



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: 11-03-2021

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 0613 0613 VNF1039 2	<b>Procurement Folder:</b>	45651
<b>Document Name:</b>	Converted VNF1039~P000026183	<b>Reason for Modification:</b>	Change Order No. 1 - to cancel unused balance on delivery order.
<b>Document Description:</b>	SECURITY GUARD SERVICES: 1/1/14 THROUGH 4/30/14		
<b>Procurement Type:</b>	Central Cancel & Re-Award		
<b>Buyer Name:</b>	Tara Lyle		
<b>Telephone:</b>	(304) 558-2544		
<b>Email:</b>	tara.l.lyle@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0212 SECSVS11A 2
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	000000111015	<b>Requestor Name:</b>	Sherri A Reed		
ALLIED BARTON SECURITY SERVICE 1222 OHIO AVE		<b>Requestor Phone:</b>	(304) 626-1600		
DUNBAR WV 25064		<b>Requestor Email:</b>	sherri.a.reed@wv.gov		
US		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	999-999-9999			<b>Extension:</b>	
<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				

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV 26301  US	VETERAN'S NURSING FACILITY 1 FREEDOMS WAY  CLARKSBURG WV 26301  US

<b>Total Order Amount:</b>	\$0.00
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Purchasing Division's File Copy

ENTERED

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara Lyle 11/4/2021*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *[Signature] 11/04/2021*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 1 - to cancel unused balance of \$63,504.00 on the delivery order per the attached documentation.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	92121504	0.00000		\$0.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2013-01-01	2013-04-30			2014-07-31	

**Commodity Line Description:** SEGEANT (40 HOURS PER WEEK)

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	92121504	0.00000		\$0.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2013-01-01	2013-04-30			2014-07-31	


**Commodity Line Description:** SECURITY GUARD (296 HOURS PER WEEK)

**Extended Description:**

*West Virginia Veterans Nursing Facility  
One Freedoms Way  
Clarksburg WV 26301*

DATE: September 29, 2021

TO: Lisa Nomar, Shared Services Manager  
G4S Secure Solutions USA, Inc.  
(Formerly Allied Barton Security Service)

FROM: Peggy Alexander   
Administrative Services Manager I  
WV Veterans Nursing Facility

RE: CDO 0613 VNF1039

Please be advised there is an unused balance on CDO 0613 VNF1039. This delivery order expired on 04/30/2014. The original encumbrance was for \$63,504.00, which is also the open balance since no invoices have been applied against this CDO.

If you agree that all work has been invoiced and there is indeed a remaining unused balance of \$63,504.00, please sign and date below then return to me at [Peggy.L.Alexander@wv.gov](mailto:Peggy.L.Alexander@wv.gov) and I will proceed with the open balance closeout. If you dispute this amount, please call me at 304-626-1600 x.2015 to discuss.

If no response is received from G4S Secure Solutions USA, Inc. by 10/29/2021 (thirty days from today), the WV Veterans Nursing Facility will proceed and close out the remaining balance of \$63,504.00.

Thank you for your time and consideration.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date