



**West Virginia Veteran's Nursing Facility**  
 1 Freedom Way  
 Clarksburg, WV 26301  
 304-626-1600

# PURCHASE ORDER

Number: 240436

Date: 12/19/2023

Department: 3500

Items listed below cannot be altered after signature approvals have been given

*T 5277183*

**VENDOR:**

ROBERTSON HEATING SUPPLY

Fixed Asset? No

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
1.00	0794066KFRK909T1	CHECK VALVE REBUILD KIT FOR HVAC	\$ 392.79	\$ 392.79
<b>0 ITEMS ON PAGE 2</b>			<b>Subtotal Page 1</b>	<b>\$ 392.79</b>

**WVNF Purchasing Department Certification (check all that apply):**

- Checked availability from internal resources (WVCI, WVARF)
- Aggregate total below \$5,000 bids not required.
- Aggregate total \$5,000.01-\$20,000. Three (3) verbal bids required.
- Aggregate total \$20,000.01-\$50,000. Agency Delegated wvOASIS solicitation required.
- Aggregate total over \$50,000. Purchasing Division wvOASIS solicitation required.
- Waiver attached for non-purchase from Statewide Contract, when applicable.

On Contract number: *pd*

Subtotal Page 2	
Shipping & Handling	
<b>TOTAL</b>	<b>\$ 392.79</b>
8858-13000	Fund/Approp
3222-3608	Object/Sub-Ob

<input type="checkbox"/> <b>Business Office &amp; Administration Approval</b> <input checked="" type="checkbox"/> <b>Waiver N/A</b>
<i>Shucke Ware</i> Purchasing Associate <span style="float: right;">Date</span> <i>12-27-23</i>
<i>[Signature]</i> Business Manager <span style="float: right;">Date</span> <i>12-27-23</i>
<i>[Signature]</i> Procurement Officer <span style="float: right;">Date</span>
<i>[Signature]</i> Administrator <span style="float: right;">Date</span> <i>12-27-23</i>

*M*



**NON-Contract Items - PURCHASING CHECKLIST**

PO# 240436  
Vendor Robertsons Heating

Use this form only if the items are not available from Surplus, WVCI, WVARF or Contract

**1. Determine the need - Items Requested**

HVAC rebuild Kit (Emergency)

Date Requested <u>12-19</u>	Requested by (Name) <u>M. Messenger</u>	Commodity Code
Fund & Approp. Codes <u>8858-13000</u>	Object & Sub-Object Codes	Dept. Code <u>3500</u>
		COVID Function? <u>Yes</u> / No

**2. Vendor Spend**

\*Aggregate: In rolling 12-month period! (between one year ago on this date and today)

2.a Have we spent over \$5,000.00 aggregate\* with this vendor? Yes or No

\*Search in wvOASIS using Business Intelligence AP-055I Report - PRINT AND ATTACH REPORT!

Total on AP-055I Report \$ \_\_\_\_\_ + This order \$ 392.79 = Total Vendor Spend: \$ 392.79  
If yes, 3 bids are required (see #6 below). 1017.56

2.b Have we spent over \$5,000.00 aggregate\* on this commodity? Yes or No

\*Search in wvOASIS using Business Intelligence PROC-CC-001 Report - PRINT AND ATTACH REPORT!

Total on PROC-CC-001 Report \$ \_\_\_\_\_ + This order \$ \_\_\_\_\_ = Total Commodity Spend: \$ \_\_\_\_\_  
If yes, 3 bids are required (see #6 below).

2.c Is the vendor required to be registered in wvOASIS? Yes or No

Always yes if \$5,000 or more aggregate Vendor spend, no matter how paid. Yes

2.d Is vendor registered in OASIS? Yes or No

If 2.c. is Yes, and 2.d. is No, STOP and require the vendor to register or find another vendor.

If 2.d. is Yes, Vendor I.D. # in wvOASIS (VCUST) \_\_\_\_\_

2.e. Does the vendor accept p-card payment? Yes or No

The vendor must be registered in OASIS if Vendor spend is <\$5,000, even if paid by pcard.  
If vendor does not accept pcard, they must register in OASIS for check or EFT payment.  
If 2.e. is No and Vendor spend is <\$5000 aggregate, STOP and require the vendor to register

**3. Vendor compliance checks - all purchases over \$5,000 (Section 5.3.1.6)**

- Non-Conflict <http://www.state.wv.us/admin/purchase/Documents/nonconflict.pdf>
- SOS Report <http://apps.sos.wv.gov/business/corporations>
- VCUST Report from myapps showing no holds. All holds must be cleared prior to purchase.
- State Debarment <http://www.state.wv.us/admin/purchase/Debar.html>
- Federal Debarment <https://sam.gov/search>

**4. Non-contract purchase over \$5,000 aggregate spend (rolling 12-month period)**

- APO or other order number - must be placed in wvOASIS.
- Compliance checks (#3 above)
- Bids as required below

**5. WV-96 required when vendor includes terms and conditions. Never sign vendor T&C without WV-96!**

**6. Spending limits**

- \$0-\$5,000 bids not required but are encouraged
- \$5,000.01-\$20,000 3 verbal bids required (use WV-49 form). A no-bid is not a bid!
- \$20,000.01-\$50,000 formal bid process at Agency level
- \$50,000.01 and up formal bid process at Central Purchasing level



WAREHOUSES LOCATED AT

1400 HOME AVE., AKRON, OH.....	330-633-0990	1290 CRESCENT ST., YOUNGSTOWN, OH.....	330-743-1143
2155 W. MAIN ST., ALLIANCE, OH.....	330-821-9180	701 N. UNDERWOOD, ZANESVILLE, OH.....	740-452-9417
122 COLUMBUS RD., ATHENS, OH.....	740-592-3818	3005 CANNONGATE DR., FORT WAYNE, IN.....	260-702-8333
204 E. PINE AVE., BELLEFONTAINE, OH.....	937-899-2010	103 76 <sup>TH</sup> ST., S.W., GRAND RAPIDS, MI.....	616-257-0326
1711 8 <sup>TH</sup> ST., CANTON, OH.....	330-456-4304	41104 CAPITAL CANTON / LIVONIA, MI.....	734-335-6815
8800 GLOBAL WAY, WEST CHESTER, OH.....	513-563-2000	28300 HAYES RD. BLDG. E, ROSEVILLE, MI.....	586-774-1974
3700-A ZANE TRACE DR., COLUMBUS, OH.....	614-486-0975	3063 ELIZABETH LAKE RD., WATERFORD TWP, MI.....	248-985-3222
860 FREEWAY DR., SOUTH, COLUMBUS, OH.....	614-888-1332	500 7 <sup>TH</sup> AVE., BEAVER FALLS, PA.....	724-843-4500
1050 ATLANTIC ST., DEFIANCE, OH.....	419-782-9955	678 E. BUTLER RD., BUTLER, PA.....	724-282-8200
501 GASTON AVE., EAST LIVERPOOL, OH.....	330-386-8542	1245 FREEDOM RD., CRANBERRY TWP, PA.....	724-772-3855
425 E. LINCOLN ST., FINDLAY, OH.....	419-422-2353	980 BROAD ST., GREENSBURG, PA.....	724-836-8318
830 S. COLUMBUS ST., LANCASTER, OH.....	740-653-8292	1616 McCLURE RD., MONROEVILLE, PA.....	724-733-7577
512 W. HIGH ST., LIMA, OH.....	419-226-2261	952 NOBLESTOWN RD., PITTSBURGH, PA.....	412-622-0503
30 W. 5 <sup>TH</sup> ST., MANSFIELD, OH.....	419-524-3012	84 STEWART AVE., WASHINGTON, PA.....	724-222-6720
524 BOWERS AVE. N.W., NEW PHILADELPHIA, OH.....	330-343-3011	10 MALL ST., WHIFLATLAND, PA.....	724-347-3774
1908 SUPERIOR ST., SANDUSKY, OH.....	419-828-0335	741 CRESCENT RD., CHARLESTON, WV.....	304-201-1983
129 BUTTE ST., STEUBENVILLE, OH.....	740-283-3368	400 N. OHIO AVE., CLARKSBURG, WV.....	304-624-5636
3243 FRENCHMENS RD., TOLEDO, OH.....	419-531-3862	1018 S. RAILROAD AVE., ELKINS, WV.....	304-636-4015
6065 TOWPATH DR., VALLEYVIEW, OH.....	216-328-2573	515 33 <sup>RD</sup> ST., PARKERSBURG, WV.....	304-422-3533
2105 GREAT TRAIL DR., WOOSTER, OH.....	330-262-3700		



BILL TO:

**WV VA Nursing Facility**  
**1 Freedom Way**  
**Clarksburg WV 26301**

INVOICE NO.

**32c18521 C.O.D.**

CUSTOMER NO.

**321999**

SHIP TO:

**13:01:03**

**WV VA Nursing Facility**  
**1 Freedom Way**  
**Clarksburg WV 26301**

**THANK YOU FOR YOUR ORDER**

ORDER DATE		SHIP VIA		SHIP DATE	CUST. PO #	JOB NAME	SALES PERSON
01/03/24		T		W X	909 Repair		kpursley
QUANTITY		RHS CODE #	DESCRIPTION	NET UNIT PRICE	EXTENDED PRICE		
QTY. ORD	SHIPPED					B.O.	
			<b>Q164861</b>				
			<b>Quote: 298238</b>				
1		6699	<b>0794066 LFRK 909-T -1 REDUCE REDUCED PRESSURE ZONE TOTAL</b>	<b>367.787</b>	<b>367.79</b>		
1		6699	<b>SHIP/HANDLING ESTIMATED HANDLING, NOT FINAL</b>	<b>25.000</b>	<b>25.00</b>		
Paid by <u>CA-FBI</u>				NonTaxable Subtotal		0.00	
RecvdBy _____				Taxable Subtotal		392.79	
Page 1				Tax ( 0.00 % )		0.00	
PLEASE PRINT YOUR NAME HERE				Total Order		392.79	

*received on 1/4/2024  
 Make message*

Received By \_\_\_\_\_ Date \_\_\_\_\_

No returns after 30 days - Restocking charge where applicable. 2% service charge (24% per annum) added to past due balance. THANKS FOR PLACING THIS ORDER WITH US!



**ROBERTSON HEATING SUPPLY CO.**

Manufacturer 5533

WATTS REGULATOR  
815 CHESTNUT ST  
NORTH ANDOVER, MA  
01845-6098

**Special Order # 387871**

**Order At Once**

Date: 12/27/2023

ATTN Buyer: djeffries

Approved By: kpursley

Prepared By: kpursley

Cust PO: 240436

Est Arrival: 01/26/2024

**Sold To 321999**

**Pay: CK**

WV VA Nursing Facility  
1 Freedom Way  
Clarksburg WV 26301

**Ship To VIA: Best Way**

Robertson Heating Supply - CLARKSBURG  
400 N. OHIO AVE  
CLARKSBURG WV 26301  
PHONE: 3046245636

Qty	Code	Vendor Part	Description	Unit Price	Ext Price
1	6699	0794066	LFKR 909-T -1	367.787	367.79
			REDUCED PRESSURE ZONE TOTAL		
1	6699		ESTIMATED SHIPPING	25.000	25.00
			<del>ESTIMATED SHIP/HANDLING</del>	<del>-25.000</del>	<del>25.00</del>

392.79

417.79

**ORDER IS NON-CANCELLABLE  
AND NON-RETURNABLE**

Notes

Customer Signature *Michael D Messenger*  
**Michael D Messenger**

Page 1 of 1  
Date 12/27/23 11:16:08



**West Virginia Veteran's Nursing Facility**  
 1 Freedom Way  
 Clarksburg, WV 26301  
 304-626-1600

# PURCHASE ORDER

**Number:** 240415  
**Date:** 12/6/2023  
**Department:** 3500

Items listed below cannot be altered after signature approvals have been given

**VENDOR:**

ROBERTSON HEATING SUPPLY

Fixed Asset? Choose Response

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
2.00	611385	3X3X2 PVC SANITARY TEE	\$ 7.80	\$ 15.61
4.00	653132	3X3 FERNCO COUPLER	\$ 6.14	24.57
2.00	653121	2X2 FERNCO COUPLER	\$ 4.55	9.09
1.00	612163	CLEAR CEMENT	\$ 21.53	21.53
1.00	610757	PURPLE PRIMER	\$ 10.57	10.57



*Ellen Elin*

**ROBERTSON HEATING**

#32

400 N OHIO AVE  
 CLARKSBURG, WV 26301  
 3046245636

Cashier: Employee

Transaction 000474

Total \$81.37

CREDIT CARD SALE \$81.37

VISA 5615

Retain this copy for statement validation

06-Dec-2023 10:51:44A  
 \$81.37 | Method: KEYED  
 VISA XXXXXXXXXXXX5615  
 MANUALLY ENTERED  
 Reference ID: 334000508081  
 Auth ID: 019295  
 MID: \*\*\*\*\*8995  
 AthNtwkNm: VISA

\*\*\*\* REPRINT \*\*\*\*

Payment MBGMZ4W6K1R9R

Clover Privacy Policy  
<https://clover.com/privacy>

0 ITEMS ON PAGE 2

Subtotal Page 1 \$ 81.37

Subtotal Page 2 \$ -

Shipping & Handling

TOTAL \$ 81.37

WVWVF Purchasing Department Certification (check all that apply):

- Checked availability from internal resources (WVCI, WVARF)
- Aggregate total below \$5,000 bids not required.
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On Contract number:

*Emergency - Flood*

Fund/Approp

Object/Sub-Ob

Waiver of Purchasing Rules and Regulations

Statewide Contract, when applicable

Business Office & Administration Approval

Waiver N/A

*Wendy Owens* 12-6-23  
 Purchasing Associate Date

*Bryson Owens* 12-8-23  
 Business Manager Date

*Michael Owens* 12-6-23  
 Procurement Officer Date

*Carroll Owens* 12-8-23  
 Assistant Administrator Date





1400 HOME AVE., AKRON, OH.....	330-633-0990	1290 CRESCENT ST., YOUNGSTOWN, OH.....	330-743-1143
2155 W. MAIN ST., ALLIANCE, OH.....	330-821-8180	701 N. UNDERWOOD, ZANESVILLE, OH.....	740-452-9417
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204 E. PINE AVE., BELLEFONTAINE, OH.....	837-599-2010	103 78 <sup>TH</sup> ST., S.W., GRAND RAPIDS, MI.....	616-257-0326
1711 8 <sup>TH</sup> ST., CANTON, OH.....	330-456-4304	41104 CAPITAL CANTON / LYONIA, MI.....	734-335-6815
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3700-A ZANE TRACE DR., COLUMBUS, OH.....	614-486-0875	3683 ELIZABETH LAKE RD., WATERFORD TWP, MI.....	248-665-3222
860 FREDWAY DR., SOUTH, COLUMBUS, OH.....	614-888-1332	500 7 <sup>TH</sup> AVE., BEAVER FALLS, PA.....	724-843-4500
1050 ATLANTIC ST., DEFIANCE, OH.....	419-782-9935	676 E. BUTLER RD., BUTLER, PA.....	724-282-8200
501 GASTON AVE., EAST LIVERPOOL, OH.....	330-586-6542	1245 FREEDOM RD., CRANBERRY TWP, PA.....	724-772-3655
425 E. LINCOLN ST., FINDLAY, OH.....	419-422-2353	990 BROAD ST., GREENSBURG, PA.....	724-656-6319
830 S. COLUMBUS ST., LANCASTER, OH.....	740-653-8282	1616 McCLURE RD., MONROEVILLE, PA.....	724-733-7577
512 W. HIGH ST., LIMA, OH.....	419-228-2261	952 NOBLESTOWN RD., PITTSBURGH, PA.....	412-822-0500
38 W. 5 <sup>TH</sup> ST., MANSFIELD, OH.....	419-524-3012	84 STEWART AVE., WASHINGTON, PA.....	724-222-6720
524 BOWERS AVE., N.W., NEW PHILADELPHIA, OH.....	330-343-3811	10 MILL ST., WHEATLAND, PA.....	724-347-3774
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129 BUTTE ST., STEUBENVILLE, OH.....	740-293-3368	400 N. OHIO AVE., CLARKSBURG, WV.....	304-624-6836
3243 FRENCHMENS RD., TOLEDO, OH.....	419-531-3862	1618 S. RAILROAD AVE., ELKINS, WV.....	304-636-4015
6065 TOWPATH DR., VALLEYVIEW, OH.....	216-328-2979	615 33 <sup>RD</sup> ST., PARKERSBURG, WV.....	304-422-3533
2106 GREAT TRAIL DR., WOOSTER, OH.....	330-262-3300		



**BILL TO:**  
**WV VA Nursing Home**  
**Clarksburg WV 26301**

**INVOICE NO.** 32c18204 **C.O.D.**  
**CUSTOMER NO.** 321999 **10:53:58**  
**SHIP TO:**  
**WV VA Nursing Home**  
**Clarksburg WV 26301**

**THANK YOU FOR YOUR ORDER**

ORDER DATE		SHIP VIA		SHIP DATE	CUST. PO #	JOB NAME	SALES PERSON
12/06/23		T		W X		VA Nursing Home	wnatthey
QTY	ORD	QUANTITY SHIPPED	B.O.	RHS CODE #	DESCRIPTION	NET UNIT PRICE	EXTENDED PRICE
					PO VA Nursing Home		
2		2		611385	EA 05763 3"x2" PVC SANITARY TEE PVC401	7.804 058-C-01 (3)	15.61
4		4		653132	EA 1056-33 COUPLING 3" x 3" CI/PL	6.143 156-H-03 (4)	24.57
2		2		653121	EA 1056-22 COUPLING 2" x 2" CI/PL	4.545 156-H-04 (5)	9.09
1		1		612163	EA 30834 16 OZ. ALL PURPOSE HAZ CLEAR CEMENT HazMat Product May Require D38 Shipping Form	21.529 001-A-01 (1)	21.53
1		1		610757	EA 30757 16 OZ. PURPLE PRM HAZ PRIMER HazMat Product May Require D38 Shipping Form	10.570 001-A-01 (2)	10.57
<b>Paid by</b> _____						<b>NonTaxable Subtotal</b>	0.00
<b>RecvdBy</b> _____ <b>AmtRecvd</b> _____						<b>Taxable Subtotal</b>	81.37
<b>Page 1 PLEASE PRINT YOUR NAME HERE</b>						<b>Tax ( 0.00 % )</b>	0.00
						<b>Total Order</b>	81.37

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

No returns after 30 days - Restocking charge where applicable. 2% service charge (24% per annum) added to past due balance. THANKS FOR PLACING THIS ORDER WITH US!