake - 3/4" x 1 1/4" x 30", 25/bundle	12.06
0126	Wood Survey Stake - 3/4" x 1 3/4" x 30", 25/bundle	12.27
0127	Wood Survey Stake - 3/4" x 1 1/4" x 36", 25/bundle	15.39
0128	Wood Survey Stake - 3/4" x 1 3/4" x 36", 25/bundle	15.59

SURVEY STAKES		
Code	Item	WVARF04 Pricing 10/1/06
0129	Wood Survey Stake - 3/4" x 1 1/4" x 48", 25/bundle	17.50
0130	Wood Survey Stake - 3/4" x 1 3/4" x 48", 25/bundle	17.71
0131	Wood Survey Hub - 1 1/2" x 1 1/2" x 12", 25/bundle	8.43
0132	Wood Survey Hub - 2" x 2" x 12", 25/bundle	8.76
0133	Wood Survey Hub - 2" x 2" x 18", 25/bundle	10.58
0134	Wood Survey Hub - 1 3/4" x 1 3/4" x 16", 25/bundle	11.29
0135	Lath Strip - 1/4" x 1 1/2" x 48", 25/bundle	8.92
0136	Wire Staff Marking Flag - 13 gauge wire, 30" high/Flag 4"x 5"	0.09
0137	Wire Staff Marking Flag - 13 gauge wire, 30" high/Flag 5"x 8"	0.12

WIPING CLOTHS		
Code	Item	WVARF04 Pricing 10/1/06
0138	Near White (Polo). Non-absorbent cloth. Cotton/polyester blend, 10 lb. box	9.70
0138	Near White (Polo). Non-absorbent cloth. Cotton/polyester blend, 25 lb. Box	24.25
0139	White French Terry. Washed cloth. Looped fabric on one side, 10 lb. Box	17.90
0139	White French Terry. Washed cloth. Looped fabric on one side, 25 lb. Box	44.75
0140	Colored French Terry. Cotto/polyester blend, looped fabric on one side, 10 lb. box.	15.10
0140	Colored French Terry. Cotto/polyester blend, looped fabric on one side, 25 lb. Box	37.75
0141	White. 100% cotton, washed, bleached, re-washed and lint free, 10 lb. Box	18.10

0141	White. 100% cotton, washed, bleached, re-washed and lint free, 25 lb. Box	45.25
0142	Washed Fleece. Cotton/polyester blend, Fleeced fabric on one side, 10 lb. Box	11.90
0142	Washed Fleece. Cotton/polyester blend, Fleeced fabric on one side, 25 lb. Box	29.75
0143	Econo Wiper. Washed, sanitized, absorbent cloth. 10 lb. Box	8.20
0143	Econo Wiper. Washed, sanitized, absorbent cloth. 25 lb. Box	20.50
0144	Bar Rag. Lightweight terry toweling with finished edges, 10 lb. Box	19.90
0144	Bar Rag. Lightweight terry toweling with finished edges, 25 lb. Box	49.75
0145	Airliad Paper Wiper, 15" X 15", 10 lb. Box	11.90

20 OZ BOTTLED WATER		
Code	Item	WVARF04 Pricing 10/1/06
149	20 oz. Bottle Water / WV State Park Label, Customer Pickup	6.78
150	20 oz. Bottle Water / WV State Park Label, Includes Delivery	9.70

FISH HABITAT STRUCTURES		
Code	Item	WVARF04 Pricing 10/1/06
0155	1. Type I Nursery Structure - Wood	42.40
0155	2. Type II Nursery Structure - PVC	75.19
0155	3. Spawning Structure	18.01

CATFISH NESTING BOXES		
Code	Item	WVARF04 Pricing 10/1/06
	Catfish Nesting Boxes, 16"W X 32"L x 10" H, hardwood, with two patio bloxk weights	39.86



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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

TOTAL

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE