



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: 10-05-2022

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:	CDO 0803 0680 DOT2100000021 5	Procurement Folder:	768606
Document Name:	CHANGE ORDER #1 TO CANCEL REMAINING BALANCE	Reason for Modification:	Change Order No. 1 to close out remaining balance
Document Description:	JANIT ORIAL SERVICE- REST AREA VALLEY GROVE-06-21-0078		
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 WVARF19 5
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000204796	Requestor Name:	Michael S McGreal
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE		Requestor Phone:	304-551-5055
CHARLESTON WV 25302-1702		Requestor Email:	mike.s.mcgreal@wv.gov
US		<div style="font-size: 2em; font-weight: bold;">23</div> FILE LOCATION _____	
Vendor Contact Phone:	304-205-7970 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#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 WV 26041	MOUNDSVILLE WV 26041
US	US

Total Order Amount:	\$45,197.64
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Purchasing Division's File Copy

ENTERED

YMKP 10/05/2022
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Atkins - 10/05/2022*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *10/06/2022*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1
to cancel remaining balance of purchase order CDO DOT21*21 - \$167,757.95

STATE CONTRACT RELEASE ORDER: CDO DOT21*21
SWC: WVARF19
TO PROVIDE JANITORIAL SERVICE FOR WVDH REST AREA VALLEY GROVE, PER ATTACHED DOCUMENTATION
DATES OF SERVICE: 07/01/2020 THROUGH 06/30/2021

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1859.22000	HOUR	\$24.3100	\$45,197.64
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE: REST AREA
VALLEY GROVE

Extended Description:

STATE CONTRACT RELEASE ORDER: CDO DOT21*21
SWC: WVARF19
TO PROVIDE JANITORIAL SERVICE FOR WVDH REST AREA VALLEY GROVE
DATES OF SERVICE: 07/01/2020 THROUGH 06/30/2021



**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 DOT2100000021**

Dear Vendor:

The above referenced Purchase Order in the amount of \$212,955.60 was issued on August 19, 2020. We are requesting your approval to cancel the remaining balance of \$167,757.95 that still exists on Purchase Order # CDO DOT2100000021.

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, 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 tot his specific purchase order only.

If you have any questions or need additional information, please call me at 304 .

Sincerely,

Kristy James
Procurement Officer

DocuSigned by:

Tara Martinez

10/5/2022