



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

## State of West Virginia Purchase Order

Order Date: 12-29-2021

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>	CPO 0932 4841 DRS2200000003 2	<b>Procurement Folder:</b>	967354
<b>Document Name:</b>	Co#1 - RELOCATION SERVICES	<b>Reason for Modification:</b>	Change Order No. 1 issued to publish notice to proceed and set effective dates.
<b>Document Description:</b>	Co#1 - (NTP) -Professional Moving and Relocation Services		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Toby L Welch		
<b>Telephone:</b>	(304) 558-8802		
<b>Email:</b>	toby.l.welch@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-12-17
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2022-01-23

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000209317	<b>Requestor Name:</b>	Tammy L Thomas
CENTRAL VAN & STORAGE OF CHARLESTON INC 301 JACOBSON DR		<b>Requestor Phone:</b>	(304) 558-2281
POCA WV 251590626 US		<b>Requestor Email:</b>	tammy.l.thomas@wv.gov
<b>Vendor Contact Phone:</b>	999-999-9999	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>	
<b>Extension:</b>			
<b>Discount Details:</b>			
<b>#1</b>	No	0.0000	0
<b>#2</b>	Not Entered		
<b>#3</b>	Not Entered		
<b>#4</b>	Not Entered		

INVOICE TO	SHIP TO
RANDOLPH SHEPPARD PROGRAM DIVISION OF REHABILITATION SERVICES 10 MCJUNKIN RD	RANDOLPH SHEPPARD PROGRAM DIVISION OF REHABILITATION SERVICES 10 MCJUNKIN RD
NITRO WV 25143 US	NITRO WV 25143 US

<b>Total Order Amount:</b>	\$193,827.00
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Purchasing Division's File Copy

ENTERED

TLW 12/29/21 <b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Linda Harper 12/30/21</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Jones</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>1/5/2022</i> ELECTRONIC SIGNATURE ON FILE
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1/5/2021

**Extended Description:**

Change Order

Change Order No. 1 is issued to publish the Notice To Proceed Memorandum and to set the effective dates of the contract per the original award document according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

As per Section Three (3) of the General Terms and Conditions, Vendor must have all work completed within Thirty-seven (37) calendar days.

Effective date of purchase order: 12/17/2021 through 01/23/2022.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	78101804	1.00000	LS	193827.000000	193827.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** RELOCATION SERVICES

**Extended Description:**

Grand total amount for entire complete job per specifications and Addendums



West Virginia Division of Rehabilitation Services  
Administrative Offices  
State Capitol • P.O. Box 50890  
Charleston, West Virginia 25305-0890  
P: 304.356.2060 • F: 304.558.1421  
Toll-free: 1.800.642.8207  
wvdrs.org  
Pisnu Bua-lam, Acting Director

December 17, 2021

Central Van & Storage of Charleston Inc  
Gene Papa  
301 Jacobson Drive  
Poca, West Virginia 25159

Re: Notice to Proceed – Change Order #1 – CPO DRS22\*3

Dear Mr. Papa,

Please accept this letter as our formal notice to proceed for the relocation services at 107 Capitol Street to Nitro, WV. The term of the contract will run for 37 calendar days from December 17 through January 23, 2022.

If you have any questions, please feel free to call me at 304-356-2103.

Sincerely

Charlyn Miller  
Procurement Manager

cc: Toby Welch  
Aaron Johnson