



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: 10-12-2022

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 0803 0680 DOT1800000008 9	<b>Procurement Folder:</b>	366002
<b>Document Name:</b>	CHANGE ORDER 1 JANITORIAL SERVICES- FOR VALLEY GROVE	<b>Reason for Modification:</b>	
<b>Document Description:</b>	CHANGE ORDER 1 TO CANCEL REMAINING BALANCE	Change Order #1 to cancel remaining balance	
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Michelle L Childers		
<b>Telephone:</b>	(304) 558-2686		
<b>Email:</b>	michelle.childers@k12.wv.us		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0212 WVARF15 9
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000204796			<b>Requestor Name:</b>	Michael S McGreal
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE				<b>Requestor Phone:</b>	304-551-5055
CHARLESTON	WV	25302-1702		<b>Requestor Email:</b>	mike.s.mcgreal@wv.gov
US					
<b>Vendor Contact Phone:</b>	304-205-7970	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS	DIVISION OF HIGHWAYS
DISTRICT SIX	1 DOT DR
1 DOT DR	
MOUNDSVILLE	MOUNDSVILLE
WV 26041	WV 26041
US	US

10-14-2022

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$172,664.91
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ENTERED

JE 10/13/22

<b>PURCHASING DIVISION AUTHORIZATION</b>
<b>DATE:</b> <i>10-13-22</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ENCUMBRANCE CERTIFICATION</b>
<b>DATE:</b> <i>Beverly Tolson 10-14-22</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

**Extended Description:**

Change Order #1

to cancel purchase CDO DOT18\*08, remaining balance of \$15,696.83

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	0.00000		\$0.0000	\$172,664.91
Service From	Service To	Manufacturer	Model No	Delivery Date	
2017-07-01	2018-06-30				

**Commodity Line Description:** REST AREA JANITORIAL AND GROUND MAINTENANCE

**Extended Description:**

JANITORIAL SERVICES FOR I-70 VALLEY GROVE REST AREA



**WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION**  
1900 Kanawha Boulevard East • Building Five • Room 109  
Charleston, West Virginia 25305-0440 • (304) 558-0444

**Jimmy Wriston, P.E.**  
**Secretary of Transportation**  
**Commissioner of Highways**

October 5, 2022

West Virginia Association of Rehabilitation Facilities  
710 Central Avenue  
Charleston, WV 25302-1702

RE: Cancellation of Remaining Balance  
PO# CDO DOT1800000008

Dear Vendor:

The above referenced Purchase Order in the amount of \$188,361.74 was issued on August 28, 2017. We are requesting your approval to cancel the remaining balance of \$15,696.83 that still exists on Purchase Order # CDO DOT1800000008.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this purchase order. Please return this letter back to my attention via email at [angie.j.moorman@wv.gov](mailto:angie.j.moorman@wv.gov), or fax it to 304/558-0047. Failure to receive written exception to this cancellation by November 5, 2022, will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this Department. It pertains to: his specific purchase order only.

If you have any questions or need additional information, please call me at 304 414 6863 or 304-414-7104

Sincerely,

Kristy James  
Procurement Officer

DocuSigned by:  
  
38DD08D0CE6B45E  
\_\_\_\_\_  
**Signature**

10/12/2022  
\_\_\_\_\_  
**Date**

12:02 PM

10/04/22

Accrual Basis

**WV Association of Rehabilitation Facilities Inc.**  
**Sales by Customer Detail**  
 All Transactions

Type	Date	Num	Memo	P. O. #	Open Balance	Amount
<b>DOH - MASTER</b>						
<b>WHEELING</b>						
Invoice	07/31/2017	88888	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	08/31/2017	89418	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	09/30/2017	89991	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	10/31/2017	90586	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	11/30/2017	91239	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	12/31/2017	91839	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	01/31/2018	92403	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	02/28/2018	93044	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	03/31/2018	93640	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	04/30/2018	94190	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	05/31/2018	94877	Janitorial Services for the Month	DOT18*08		-15,696.81
Invoice	06/30/2018	95461	Janitorial Services for the Month	DOT18*08		-15,696.81
Total WHEELING					0.00	-188,361.72
Total DOH - MASTER					0.00	-188,361.72
<b>TOTAL</b>					<b>0.00</b>	<b>-188,361.72</b>
						<b>172,664.91</b>

This invoice was paid by P-card and not applied to DOT18\*08.