



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: 01-24-2024

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 0803 02140043 7	Procurement Folder:	10283
Document Name:	Converted 02140043~P000025548	Reason for Modification:	Change Order No. 3 is issued to reduce the balance per the attached documentation
Document Description:	Decrease and Close Order		
Procurement Type:	Central Cancel & Re-Award		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 WVRFJAN12 7
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000204796	Requestor Name:	Angela J Moorman
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN		Requestor Phone:	(304) 558-9427
CHALRESTON WV 25311		Requestor Email:	angie.j.moorman@wv.gov
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	304-205-7970 Extension:		
Discount Details:			
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS	DIVISION OF HIGHWAYS
DISTRICT TWO	WILKINSON SUBSTATION (LOGAN COUNTY)
801 MADISON AVE	127 SPRINGFIELD RD
HUNTINGTON WV 25704	WILKINSON WV 25653
US	US

Total Order Amount:	\$142,772.85
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark Atkins 1/25/2024*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Jan 29 2024*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 3 to reduce the balance on the delivery order from \$155,752.20 to \$142,772.85 per the attached document

Original Contract Total: \$155,752.20

Change Order No. 3 Decrease \$12,979.35

New Contract Total \$142,772.85

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	11.00000	EA	\$12,979.3500	\$142,772.85
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2014-07-31	

Commodity Line Description: JANITORIAL SERVICES-HUNTINGTON REST AREA I-64

**Extended Description:**



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
Division of Highways**

**Alanna J. Keller, P.E.,  
Deputy Secretary of Transportation  
Deputy Commissioner of Highways**

**Charleston, West Virginia 25305-0430 • (304) 558-3505**

**Jimmy Wriston, P. E.  
Secretary of Transportation  
Commissioner of Highways**

**December 11, 2023**

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

**RE: Cancellation of Remaining Balance  
PO# CDO 02140043**

**Dear Vendor:**

**The above referenced Purchase Order in the amount of \$155,752.20 was issued on 07/31/2018 We are requesting your approval to cancel the remaining balance of \$12,979.35 that still exists on Purchase Order CDO 02140043**

**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 01/11/2024, 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 this specific purchase order only.**

**If you have any questions or need additional information, please call me at 304.414.7104.**

**Sincerely,**

**Kristy James  
Procurement Officer**

DocuSigned by:  
**Nita Hobbs**  
5B608720DE88468...  
1/15/2024

10:14 AM

01/10/24

Accrual Basis

**WV Association of Rehabilitation Facilities Inc.**  
**Sales by Customer Detail**  
 July 2013 through June 2014

Type	Date	Num	Memo	P. O. #	Open Balance	Amount
<b>DOH - MASTER</b>						
<b>HUNTIN</b>						
Invoice	07/31/2013	66071	Janitorial Services for the Month	02120637		-12,979.35
Invoice	08/31/2013	66294	Janitorial Services for the Month	02120637		-12,979.35
Invoice	09/30/2013	66596	Janitorial Services for the Month	02120637		-12,979.35
Invoice	10/31/2013	66970	Janitorial Services for the Month	02120637		-12,979.35
Invoice	11/30/2013	67263	Janitorial Services for the Month	02120637		-12,979.35
Invoice	12/31/2013	67556	Janitorial Services for the Month	02120637		-12,979.35
Invoice	01/31/2014	67924	Janitorial Services for the Month	02120637		-12,979.35
Invoice	02/28/2014	68244	Janitorial Services for the Month	02120637		-12,979.35
Invoice	03/31/2014	68541	Janitorial Services for the Month	02120637		-12,979.35
Invoice	04/30/2014	68916	Janitorial Services for the Month	02120637		-12,979.35
Invoice	05/31/2014	69338	Janitorial Services for the Month	02120637		-12,979.35
Invoice	06/17/2014	69661	Janitorial Services for the Month	02120637		-12,979.35
						<b>**P-card -12,979.35</b>
Total HUNTIN					0.00	-155,752.20
Total DOH - MASTER					0.00	-155,752.20
<b>TOTAL</b>					<b>0.00</b>	<b>-155,752.20</b>

**\*\* Less \$12,979.35 P-card \$142,772.85**



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>1/25/24</u>  Solicitation No. <u>CO#3</u>	Agency: WVDOT  Procurement Officer Submitting Requisition: Dusty Smith  Requisition No. CDO 02140044 <u>CO#3</u>  PF No.: 10284
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1 Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8 Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9 Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10 Insurance requirements</b>				
Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11 Office of Technology CIO pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12 Treasurer's Office (banking) pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1 Two-party agreement</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2 Standard change order language</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3 Office of Technology CIO approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4 Justification for price increases/backdating/other</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5 Bond Rider (Construction)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6 Secretary of State Verification</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7 State debarment verification</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8 Federal debarment verification</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

**For Purchasing Division Use Only:**

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

*M. [Signature]*