



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: 03-23-2023

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 0506 2833 HHR2300000006 2	<b>Procurement Folder:</b>	1126016
<b>Document Name:</b>	Change Order No. 1	<b>Reason for Modification:</b>	Change Order No. 1 Partial Contract Cancellation
<b>Document Description:</b>	Prospective delivery order - Janitorial Service - Diamond		
<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 WVRFJAN23 2
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC PO BOX 6764  CHARLESTON WV 25362  US <b>Vendor Contact Phone:</b> 304-205-7970 <b>Extension:</b>  <b>Discount Details:</b> <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></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			<b>Requestor Name:</b> George L Montgomery <b>Requestor Phone:</b> (304) 957-0217 <b>Requestor Email:</b> george.l.montgomery@wv.gov  <div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> <b>FILE LOCATION</b> _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES  OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115  CHARLESTON WV 25301  US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES  BUILDING MANAGEMENT 350 CAPITOL ST, RM B29  CHARLESTON WV 25301-3700  US

<b>Total Order Amount:</b>	\$57,227.69
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Purchasing Division's File Cop,

ENTERED

CH 3/27/23  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark A. Atkins* 3/27/2023  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]* 3/27/2023  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 1 is issued to cancel this contract/purchase order for undelivered commodities and funds associated with the undelivered commodities.

All remaining provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

Effective date of cancellation: 12/31/2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	3167.00000	HOUR	\$18.0700	\$57,227.69
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-11-01	2022-12-31				

**Commodity Line Description:** JANITORIAL SERVICES: Region 2 Hourly Rate

**Extended Description:**

Janitorial Services for November 1, 2022 to June 30, 2023 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources Hourly Pricing will be \$18.07 per the attached service agreement.

Total Number of hours will be provided will be 14432 and the Annual fee \$260,786.24.

Region 2 Diamond Building



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Office of Purchasing

Jeffrey H. Coben, MD  
Interim Cabinet Secretary

Bryan Rosen  
Director

March 6, 2023

Via e-mail only

Tara Martinez

[TMARTINEZ@WVARF.ORG](mailto:TMARTINEZ@WVARF.ORG)

RE: CDO 0506 2833 HHR2300000006

Dear Tina Martinez:

In reference to CDO 0506 2833 HHR2300000006 Prospective delivery order – Janitorial Service - Diamond, which commenced on November 1, 2022 and currently runs to June 30, 2023, there has been a change in the Agency responsible for this service. As of January 1, 2023 Diamond Building (General Services Division referenced Building 35) has been transferred to the Department of Administration, under the care of the General Services Division.

With the consent of West Virginia Association of Rehabilitation Facilities Inc., as indicated by their signature to this letter, agrees the remaining balance of \$203,558.55 is hereby cancelled and no further monies are due to West Virginia Association of Rehabilitation Facilities Inc., under this delivery order.

Handwritten signature of Robert Price in black ink.

Robert Price, Administrative  
Services Manager II, WVDHHR

DocuSigned by:

Handwritten signature of Tara Martinez in black ink.

Tara Martinez, CEO/Director  
WVARF, Inc.

Agreed

Handwritten signature of Heather White in black ink.

4:26 PM

**WV Association of Rehabilitation Facilities Inc.**

03/06/23

**Sales by Customer Detail**

Accrual Basis

All Transactions

Type	Date	Num	Memo	P. O. #	Open Balance	Amount
<b>DHHR - MASTER</b>						
<b>DHHR-Diamond</b>						
Invoice	11/30/2022	129452	JANITORIAL DHHR REGION 2 - NOV 2022	HHR23*06		-28,672.57
Invoice	12/31/2022	129775	JANITORIAL DHHR REGION 2 - DEC 2022	HHR23*06		-28,555.12
Total DHHR-Diamond					0.00	-57,227.69
Total DHHR - MASTER					0.00	-57,227.69
<b>TOTAL</b>					<b>0.00</b>	<b>-57,227.69</b>

Notice: This is not an official contract document. It may not be used as a replacement for the original one received.

CLIENT NAME  
NOTICE OF AWARD  
FINAL

AGREEMENT NUMBER:CDO 0506 HHR2300000006  
MODIFICATION NUMBER:  
PAGE:1

VENDOR:000000204796

VENDOR NAME :WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC

ALIAS/DBA:

CONTACT:Tara Martinez

Contact Phone:304-205-7970

PO BOX 6764

CHARLESTON , WV 25362

AGREEMENT TITLE:Prospective delivery order - Janitorial Service - Diamond

TRACKING NUMBER:

DESCRIPTION:Prospective delivery order - Janitorial Service - Diamond

ORIGINAL START:

REVISED START:

ORIGINAL AMOUNT:\$260,786.24

REVISED AMOUNT:\$260,786.24

DISCOUNT AMOUNT:\$0.00

NOT TO EXCEED AMOUNT:\$0.00

SHIPPING LOCATION:

BUYER - 304-957-0209  
BUILDING MANAGEMENT  
350 CAPITOL ST, RM B29  
CHARLESTON , WV 25301-3700

Free On Board :5

Shipping Method :01

Buyer Information:

Name :Mark A Atkins

Phone Number :(304) 558-2307

Email:mark.a.atkins@wv.gov

Issuing Office :

Name:Kimberly S Jobe

Phone Number:304-957-0236

Email:kimberly.s.jobe@wv.gov

Requesting Office:

Name:George L Montgomery

Phone Number:(304) 957-0217

Email:george.l.montgomery@wv.gov

BILLING LOCATION:

BUYER - 304-957-0209  
OFFICE OF OPERATIONS  
ONE DAVIS SQUARE, RM 115  
CHARLESTON , WV 25301

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CLIENT NAME  
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AGREEMENT NUMBER:CDO 0506 HHR2300000006  
MODIFICATION NUMBER:  
PAGE:2

Delivery Date :10/26/2022

LINE INFORMATION

<u>ITEM NUMBER</u>	<u>LINE TYPE</u>	<u>COMMODITY</u>	<u>QTY</u>	<u>UNIT</u>	<u>DISCOUNT%</u>	<u>MARKUP</u>	<u>NET UNIT COST</u>	<u>SERVICE CONTRACT AMOUNT</u>	<u>SERVICE START DATE</u>	<u>SERVICE END DATE</u>	<u>NET TOTAL COST</u>
1	Item	76110000	14432.00000	HOUR			18.07	0.00	11/1/2022	6/30/2023	260,786.24

DESCRIPTION:Cleaning and janitorial services

SOLICITATION NUMBER:

SHIPPING LOCATION:

BUYER - 304-957-0209  
BUILDING MANAGEMENT  
350 CAPITOL ST, RM B29  
CHARLESTON , WV 25301-3700

BILLING LOCATION:

BUYER - 304-957-0209  
OFFICE OF OPERATIONS  
ONE DAVIS SQUARE, RM 115  
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PAGE:3

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