



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: 06-21-2022

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 0613 9905 VNF2000000001 9	Procurement Folder:	734541
Document Name:	Security Guards for WVVNF	Reason for Modification:	ACCOUNTING CO#2 to close \$2,954.37 in FY2022 due to CDO being replaced by CDO VNF21*01. Letter sent to vendor to confirm on 2/23/22. No response received. Letter attached to header. Closeout justification letter also attached to header.
Document Description:	Security Guards for WVVNF		
Procurement Type:	Central Delivery Order		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.l.lyle@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 SECSVS19 9
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000216853	Requestor Name:	Peggy L. Alexander		
G4S SECURE SOLUTIONS USA INC 2333 MACCORKLE AVE STE 200		Requestor Phone:	(304) 626-1600		
SAINT ALBANS WV 251772073		Requestor Email:	peggy.l.alexander@wv.gov		
US		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
Vendor Contact Phone:	3047274608			Extension:	304
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No		0		
#3	No		0		
#4	No		0		

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

Total Order Amount:	\$254,217.63
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Purchasing Division's File Copy

ENTERED

JLH 6/21/2022
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Munk Act - 6/21/2022*
 ELECTRONIC SIGNATURE ON FILE

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

Extended Description:

Accounting Change Order 02:
ACCOUNTING CO#2 to close \$2,954.37 in FY2022 due to CDO being replaced by CDO VNF21*01. Letter sent to vendor to confirm on 2/23/22. No response received. Letter attached to header. Closeout justification letter also attached to header.
Effective date of change 06/21/2022.
No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	92121504	15540.25000	HOUR	\$14.5000	\$225,333.63
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-05-01	2021-04-30				

Commodity Line Description: Region 1 - Security Guard II

Extended Description:

Security Guard II: 7
Hours per Day: 8
Days per week: 7 (including holidays)
Shift Hours: 24hrs/day
CO#1 to increase hours to cover April 5-30, 2021 services.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	92121504	1992.00000	HOUR	\$14.5000	\$28,884.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-05-01	2021-04-30				

Commodity Line Description: Region 1 - Sergeant

Extended Description:

Sergeant: 1
Hours per Day: 8
Days per week: 5 (excluding state holidays)
Shift Hours: 8am-4pm
Unpaid half-hour lunch
Dates of Service: 05/01/2020 through 04/30/2021
Job Location: WV Veterans Nursing Facility
One Freedom Way, Clarksburg, WV 26301



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

June 15, 2022

Mark A. Atkins, CPPB
Senior Buyer, Statewide Contracts
WV Department of Administration
Purchasing Division
2019 Washington Street, East
POB 50130
Charleston, WV 25305-0130

Re: CDO VNF2000000001

Dear Mr. Atkins:

Please process the change order on this CDO to close out unused funds. This CDO for Region 1 Security Guard and Region 1 Sargent ended on 4/30/21 and was replaced by CDO VNF21*01.

I emailed the attached Memo to the vendor on February 23, 2022 for signature to close out the CDO. I did not receive a response from the vendor.

The changes made on the CDO were to reduce both Commodity Lines as follows:

- CL1: Quantity (number of hours) reduced by 115.75 hours
Was 15,656.00 hours; now 15,540.25 hours
Was \$227,012.00; now \$225,333.63

- CL2: Quantity (number of hours) reduced by 88 hours
Was 2,080 hours; now 1,992 hours
Was \$30,160.00; now \$28,884.00

Thank you for your kind assistance in this matter.

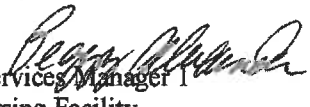
Sincerely,

Peggy Alexander
Administrative Services Manager 1
WV Veterans Nursing Facility
(304) 626-1600 x.2015

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

DATE: February 23, 2022

TO: Shawn Bailey, Client Manager
Allied Universal Security Services
Formerly G4S Secure Solutions USA, Inc.

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

RE: Purchase Order # CDO 0613 VNF20*01 and VNF22*01
Statewide Contract # SECSVS for Security Guards

Please be advised there is an unused balance on the above-referenced CDO's that were issued to G4S Secure Solutions, as follows:

CDO Contract #	Expiration Date	Original Encumbrance	Open/Unused Balance
VNF2000000001	04/30/21	\$257,172.00	\$ 2,954.37
VNF2100000001	04/30/22-10/08/21	\$257,172.00	\$147,697.16

The expiration date on CDO VNF21*01 would have been 4/30/22 but became 10/8/21 when Allied Universal took over G4S Secure Solutions. Our current order number under the statewide contract CMA SECSVS19A is ADO # VNF22*514 which will expire 4/30/22.

If you agree that all work on these CDO's has been invoiced and there is indeed a remaining unused balance of as listed, please sign and date below then return to me at 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 by 3/23/22 (thirty days from today), the WV Veterans Nursing Facility will proceed and close out the remaining balances listed above.

Thank you for your time and consideration.

Print Name

Title

Signature

Date