



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: 09-07-2022

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 0211 4077 GSD2100000033 2	<b>Procurement Folder:</b>	823639
<b>Document Name:</b>	ACM Roof Removal on Mail Room	<b>Reason for Modification:</b>	Change Order No. 1 To reduce the delivery order amount to actual work performed.
<b>Document Description:</b>	ACM Roof Removal on Mail Room		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	James R Jones		
<b>Telephone:</b>	304-352-5517		
<b>Email:</b>	james.r.jones@wv.gov		
<b>Shipping Method:</b>	Yellow Freight	<b>Master Agreement Number:</b>	CMA 0212 ABATMNT17 2
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000008411	<b>Requestor Name:</b>	Jonathan Trout
CUSTOM SERVICES INDUSTRIES LLC 1608 VIRGINIA AVE WEST		<b>Requestor Phone:</b>	304-352-5522
HUNTINGTON WV 25704		<b>Requestor Email:</b>	jonathan.r.trout@wv.gov
US		<div style="font-size: 2em; font-weight: bold;">23</div> <b>FILE LOCATION</b> _____	
<b>Vendor Contact Phone:</b>	304-633-3776 <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
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 33 - CENTRAL MAIL RM 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

<b>Total Order Amount:</b>	\$5,120.90
----------------------------	------------

Purchasing Division's File Copy

ENTERED

JLH 9/8/2022  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Murkoff 9/8/2022*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *9/9/2022*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 1 is issued to reduce the delivery order amount to actual work performed.

Original Contract Amount: \$8,691.50

Change Order 1 Decrease: \$3,570.60

New Contract Amount: \$5,120.90

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76101602	0.00000		\$0.0000	\$5,120.90
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-01-04	2021-02-28				

**Commodity Line Description:** ACM Roof Removal on Mail Room

**Extended Description:**

ACM Roof Removal on Mail Room per attached quote

# Memo

*OK Mark Atkins  
9/6/2022*

**To:** Mark Atkins, Buyer Supervisor, Purchasing Division  
**From:** Jamie Jones, Procurement Administrator  
**Date:** September 6, 2022  
**Re:** CDO GSD2100000033 ACM Roof Removal on Mail Room

---

Mark:

Please accept this memorandum as justification for the reduction of the referenced CDO. Between the time that the initial quote was received from Custom Services Industries, and the work was actually performed, the Agency had moved forward with a project that demolished the portion of Building 33 that housed the GSD Operations and Maintenance Carpenters shop.

*James R. Jones*

James R. Jones  
Procurement Administrator  
General Services Division



September 2, 2022

General Services Division  
103 Michigan Ave  
Charleston, WV 25311

Dear Mr. Jones:

All work that CSI was contracted for on the project located at 311 Jefferson St, Charleston, WV 25311, has been completed and paid up to date.

Sincerely,

*Michael McCallister*