



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: 06-16-2022

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

Order Number:	CDO 0506 2835 HHR2200000001 2	Procurement Folder:	904605
Document Name:	Change Order #1 - WVRFJAN19 DHHR Reg. 2 Diamond bldg.	Reason for Modification:	CO #1 - To extend the terms, conditions, pricing and scope of the current delivery order. This change order will be in effect until 07/29/22.
Document Description:	CO #1 WVRFJAN19 DHHR Region 2 Diamond Building		
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 WVRFJAN19 2
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000204796			Requestor Name:	George L Montgomery
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC				Requestor Phone:	(304) 957-0217
710 CENTRAL AVE				Requestor Email:	george.l.montgomery@wv.gov
CHARLESTON	WV	25302-1702		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	304-205-7970	Extension:	208		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO			SHIP TO		
BUYER - 304-957-0209			BUYER - 304-957-0209		
HEALTH AND HUMAN RESOURCES			HEALTH AND HUMAN RESOURCES		
OFFICE OF OPERATIONS			BUILDING MANAGEMENT		
ONE DAVIS SQUARE, RM 115			350 CAPITOL ST, RM B29		
CHARLESTON	WV	25301	CHARLESTON	WV	25301-3700
US			US		

Purchasing Division's File Copy

Total Order Amount:	\$432,555.32
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ENTERED

MA 06/21/2022
 PURCHASING DIVISION AUTHORIZATION
 DATE: *[Signature]* 6/21/22
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Tolson 6-21-22*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

CHANGE ORDER #1
TO EXTEND THE TERMS, CONDITIONS, PRICING AND SCOPE OF THE CURRENT DELIVERY ORDER THROUGH JULY 29, 2022

CDO

Released Under: WVRFJAN19

To provide janitorial services for the West Virginia Department of Health and Human Resources, DHHR Region 2, Diamond Building

Dates of Service: July 1st 2021 through July 29th 2022 per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	23937.76000	HOUR	\$18.0700	\$432,555.32
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-07-29				

Commodity Line Description: WVRFJAN19 DHHR Region 2 Diamond Building

Extended Description:

WVRFJAN19 DHHR Region 2 Diamond Building

Janitorial Services for July 1, 2021 to July 29, 2022 per the attached Service Agreement from WV Association of Rehabilitation Facilities, Inc.

Original CDO Hours: 22,151.36 @ \$18.07 hr = \$400,275.08

CO#1 Increased Hours: 1,786.40 @ \$18.07 hr = \$32,280.25
CO#1 CDO Total Hours: 23,937.76 @ \$18.07 hr = \$432,555.33



The West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362

Phone: (304) 205-7970

Fax: (304) 205-7915

May 20, 2022

July 2022 Janitorial Services for Service Agreement 11.DHR.012.22

Dear Sir or Madam,

WVARF requests to extend the terms, conditions, pricing, and scope of our current delivery order for janitorial services, through the issuance of an agency delivery order, to cover the period of service from July 1, 2022, through July 29, 2022, as outlined below. We understand that issuance of agency delivery orders to cover this period will require separate invoicing for this period.

For the twenty working days from July 1, 2022, through July 29, 2022, at 89.32 hours a day and an hourly rate of \$18.07, the total request is for 1786.40 hours equaling \$32,280.25.

Sincerely,

DocuSigned by:
Tara Martinez
38DD98D0CE6B4EF...

Tara Martinez
CEO
WVARF, Inc.

OK to Extend
Kimberly S. Jose



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

Office of Operations

One Davis Square, Suite 100 West
Charleston, WV 25301

Telephone: (304) 558-0234 Fax: (304) 558-1571

Bill J. Crouch
Cabinet Secretary

George Montgomery
Executive Director of Operations

To: Mark Atkins, Buyer Supervisor, Statewide Contacts

Date: 06/14/2022

From: Kimberly S. Jobe, DHHR Procurement Specialist, Senior

Re: CDO HHR22*01

Please allow this memo to serve as justification to extend the current contract CDO HHR22*01 for an additional 20 working days. New end date will be July 29, 2022, at \$89.32 hours a day an hourly rate of \$18.07 for a total request of 1786.40 hours equaling \$32,280.25.

*OK
Kimberly S Jobe*