



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: 08-30-2022

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:	CPO 0403 0403 DBS2300000001 2	Procurement Folder:	1036440
Document Name:	Tree Trimming & Removal	Reason for Modification:	Change Order 01
Document Description:	Tree Trimming & Removal	To Issue Notice to Proceed	
Procurement Type:	Central Purchase Order		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov	Effective Start Date:	2022-08-26
Shipping Method:	Best Way	Effective End Date:	2022-10-26
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000113225	Requestor Name:	Tabitha J Crist		
J & R LANDSCAPING & TREE EXPERTS INC		Requestor Phone:	(304) 822-4810		
375 TIMBER RIDGE LN		Requestor Email:	tabitha.crist@k12.wv.us		
KEYSER	WV	26726			
US					
Vendor Contact Phone:	999-999-9999	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

**23**  
FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
OFFICE OF FINANCE & INTERNAL OPERATIONS DEPARTMENT OF EDUCATION BLDG 6, RM 700 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	SECRETARY DEPARTMENT OF EDUCATION OFFICE OF SPECIAL EDUCATION 1900 KANAWHA BLVD E, BLDG 6 RM 750 CHARLESTON WV 25305-0330 US

Total Order Amount: \$73,120.00

Purchasing Division's File Copy

**ENTERED**

PURCHASING DIVISION AUTHORIZATION DATE: <i>9/5/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>9/8/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>9/08/2022</i> ELECTRONIC SIGNATURE ON FILE
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*9/8/2022*

**Extended Description:**

Change Order 01

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Term: 08/26/2022 Through 10/26/2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	70111503	0.00000		0.000000	73120.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Tree Trimming & Removal

**Extended Description:**

Tree Trimming & Removal

Base Bid (All-inclusive lump sum bid for all Contract Services)



# The West Virginia Schools for the Deaf and the Blind

Established 1870  
301 EAST MAIN STREET  
ROMNEY, WEST VIRGINIA 26757  
Telephone - 304-822-4800

August 26, 2022

J&R Landscaping and Tree Removal Experts Inc  
375 Timber Ridge Lane  
Keyser, WV 26726

Subject: CPO DBS 2300000001 – Notice To Proceed

The West Virginia Schools for the Deaf and the Blind is issuing this letter as a Notice To Proceed for the performance of the contract services of the above Purchase Order. As per the specifications, the contract item must be completed within sixty (60) calendar days from the date indicated on this letter. The contract items must be completed for the agency, West Virginia Schools for the Deaf and the Blind, located at 301 E. Main St, Romney WV 26757.

**Notice To Proceed date: August 26, 2022**

Should you have further questions don't hesitate to contact us.

Sincerely,

A handwritten signature in cursive script that reads "Tabitha J Crist".

Tabitha J Crist  
Chief Financial Officer  
West Virginia Schools for the Deaf and the Blind