



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

State of West Virginia
Contract

Order Date: 02-07-2023

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:	CCT 1300 1300 STO2100000002 9	Procurement Folder:	785138
Document Name:	Ethernet WAN Circuits	Reason for Modification:	Change Order 3 - Administrative Purposes
Document Description:	Re-issue of CCT STO1900000001	Purpose is to adjust qty/funding for commodity line 3/ contract year 3 period	
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Vendor	Effective Start Date:	2019-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000199736 FRONTIER WEST VIRGINIA INC 1500 MACCORKLE AVE SE CHARLESTON WV 25396 US Vendor Contact Phone: 304-410-5659 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>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Alberta Kincaid Requestor Phone: (304) 341-0723 Requestor Email: alberta.kincaid@wvsto.com <div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US	WEST VIRGINIA STATE TREASURERS OFFICE 322 70TH ST SE CHARLESTON WV 25304 US

2-8-2023 BAF

Total Order Amount:	\$170,328.00
----------------------------	--------------

Purchasing Division's File Copy

ENTERED

TLW 2/7/23

PURCHASING DIVISION AUTHORIZATION  DATE: 2/08/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM  DATE: ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION  DATE: 2-9-2023 ELECTRONIC SIGNATURE ON FILE
---	---	---

2/8/2023

Extended Description:

Change Order 03

This change order is issued for administrative purposes to adjust quantity and funding for contract Year 3 - commodity line 3. Payments for that period were previously paid by agency credit card and not all were referenced against the contract in a timely manner to reduce the encumbrance accordingly during the fiscal year period payments occurred. Services were received and paid for a total of 12 months; one month wasn't referenced timely by the agency.

Change includes the reduction of quantity from 12 to 11 on commodity line 3; therefore, reducing the amount of \$3,624 from that line and total encumbrance.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	83112403	12.00000	MO	3624.000000	\$43,488.00
Service From	Service To	Manufacturer		Model No	
2019-10-01	2021-09-30				

Commodity Line Description: Point to point digital telecom circuits - Yr 2

Extended Description:

Year 2 Monthly Fee for ALL Circuits.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	83112403	11.00000	MO	3624.000000	\$39,864.00
Service From	Service To	Manufacturer		Model No	
2020-10-01	2021-09-30				

Commodity Line Description: Point to point digital telecom circuits - Yr 3

Extended Description:

Year 3 Monthly Fee for ALL Circuits.

Agency Admin Note: a total of 12 months were received/paid for. Encumbrance correction needed due to credit card pymnt non-reference to reduce encumbrance.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	83112403	12.00000	MO	3624.000000	\$43,488.00
Service From	Service To	Manufacturer		Model No	
2021-10-01	2022-09-30				

Commodity Line Description: Point to point digital telecom circuits - Yr 4

Extended Description:

Year 4 Monthly Fee for ALL Circuits.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	83112403	12.00000	MO	3624.000000	\$43,488.00
Service From	Service To	Manufacturer		Model No	
2022-10-01	2023-09-30				

Commodity Line Description: Point to point digital telecom circuits - Yr 5

Extended Description:

Year 5 Monthly Fee for ALL Circuits.



State of West Virginia

OFFICE OF THE STATE TREASURER
PHONE 304-558-5000 or 1-800-422-7498
www.wvtreasury.com

STATE CAPITOL, ROOM E-145
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV 25305

RILEY MOORE
STATE TREASURER

June 29, 2022
Via Electronic Communication

Chad Stepp
Frontier West Virginia Inc.
1500 MacCorkle Ave SE
Charleston, WV 25396

Subject: CCT STO21*002 – Administrative Change Order Request
(Original contract CCT STO19*001)

The WV State Treasurer's Office is requesting your approval/affirmation to process a change order that is administrative in nature. Due to various issues that occurred when the original contract was required to be reissued due to the name change, some invoices were processed by agency credit card without internal reference to the contract which would have reduced the encumbrance accordingly. In order to release dollars that are really not owed because of the inability to reference the payment, we ask for you to sign below affirming that we do not owe for any month for the period of service 10/1/2020 through 9/30/2021. The proposed change order will show a reduction of quantity as well for the purposes of internal reconciliation and release monies in the amount of \$3,624.00.

Please respond by July 15, 2022 so that we can complete this task.

Sincerely,

Alberta Kincaid, CPPB

Assistant Director of Purchasing
Phone: 304-341-0723 / Fax: 304-340-1518
Email: alberta.kincaid@wvsto.com / purchasing@wvsto.com

I/ We agree to the above change request:

Name/Signature

Date

Title



State of West Virginia

OFFICE OF THE STATE TREASURER

PHONE: 304-558-5000 or 1-800-422-7498

www.wvtreasury.com

RILEY MOORE
STATE TREASURER

STATE CAPITOL, ROOM E-145
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WV 25305

MEMORANDUM

Date: August 15, 2022

To: Toby Welch
WV Purchasing Division

From: Alberta Kincaid, Assistant Director of Purchasing

A handwritten signature in cursive script, reading "Alberta Kincaid".

Re: Change Order – Encumbrance Correction – CCT STO21*002

The State Treasurer's Office (WVSTO) is requesting an administrative change order to the above contract due to payments being made by agency credit card without reference to the OASIS purchase order. Previous directive from wvOASIS help desk and Purchasing Division indicated that this request needed to be processed as a formal change order due to quantities being changed.

Please see the attached letter and emails sent to our vendor. As of this date, there has not been a response to indicate that there are outstanding invoices for the period of Oct 2020 – Sept 2021. This modification applies to commodity line 3; Year 3 of the service period.

Feel free to contact me if you need further information.

1 CT STO21*002

Kincaid, Alberta

(Comm Line 3, year 3)



From: Kincaid, Alberta
Sent: Monday, July 25, 2022 10:36 AM
To: Chad.Stepp@ftr.com
Subject: RE: Ch Order Request - Administrative Purposes

Hi, Chad

I need to know if you agree with this by the end of today, July 25, 2022

Thanks,
Alberta



From: Kincaid, Alberta
Sent: Wednesday, June 29, 2022 1:24 PM
To: Chad.Stepp@ftr.com
Subject: Ch Order Request - Administrative Purposes
Importance: High

Chad

Please review the attached and let me know if you have any question. Your response would be much appreciated by July 15 so that we can release funds tied up that are not really owed for the period listed on the contract (10/1/20 - 9/30/21).

Sincerely,



Riley Moore, Treasurer



Alberta Kincaid, CPPB
Assistant Director of Purchasing
West Virginia State Treasurer's Office
304.341.0723 (Direct) /304.340.1518 (Fax)
Email: Alberta.Kincaid@wvsto.com
Group Email: purchasing@wvsto.com
Main: 304.558.5000 Toll Free: 800.422.7498

www.wvtreasury.com [Visit Website](#)