



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

State of West Virginia  
**Delivery Order**

Order Date: 04-23-2024

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

<b>Order Number:</b>	CDO 0511 2743 BCF1900000007 9	<b>Procurement Folder:</b>	576118
<b>Document Name:</b>	CO 1	<b>Reason for Modification:</b>	Change Order No. 1 is issued to cancel the balance per the attached documentation.
<b>Document Description:</b>	CO 1 balance cancellation		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Mark A Atkins		
<b>Telephone:</b>	(304) 558-2307		
<b>Email:</b>	mark.a.atkins@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0212 WVRFJAN19 9
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000204796			<b>Requestor Name:</b>	Jessica M Lynon
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN				<b>Requestor Phone:</b>	304-205-8391
CHALRESTON WV 25311				<b>Requestor Email:</b>	jessica.m.lynon@wv.gov
US					
<b>Vendor Contact Phone:</b>	304-205-7970	<b>Extension:</b>	208		
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BCF - KANAWHA COUNTY OFFICE 4190 WASHINGTON ST W CHARLESTON WV 25313 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

**Total Order Amount:** \$245,925.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark Atkins - 4/30/2024*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *4-30-24*  
 ELECTRONIC SIGNATURE ON FILE

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1096.78013	HOUR	\$18.4200	\$20,202.69
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-07-01	2020-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/19-6/30/20, Mason Co

**Extended Description:**

Janitorial Services for July 1, 2019 to June 30, 2020 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Goodwill Industries of KYOWVA Inc

Hourly rate will be \$18.42

Total number of hours to be provided monthly will be 107.42 which will make the estimated monthly fee \$1,978.68 and the annual fee \$23,744.12.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	1970.46030	HOUR	\$15.7500	\$31,034.75
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-07-01	2020-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/19-6/30/20, Putnam Co

**Extended Description:**

Janitorial Services for July 1, 2019 to June 30, 2020 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Goodwill Industries of Kanawha Valley Inc

Hourly rate will be \$15.75

Total number of hours to be provided monthly will be 164.205 which will make the estimated monthly fee \$2,586.23 and the annual fee \$31,034.75.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	1842.14030	HOUR	\$18.4600	\$34,005.91
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-07-01	2020-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/19-6/30/20, Wayne Co

**Extended Description:**

Janitorial Services for July 1, 2019 to June 30, 2020 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Prestera Center for Mental Health Services Inc

Hourly rate will be \$18.46

Total number of hours to be provided monthly will be 164.000 which will make the estimated monthly fee \$3,027.44 and the annual fee \$36,329.28.



STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR FAMILY ASSISTANCE  
DIVISION OF PROCUREMENT

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Janie Cole  
Commissioner

March 11, 2024

WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC  
PO BOX 6764  
CHARLESTON, WV, 25362

Re: Cancellation of Remaining Balance  
PO#: CDO, BCF190000007

Dear Vendor:

The above referenced Purchase Order in the amount of \$302,051.18 was issued on May 29, 2019. We are requesting your approval to cancel the remaining balance of \$56,126.18 that still exists on purchase order # CDO BCF19\*07.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please mail this letter back to my attention at 350 Capitol Street Room 730, Charleston, WV 25301, or email to me at Jessica.M.Lynon@wv.gov, or fax it to me at (304) 558-6646. Failure to receive written exception to this cancellation by April 11, 2024 will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific purchase order only.

If you have questions or need additional information, please call me at (304) 205-8391.

Sincerely,

Jessica Lynon  
Procurement Associate  
Bureau for Family Assistance

DocuSigned by:

*Nita Hobbs*

5B60B720DF8468

Signature

Ok

*Althea Greenhowe*

4/9/2024

Date



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Business Organization Detail

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**THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.**

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	5/8/1973		5/8/1973	Domestic	Non-Profit				

Organization Information				
<b>Business Purpose</b>	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)		<b>Capital Stock</b>	0.0000
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0	
<b>Charter State</b>	WV	<b>Excess Acres</b>	0	
<b>At Will Term</b>		<b>Member Managed</b>		
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000	
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified	

Addresses	
Type	Address
<b>Local Office Address</b>	400 PATTERSON LANE CHARLESTON, WV, 25311
<b>Mailing Address</b>	PO BOX 6784 CHARLESTON, WV, 25362 USA
<b>Notice of Process Address</b>	NITA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311
<b>Principal Office Address</b>	400 PATTERSON LANE CHARLESTON, WV, 25311 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	NITA HOBBS 563 BURROUGHS STREET MORGANTOWN, WV, 26505
<b>Incorporator</b>	GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA
<b>Incorporator</b>	TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA
<b>President</b>	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	
WARF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/21/2014	AMENDMENT FILED; SEE IMAGE
6/4/2010	FILED AMENDING BY-LAWS
5/26/2009	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
11/18/1985	AMEND; BY LAWS
Date	Amendment

Annual Reports	
Filed For	
2024	
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