



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 DOT2000000001 6	<b>Procurement Folder:</b>	600331
<b>Document Name:</b>	CHANGE ORDER #1 TO CANCEL REMAINING BALANCE	<b>Reason for Modification:</b>	
<b>Document Description:</b>	CHANGE ORDER #1 TO CANCEL REMAINING BALANCE	Change Order No. 1 to cancel remaining balance	
<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 6
<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		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	304-205-7970			<b>Extension:</b>
<b>Discount Details:</b>				
<b>#1</b>	No	0.0000	0	
<b>#2</b>	No			
<b>#3</b>	No			
<b>#4</b>	No			

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

<b>Total Order Amount:</b>	\$180,769.16
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Purchasing Division's File Copy

ENTERED

JE 10/13/22

PURCHASING DIVISION AUTHORIZATION DATE: <i>10-13-22</i> ELECTRONIC SIGNATURE ON FILE
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ENCUMBRANCE CERTIFICATION DATE: <i>10-13-22</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

CHANGE ORDER #1

TO CANCEL REMAINING BALANCE OF PURCHASE ORDER CDO DOT20\*01 - \$32,769.88

JANITORIAL SERVICE - VALLEY GROVE I-70 REST AREA

EFFECTIVE: JULY 1, 2019 THROUGH JUNE 30, 2020

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	7436.00000	HOUR	\$24.3100	\$180,769.16
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-07-01	2020-06-30				

**Commodity Line Description:** DOH REST AREAS - Custodial/Grounds Maintenance VALLEY GROVE

**Extended Description:**

JANITORIAL SERVICE- VALLEY GROVE I-70 REST AREA

EFFECTIVE: JULY 1, 2019 THROUGH JUNE 30, 2020



**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 4, 2022

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

RE: Cancellation of Remaining Balance  
PO# CDO DOT2000000001

Dear Vendor:

The above referenced Purchase Order in the amount of \$213,539.04 was issued on July 15, 2019. We are requesting your approval to cancel the remaining balance of \$32,769.88 that still exists on Purchase Order # CDO DOT2000000001.

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 4, 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,

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".

38C056D0CE084EF...  
Signature

10/12/2022

Date

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

12:03 PM  
 10/04/22  
 Accrual Basis

Type	Date	Num	Memo	P. O. #	Open Balance	Amount
<b>DOH - MASTER</b>						
<b>WHEELING</b>						
Invoice	07/31/2019	103496	Janitorial Services for the Month	DOT20*01		-18,086.64
Invoice	08/31/2019	104094	Janitorial Services for the Month	DOT20*01		-18,086.64
Invoice	09/30/2019	104521	Janitorial Services for the Month	DOT20*01		-17,503.20
Invoice	10/31/2019	105443	Janitorial Services for the Month	DOT20*01		-18,086.64
Invoice	11/30/2019	105995	Janitorial Services for the Month	DOT20*01		-17,503.20
Invoice	12/31/2019	106481	Janitorial Services for the Month	DOT20*01		-18,086.64
Invoice	01/31/2020	106955	Janitorial Services for the Month	DOT20*01		-18,086.64
Invoice	02/29/2020	107673	Janitorial Services for the Month	DOT20*01		-16,919.76
Invoice	03/31/2020	108520	Janitorial Services for the Month	DOT20*01		-18,086.64
Invoice	04/30/2020	108789	Janitorial Services for the Month	DOT20*01		-17,503.20
Invoice	04/30/2020	108789	Less hours not worked	DOT20*01	3,938.22	
Invoice	05/31/2020	109997	Janitorial Services for the Month	DOT20*01		-6,758.18
Invoice	06/30/2020	110539	Janitorial Services for the Month	DOT20*01		-6,797.52
Total WHEELING			This invoice was paid by pcard and not applied to the state CDO DOT20*01		0.00	-187,506.68
Total DOH - MASTER					0.00	-187,506.68
<b>TOTAL</b>					<b>0.00</b>	<b>-187,506.68</b>

**180,769.16**