



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# State of West Virginia Delivery Order

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

Order Date: 10-12-2022

<b>Order Number:</b>	CDO 0803 0680 DOT1900000026 8	<b>Procurement Folder:</b>	510201
<b>Document Name:</b>	CHANGE ORDER #1 VALLEY GROVE REST AREA	<b>Reason for Modification:</b>	Change Order No 1 to cancel remaining balance of purchase order
<b>Document Description:</b>	CHANGE ORDER VALLEY GROVE - REST AREA		
<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 WVARF19 8
<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>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

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

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

**Total Order Amount:** \$195,452.40

Purchasing Division's File Copy

**ENTERED**

JE 10/13/22  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *10-13-22*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolson 10-13-2022*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order #1

To cancel remaining balance of purchase order CDO DOT19\*26 = \$17,503.20

JANITORIAL SERVICE- VALLEY GROVE REST AREA

EFFECTIVE: JULY 1, 2018 THROUGH JUNE 30, 2019

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	8040.00000	HOUR	\$24.3100	\$195,452.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
2018-07-01	2019-06-30				

**Commodity Line Description:** DOH REST AREAS - Custodial/Grounds Maintenance  
valley grove

**Extended Description:**

Change Order - to cancel remaining balance

Janitorial Service- Valley Grove

Effective: July 1, 2018 through June 30, 2019



**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 DOT1900000026

Dear Vendor:

The above referenced Purchase Order in the amount of \$212,955.60 was issued on October 29, 2018. We are requesting your approval to cancel the remaining balance of \$17,503.20 that still exists on Purchase Order # CDO DOT1900000026.

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 this 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,

A handwritten signature in blue ink that reads "Kristy James".

**Kristy James  
Procurement Officer**

DocuSigned by:

A handwritten signature in blue ink that reads "Tara Martinez".

38D098D0CE6B4EF...  
**Signature**

10/12/2022

**Date**

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

12:00 PM

10/04/22

Accrual Basis

Type	Date	Num	Memo	P. O. #	Open Balance	Amount
<b>DOH - MASTER</b>						
<b>WHEELING</b>						
Invoice	07/31/2018	96388	Janitorial Services for the Month	DOT19*26		-18,086.64
Invoice	08/31/2018	96928	Janitorial Services for the Month	DOT19*26		-18,086.64
Invoice	09/30/2018	97292	Janitorial Services for the Month	DOT19*26		-17,503.20
Invoice	10/31/2018	97906	Janitorial Services for the Month	DOT19*26		-18,086.64
Invoice	11/30/2018	98598	Janitorial Services for the Month	DOT19*26		-17,503.20
Invoice	12/31/2018	98995	Janitorial Services for the Month	DOT19*26		-18,086.64
Invoice	01/31/2019	99629	Janitorial Services for the Month	DOT19*26		-18,086.64
Invoice	02/28/2019	100057	Janitorial Services for the Month	DOT19*26		-16,336.32
Invoice	03/31/2019	100809	Janitorial Services for the Month	DOT19*26		-18,086.64
Invoice	04/30/2019	101613	Janitorial Services for the Month	DOT19*26		-17,503.20
Invoice	05/31/2019	102034	Janitorial Services for the Month	DOT19*26		-18,086.64
Invoice	06/30/2019	102606	Janitorial Services for the Month	DOT19*26		-17,503.20
Total WHEELING					0.00	-212,955.60
Total DOH - MASTER					0.00	-212,955.60
<b>TOTAL</b>					<b>0.00</b>	<b>-212,955.60</b>