



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: 01-08-2024

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 0070 DOT1900000021 9	Procurement Folder:	510202
Document Name:	JANITORIAL SERVICE- EQUIPMENT DIVISION	Reason for Modification:	
Document Description:	Janitorial Service	Change Order No. 1 is issued to reduce the balance per the attached documentation.	
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 WVRFJAN19 9	
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000204796	Requestor Name:	Denise L Brown		
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN		Requestor Phone:	(304) 473-5328		
CHARLESTON WV 25311		Requestor Email:	dee.l.brown@wv.gov		
US		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
Vendor Contact Phone:	304-205-7970			Extension:	208
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 EQUIPMENT DIVISION RT 33 83 BRUSHY ROAD CROSSING, PO BOX 610 BUCKHANNON WV 26201 US	DIVISION OF HIGHWAYS EQUIPMENT DIVISION 83 BRUSHY FORK RD CROSSING BUCKHANNON WV 26201 US

1-10-24 6C

Total Order Amount:	\$25,551.51
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Purchasing Division's File Copy

JE 1/9/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tamara 1/9/24*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Denise L Brown*
 ELECTRONIC SIGNATURE ON FILE

1-10-24

Extended Description:

Change Order No. 1 to reduce the balance on the delivery order from \$34,055.76 to \$25,551.51 per the attached document.

Original Contract Total: \$34,055.76

Change Order No. 1 Decrease: (\$8,504.25)

New Contract Total: \$25,551.51

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1468.47760	HOUR	\$17.4000	\$25,551.51
Service From	Service To	Manufacturer	Model No	Delivery Date	
2018-07-01	2019-06-30				

Commodity Line Description: Buckhannon Upsher Region 6 Hourly Rate: Equipment Division

Extended Description:

JANITORIAL SERVICE- BUCKHANNON
EFFECTIVE; JULY 1, 2018 THROUGH JUNE 30, 2019

Buckhannon-Upshur Work Adjustment Center Hourly Pricing per the attached.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

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

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

November 29, 2023

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

RE: Cancellation of Remaining Balance
PO# 70199010 DOT CDO19*21

Dear Vendor:

The above referenced Purchase Order in the amount of \$34,055.76 was issued on 10/29/2018. We are requesting your approval to cancel the remaining balance of \$25,551.51 that still exists on Purchase Order 70199010/CDO19*21 .

8504.25 66
Per Angie Moorman

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 , 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
6B608720DE8B488...

12/7/2023

2:33 PM

12/01/23

Accrual Basis

WV Association of Rehabilitation Facilities Inc.
Sales by Customer Detail
All Transactions

Type	Date	Num	Memo	P. O. #	Open Balance	Amount
DOH - MASTER						
DOHBUC						
Invoice	07/31/2018	97865	Janitorial Services for the Month	DOT19*21		
Invoice	07/31/2018	97865	Less Hours Not Worked 46.75 Hours x \$17.40 per Hour = 813.45	DOT19*21		-2,837.98
Invoice	08/31/2018	97866	Janitorial Services for the Month	DOT19*21		813.45
Invoice	08/31/2018	97866	Less Hours Not Worked 49.75 Hours x \$17.40 per hour = 865.65	DOT19*21		-2,837.98
Invoice	09/30/2018	97867	Janitorial Services for the Month	DOT19*21		865.65
Invoice	09/30/2018	97867	Less Hours Not Worked 44 hours x 17.40 per hour = 765.60	DOT19*21		-2,837.98
Invoice	10/31/2018	97868	Janitorial Services for the Month	DOT19*21		765.60
Invoice	10/31/2018	97868	Less Hours Not Worked 38.5 hours x \$17.40 per hour = 669.90	DOT19*21		-2,837.98
Invoice	11/30/2018	98579	Janitorial Services for the Month	DOT19*21		669.90
Invoice	11/30/2018	98579	Less Hours Not Worked 37.5 hours x \$17.40 = 652.50	DOT19*21		-2,837.98
Invoice	12/31/2018	98976	Janitorial Services for the Month	DOT19*21		652.50
Invoice	12/31/2018	98976	Less Hours Not Worked 26.5 x \$17.40 = 461.10	DOT19*21		-2,837.98
Invoice	01/31/2019	99610	Janitorial Services for the Month	DOT19*21		461.10
Invoice	01/31/2019	99610	Less Hours not Worked 42 hr x \$17.40 = 730.80	DOT19*21		-2,837.98
Invoice	02/29/2019	100038	Janitorial Services for the Month	DOT19*21		730.80
Invoice	02/29/2019	100038	Less Hours Not Worked 26 hours x \$17.40 rate = 452.40	DOT19*21		-2,837.98
Invoice	03/31/2019	100790	Janitorial Services for the Month	DOT19*21		452.40
Invoice	03/31/2019	100790	Less Hours not worked 48.75 hours x \$17.40 rate = \$848.25	DOT19*21		-2,837.98
Invoice	04/30/2019	101594	Janitorial Services for the Month	DOT19*21		848.25
Invoice	04/30/2019	101594	Less Hours Not Worked 43 hours x \$17.40 = 478.20	DOT19*21		-2,837.98
Invoice	05/31/2019	102015	Janitorial Services for the Month	DOT19*21		478.20
Invoice	05/31/2019	102015	Hours not worked 36 hours x \$17.40 = \$626.40	DOT19*21		-2,837.98
Invoice	06/30/2019	102587	Janitorial Services for the Month	DOT19*21		626.40
Invoice	06/30/2019	102587	Janitorial Services for the Month	DOT19*21		-2,837.98
						870.00
Total DOHBUC					0.00	-25,551.51
Total DOH - MASTER					0.00	-25,551.51
TOTAL					0.00	-25,551.51



12/7/2023

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>RLB</u> Date: <u>1/8/24</u>	Agency: WV DOT/DOH
Solicitation No. <u>CO#1 to decrease CDO</u>	Procurement Officer Submitting Requisition: Kristy James
	Requisition No. CDO DOT19*21
	PF No.: 510202

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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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 type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

FOR CHANGE ORDERS/RENEWALS:

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



Search in mail



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- Meet
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Labels

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- BTS
- Alisha
- Bev
- Bob
- Chris
- Kadie
- Mark
- Melissa
- CONTRACT MANAGEME...
- Iron Mountain
- Packet Sent



CDO 0803 DOT190*21 Inbox x



Clay, Gregory C

Kristy Please see the attachment. The letter for cancellation of the remaining balance reads approval to cancel the remaining



Moorman, Angie J

to Dusty, me, Kristy

Greg, you are correct the amount canceled should read \$8,504.25, thank for you help

----- Forwarded message -----

From: James, Kristy E <kristy.e.james@wv.gov>

Date: Tue, Jan 9, 2024 at 2:24 PM

Subject: Fwd: CDO 0803 DOT190*21

To: Dusty J Smith <dustyj.smith@wv.gov>, Angie J Moorman <angie.j.moorman@wv.gov>

Could you guys look into this?

Thanks

Kristy James
WV DOT
Procurement Officer
304/414-7104

Procurement Requests should be directed to: DOTProcurement@wv.gov

One attachment • Scanned by Gmail