



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: 10-13-2022

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 0926 1920 PSC2200000003 2	Procurement Folder:	1033545
Document Name:	Carpet Removal & Installation	Reason for Modification:	Change Order #1 to issue Notice to Proceed
Document Description:	Carpet Removal & Installation		
Procurement Type:	Central Purchase Order		
Buyer Name:	Jessica L Hovanec		
Telephone:	304-558-2314		
Email:	jessica.l.hovanec@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-10-17
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-04-15

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000229169 CONTINENTAL FLOORING CO 9319 N 94TH WAY STE 1000  SCOTTSDALE AZ 85258 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td>0</td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td>0</td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td>0</td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No		0	#3	No		0	#4	No		0	Requestor Name: Sandra M Mitchell Requestor Phone: (304) 340-0364 Requestor Email: smitchell@psc.state.wv.us  <div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> <div style="text-align: center;">FILE LOCATION _____</div>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No		0																		
#3	No		0																		
#4	No		0																		

INVOICE TO	SHIP TO
ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST  CHARLESTON WV 25301 US	ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST  CHARLESTON WV 25301 US

10-14-2022 BAX

Total Order Amount:	\$232,414.00
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Purchasing Division's File Copy

**ENTERED**

JLH 10/13/2022

PURCHASING DIVISION AUTHORIZATION DATE: <i>Muntz</i> 10/13/2022 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John &amp; Grace</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Melissa</i> OCT 17 2022 ELECTRONIC SIGNATURE ON FILE
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10/17/2022

**Extended Description:**

Change Order #1 is issued 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: 10/17/2022 Through 04/15/2023

No additional changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72152503	0.00000		0.000000	232414.00
Service From	Service To	Manufacturer	Model No		
2022-10-17	2023-04-15				

**Commodity Line Description:** Carpet Installation - Alternate 1 Option

**Extended Description:**

Alternate 1 - total project- approximately 34,883 sq. ft.

# Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812  
Charleston, West Virginia 25323

Phone: (304) 340-0300  
Fax: (304) 340-0325



October 11, 2022

## NOTICE TO PROCEED

Continental Flooring Co  
9319 N 94<sup>th</sup> Way STE 1000  
Scottsdale, AZ 85258

Re: Notice to Proceed with the Public Service Commission of West Virginia (PSC) Carpet  
Removal & Installation CPO PSC2200000003

### Notice to Proceed Date – October 17, 2022

Continental Flooring Co is authorized to proceed with work per the Contract Documents for contract number CPO PSC2200000003. This is a fixed period contract and work may begin on October 17, 2022 and must be completed within (180) calendar days. The final completion date for the project must be on or before April 15, 2023.

The onsite contact for this PSC will be Facilities Manager, Michael Dailey. Please contact Mr. Dailey at 304-340-0825 if you have any additional questions regarding the start of this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Sandra Mitchell", is written over a horizontal line.

Sandra Mitchell  
Procurement Officer  
Public Service Commission  
304-340-0364