



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: 06-06-2024

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 0939 0939 CFA1700000002 5	<b>Procurement Folder:</b>	255332
<b>Document Name:</b>	Janitorial Services for 2003 Quarrier Street	<b>Reason for Modification:</b>	Change Order 1
<b>Document Description:</b>	Janitorial Services	Change Order 1 is issued to reduce the unused balance per the attached documentation.	
<b>Procurement Type:</b>	Central Delivery Order	To reduce encumbrance.	
<b>Buyer Name:</b>	Larry D McDonnell		
<b>Telephone:</b>	304-558-2063		
<b>Email:</b>	larry.d.mcdonnell@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0212 WVRFJAN14 5
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	000000204796	<b>Requestor Name:</b>	Shelly Murray		
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN		<b>Requestor Phone:</b>	304-558-5435		
CHALRESTON WV 25311		<b>Requestor Email:</b>	shelly.murray@wvcfia.com		
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	304-205-7970			<b>Extension:</b>	208
<b>Discount Details:</b>					
<b>Discount Allowed</b>	<b>Discount Percentage</b>			<b>Discount Days</b>	
#1 No	0.0000	30			
#2 No					
#3 No					
#4 No					

INVOICE TO	SHIP TO
EXECUTIVE DIRECTOR 304-558-5435 COURTHOUSE FACILITIES 2003 QUARRIER ST  CHARLESTON WV 25311  US	EXECUTIVE DIRECTOR 3045585435 COURTHOUSE FACILITIES 2003 QUARRIER ST  CHARLESTON WV 25311  US

<b>Total Order Amount:</b>	\$760.92
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Purchasing Division's File Copy

2 M 6/06/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara Hester*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *6-10-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1

Change Order 1 is issued to reduce the unused balance on the contract from \$1,521.84 to \$760.92 per the attached documentation.

Original contract \$1,521.84  
Change Order 1 Decrease \$760.92  
New Contract Total \$760.92

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	6.00000	JOB	\$126.8200	\$760.92
Service From	Service To	Manufacturer	Model No	Delivery Date	
2016-07-01	2017-06-30				

**Commodity Line Description:** Janitorial Services

**Extended Description:**



**WEST VIRGINIA  
COURTHOUSE FACILITIES IMPROVEMENT AUTHORITY**  
2003 QUARRIER STREET  
CHARLESTON, WV 25311

**L. D. EGNOR**  
CHAIRMAN EMERITUS

**JOSEPH M. ALONGI**  
CHAIRMAN

May 28, 2024  
Via Electronic Communication

Ms. Andrea Higginbotham  
WVARF  
PO Box 6764  
Charleston, WV 25362

Subject: ABO CFA17\*02 Janitorial Services - Contract Close Out.

Dear Ms. Higginbotham:

The WV Courthouse Facilities Improvement Authority is requesting your approval/affirmation to process a change order that is administrative in nature. Please review your records and indicate if there are any remaining funds outstanding on the above referenced document. If nothing is outstanding, please sign below and return.

To reduce the unused balance on centralized delivery order from \$1,521.84 to \$760.92.  
Original contract: \$1,521.84  
Change Order 1 Decrease \$760.92  
New Contract Total: \$760.92

Sincerely,

A handwritten signature in cursive script that reads "Shelly L. Murray".

Shelly L. Murray  
Executive Director

I/We agree that there are no outstanding items or payments due by the WWCFA for this project.

DocuSigned by:  
Nita Hobbs  
564067300E88462  
Name/Signature

6/6/2024

Date

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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#### THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	5/8/1973		5/8/1973	Domestic	Non-Profit				

Organization Information									
<b>Business Purpose</b>	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)			<b>Capital Stock</b>	0.0000				
<b>Charter County</b>	Kanawha			<b>Control Number</b>	0				
<b>Charter State</b>	WV			<b>Excess Acres</b>	0				
<b>At Will Term</b>				<b>Member Managed</b>					
<b>At Will Term Years</b>				<b>Par Value</b>	0.000000				
<b>Authorized Shares</b>	0			<b>Young Entrepreneur</b>	Not Specified				

<b>Addresses</b>	
Type	Address
<b>Local Office Address</b>	400 PATTERSON LANE CHARLESTON, WV, 25311
<b>Mailing Address</b>	PO BOX 6764 CHARLESTON, WV, 25362 USA
<b>Notice of Process Address</b>	NITA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311
<b>Principal Office Address</b>	400 PATTERSON LANE CHARLESTON, WV, 25311 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>Director</b>	NITA HOBBS 563 BURROUGHS STREET MORGANTOWN, WV, 26505
<b>Incorporator</b>	GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA
<b>Incorporator</b>	TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA
<b>President</b>	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
Type	Name/Address

<b>DBA</b>			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	
WWARF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Terminator

Date	Amendment
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<b>3/21/2014</b>	AMENDMENT FILED: SEE IMAGE
<b>6/4/2010</b>	FILED AMENDING BY-LAWS
<b>5/26/2009</b>	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
<b>11/18/1985</b>	AMEND; BY LAWS
<b>Date</b>	<b>Amendment</b>

## Annual Reports

### Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

2005

2004

2003

2002

2001

2000
1999
1998
<b>Date filed</b>

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, June 6, 2024 — 2:50 PM

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Disaster Response Registry

Responsibility / Qualification

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- All Words 
- Exact Phrase 



e.g. 123456789, Smith Corp

"THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES" x

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∧

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program ∨

Location ∨

Dates ∨

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>6/06/24</u> Solicitation No. <u>CDO CFA17*02 c/pi</u>	Agency: WV Courthouse Facilities Improvement Authority Procurement Officer Submitting Requisition: Shelly Murray Requisition No. CDO CFA17*02 PF No.: 255332
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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 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
<b>10</b>	<b>Insurance requirements</b>				
	<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"/>
<b>11</b>	<b>Office of Technology CIO pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Treasurer's Office (banking) pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

