



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: 03-28-2025

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 0511 2744 BCF1600000027 13	Change Order No: 1	Procurement Folder: 230502
Document Name:	BCF REGION 3, WVARF JANITORIAL		Reason for Modification: Change Order 02 To cancel remaining balance per the attached vendor cancellation letter.
Document Description:	CO 2 Cancellation of remaining balance		
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 WVRFJAN14 13	
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN CHARLESTON WV 25311 US Vendor Contact Phone: 304-205-7970 Extension: 208 Discount Details: <table><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>30</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	30	#2	No			#3	No			#4	No			Requestor Name: Magen P Minyard Requestor Phone: 304-205-8391 Requestor Email: magen.p.minyard@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	30																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
FINANCIAL CLERK - 304-257-4211 HEALTH AND HUMAN RESOURCES BSS - GRANT COUNTY OFFICE 53 KIESS DR PETERSBURG WV 26847 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount: \$371,584.49

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark Atkins* 4/01/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Edy Pen* 4-1-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 02- Cancellation of remaining balance.

Previous Total: \$409,223.00
 Balance Cancelled: 37,638.51
 Revised Total: \$371,584.49

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	0.00000		\$0.0000	\$34,507.20
Service From	Service To	Manufacturer	Model No	Delivery Date	
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Philippi, Barbour Co**Extended Description:**

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: WWARF Inc

Hourly rate will be \$16.59

Total number of hours to be provided monthly will be 173.3333 which will make the estimated monthly fee \$2,875.60 and the annual fee \$34,507.20.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	0.00000		\$0.0000	\$89,741.86
Service From	Service To	Manufacturer	Model No	Delivery Date	
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Berkeley Co**Extended Description:**

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc

Hourly rate will be \$17.45

Total number of hours to be provided monthly will be 428.5667 which will make the estimated monthly fee \$7,478.49 and the annual fee \$89,741.86.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	0.00000		\$0.0000	\$23,592.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Grant Co**Extended Description:**

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc

Hourly rate will be \$17.45

Total number of hours to be provided monthly will be 112.6667 which will make the estimated monthly fee \$1,966.03 and the annual fee \$23,592.40

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	0.00000		\$0.0000	\$26,632.19
Service From	Service To	Manufacturer	Model No	Delivery Date	
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Hampshire Co

Extended Description:

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc

Hourly rate will be \$17.45

Total number of hours to be provided monthly will be 127.1833 which will make the estimated monthly fee \$2,219.35 and the annual fee \$26,632.19.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	0.00000		\$0.0000	\$28,310.88
Service From	Service To	Manufacturer	Model No	Delivery Date	
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Hardy Co

Extended Description:

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc

Hourly rate will be \$17.45

Total number of hours to be provided monthly will be 135.20 which will make the estimated monthly fee \$2,359.24 and the annual fee \$28,310.88.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	0.00000		\$0.0000	\$7,527.70
Service From	Service To	Manufacturer	Model No	Delivery Date	
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Harrison Co

Extended Description:

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Empowerment Through Employment Inc

Hourly rate will be \$16.22

Total number of hours to be provided monthly will be 232.05 which will make the estimated monthly fee \$3,763.85 and the annual fee \$45,166.21.

To cancel remaining quantity balance to bring the dollar amount to zero per the attached vendor cancellation letter indicating the vendor has no more invoices against this PO.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	0.00000		\$0.0000	\$42,624.58
Service From	Service To	Manufacturer	Model No	Delivery Date	
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Lewis Co

Extended Description:

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Buckhannon-Upshur Work Adjustment Center Inc

Hourly rate will be \$15.51

Total number of hours to be provided monthly will be 229.0167 which will make the estimated monthly fee \$3,552.05 and the annual fee \$42,624.58.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	0.00000		\$0.0000	\$23,592.40
Service From	Service To	Manufacturer		Model No	Delivery Date
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Mineral Co

Extended Description:

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc

Hourly rate will be \$17.45

Total number of hours to be provided monthly will be 112.6667 which will make the estimated monthly fee \$1,966.03 and the annual fee \$23,592.40.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	0.00000		\$0.0000	\$13,792.48
Service From	Service To	Manufacturer		Model No	Delivery Date
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Morgan Co

Extended Description:

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center and Workshop Inc

Hourly rate will be \$17.45

Total number of hours to be provided monthly will be 65.86667 which will make the estimated monthly fee \$1,149.37 and the annual fee \$13,792.48.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	0.00000		\$0.0000	\$26,915.62
Service From	Service To	Manufacturer		Model No	Delivery Date
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Preston Co

Extended Description:

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph County Sheltered Workshop Inc

Hourly rate will be \$16.59

Total number of hours to be provided monthly will be 135.20 which will make the estimated monthly fee \$2,242.97 and the annual fee \$26,915.62.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	2503.80000	HOUR	\$16.5900	\$41,538.04
Service From	Service To	Manufacturer		Model No	Delivery Date
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Elkins, Randolph Co

Extended Description:

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph County Sheltered Workshop Inc

Hourly rate will be \$16.59

Total number of hours to be provided monthly will be 208.65 which will make the estimated monthly fee \$3,461.50 and the annual fee \$41,538.04.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	326.56000	HOUR	\$16.5900	\$5,417.63
Service From	Service To	Manufacturer		Model No	Delivery Date
2016-07-01	2017-06-30				

Commodity Line Description: Janitorial Service: 7/1/16-6/30/17, Parsons, Tucker Co

Extended Description:

Janitorial Services for July 1, 2016 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph County Sheltered Workshop Inc

Hourly rate will be \$16.59

Total number of hours to be provided monthly will be 27.21333 which will make the estimated monthly fee \$451.47 and the annual fee \$5,417.63.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	0.00000		\$0.0000	\$7,391.51
Service From	Service To	Manufacturer		Model No	Delivery Date
2017-04-01	2017-06-30				

Commodity Line Description: Janitorial Service: 4/1/17-6/30/17,CharlesTown, Jefferson Co

Extended Description:

Janitorial Services for April 1, 2017 to June 30, 2017 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Horizon Goodwill Industries Inc.

Hourly rate will be \$15.65.

Total number of hours to be provided monthly will be 157.4335 which will make the estimated monthly fee \$2,463.84 and the annual fee \$7,391.51.



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR FAMILY ASSISTANCE
DIVISION OF PROCUREMENT

Alex J. Mayer
Cabinet Secretary

Janie Cole
Commissioner

March 14, 2025

WV Association of Rehabilitation Facilities Inc.

400 Patterson Ln

Charleston, WV 25311

Re: Cancellation of Remaining Balance

PO#: CDO BCF 16000000027

Dear Vendor:

The above referenced Purchase Order in the amount of \$409,223.00 was issued on June 26, 2016. We are requesting your approval to cancel the remaining balance of \$37,638.51 that still exists on purchase order # CDO BCF 16*027.

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 mail this letter back to my attention at 350 Capitol Street Room 730, Charleston, WV 25301, or email to me at magen.p.minyard@wv.gov, or fax it to me at (304) 558-6646. Failure to receive written exception to this cancellation by April 13, 2025 will also constitute your concurrence with our cancellation plan.

This cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific purchase order only.

If you have questions or need additional information, please call me at 304-205-8391.

Sincerely,

Magen Minyard

Procurement Associate

Bureau for Family Assistance

DocuSigned by:

Nita Hobbs

58608730DE88468...

3/17/2025

Signature

Date

OK
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Green



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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	5/5/1973		5/5/1973	Domestic	Non-Profit			

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

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

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

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	
WVARF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

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

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

Tuesday, April 1, 2025 — 9:19 AM

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"the west virginia association of rehabilitation facilities"



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