



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: 06-24-2022

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 0702 7814 TAX2100000004 3	<b>Procurement Folder:</b>	902038
<b>Document Name:</b>	2021 - 2022 Security guard service for Revenue Center	<b>Reason for Modification:</b>	To zero out the unused balance of the purchase order.
<b>Document Description:</b>	2021 - 2022 Security guard service for Revenue Center		
<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 SECSVS19 3
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	000000216853	<b>Requestor Name:</b>	Anthony W Cooper		
G4S SECURE SOLUTIONS USA INC 2333 MACCORKLE AVE STE 200		<b>Requestor Phone:</b>	(304) 558-8614		
SAINT ALBANS WV 251772073		<b>Requestor Email:</b>	anthony.w.cooper@wv.gov		
US		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	3047274608			<b>Extension:</b>	304
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No		0		
#3	No		0		
#4	No		0		

INVOICE TO	SHIP TO
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748  CHARLESTON WV 25339-1748  US	OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 1 CHARLESTON WV 25301-1725  US

<b>Total Order Amount:</b>	\$15,879.97
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Purchasing Division's File Copy

ENTERED

JHM 6/24/2022  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark A Atkins* 6/27/2022  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Anthony W Cooper* 6/27/2022  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1 is issued to reduce the hours on delivery order from 3984 to 3524.50 (actual used hours) per attached document:

Original Contract Total: \$57,768.00  
Change Order 1 Decrease: (\$41,888.03)  
New Contract Total: \$15,879.97

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	92121504	785.50000	HOUR	\$14.5000	\$11,389.75
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-06-27	2022-06-26				

**Commodity Line Description:** Region 1 - Security Guard II

**Extended Description:**

Region 2 - Security Guard II HOURS OF COVERAGE FOR GUARD 1:

MONDAY THRU FRIDAY; 6:00 AM TO 5:30 PM; WITH 1/2 HOUR UNPAID LUNCH;

DATES OF SERVICES JUNE 27, 2021 TO JUNE 26, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	92121504	309.67000	HOUR	\$14.5000	\$4,490.22
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-06-27	2021-06-26				

**Commodity Line Description:** Region 1 - Security Guard II

**Extended Description:**

Region 2 - Security Guard II HOURS OF COVERAGE FOR GUARD 2:

MONDAY THRU FRIDAY; 9:30 AM TO 2:30 PM; WITHOUT A LUNCH PERIOD; EXCLUDING ALL STATE HOLIDAYS.

DATES OF SERVICE JUNE 27, 2021 TO JUNE 26, 2022.



**Dave Hardy**  
Secretary of Revenue

**STATE TAX DEPARTMENT**

**Dale W. Steager**  
State Tax Commissioner

**CONTRACT'S**

June 14, 2022

Allied Universal security  
P.O. Box 277469  
Atlanta GA, 30384

The West Virginia State Tax Division would like to verify that the following contracts have been invoiced and paid in full. CDO TAX21 \*4 for our revenue center and CDO TAX21 \*2 for our Smith St. location.

Please reply within 5 business days of receiving this letter if there are any discrepancies with this.

Upon acceptance, please return this document via email to [Anthony.w.cooper@wv.gov](mailto:Anthony.w.cooper@wv.gov) or via U.S. Mail at: WV State Tax Department, Attn: Operations division, PO Box 11748, Charleston, WV 25301-1748

If you should have any questions or need additional information, please give me a call at (304) 558-8614

Sincerely,

Anthony Cooper  
Procurement Specialist  
WV State Tax Department

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_