



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 2743 BCF1900000002 9	Change Order No:	0	Procurement Folder:	488122
Document Name:	BCF REGION 2, WWARF JANITORIAL,			Reason for Modification: Change Order 01 To cancel remaining balance per the attached vendor cancellation letter.	
Document Description:	CO 1 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 WVR/FJAN19 9	
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>0</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	0	#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	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
HEALTH AND HUMAN RESOURCES BCF - KANAWHA COUNTY OFFICE 4190 WASHINGTON ST W CHARLESTON WV 25313 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount: \$255,713.49

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark A Atkins - 4/1/2025*
ELECTRONIC SIGNATURE ON FILE

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

Extended Description:

Change Order 01: Cancellation of remaining balance.

Previous Total: \$302,051.18
Balance Cancelled: \$46,337.69
Revised Total: \$255,713.49

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1449.50100	HOUR	\$18.0700	\$26,192.48
Service From	Service To	Manufacturer		Model No	Delivery Date
2018-07-01	2019-06-30				

Commodity Line Description: Janitorial Service: 7/1/18-6/30/19, Boone Co

Extended Description:

Janitorial Services for July 1, 2018 to June 30, 2019 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Integrated Resources Inc

Hourly rate will be \$18.07

Total number of hours to be provided monthly will be 140.22 which will make the estimated monthly fee \$2,533.78 and the annual fee \$30,405.30.

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
2	76110000	2183.67050	HOUR	\$18.4200	\$40,223.21
Service From	Service To	Manufacturer		Model No	Delivery Date
2018-07-01	2019-06-30				

Commodity Line Description: Janitorial Service: 7/1/18-6/30/19, Lincoln Co

Extended Description:

Janitorial Services for July 1, 2018 to June 30, 2019 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Goodwill Industries of KYOWVA Inc

Hourly rate will be \$18.42

Total number of hours to be provided monthly will be 183.68 which will make the estimated monthly fee \$3,383.39 and the annual fee \$40,600.63.

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
3	76110000	5865.75175	HOUR	\$18.3500	\$107,636.54
Service From	Service To	Manufacturer		Model No	Delivery Date
2018-07-01	2019-06-30				

Commodity Line Description: Janitorial Service: 7/1/18-6/30/19, Kanawha Co

Extended Description:

Janitorial Services for July 1, 2018 to June 30, 2019 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Empowerment Through Employment

Hourly rate will be \$18.35

Total number of hours to be provided monthly will be 635.50 which will make the estimated monthly fee \$11,661.43 and the annual fee \$139,937.10.

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
4	76110000	965.39000	HOUR	\$18.4200	\$17,782.48
Service From	Service To	Manufacturer		Model No	Delivery Date
2018-07-01	2019-06-30				

Commodity Line Description: Janitorial Service: 7/1/18-6/30/19,
Mason Co

Extended Description:

Janitorial Services for July 1, 2018 to June 30, 2019 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Goodwill Industries of KYOWVA Inc

Hourly rate will be \$18.42

Total number of hours to be provided monthly will be 107.42 which will make the estimated monthly fee \$1,978.68 and the annual fee \$23,744.12.

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
5	76110000	1914.00200	HOUR	\$15.7500	\$30,145.53
Service From	Service To	Manufacturer		Model No	Delivery Date
2018-07-01	2019-06-30				

Commodity Line Description: Janitorial Service: 7/1/18-6/30/19, Putnam Co

Extended Description:

Janitorial Services for July 1, 2018 to June 30, 2019 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Goodwill Industries of Kanawha Valley Inc

Hourly rate will be \$15.75

Total number of hours to be provided monthly will be 164.205 which will make the estimated monthly fee \$2,586.23 and the annual fee \$31,034.75.

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
6	76110000	1827.37000	HOUR	\$18.4600	\$33,733.25
Service From	Service To	Manufacturer		Model No	Delivery Date
2018-07-01	2019-06-30				

Commodity Line Description: Janitorial Service: 7/1/18-6/30/19, Wayne Co

Extended Description:

Janitorial Services for July 1, 2018 to June 30, 2019 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Prestera Center for Mental Health Services Inc

Hourly rate will be \$18.46

Total number of hours to be provided monthly will be 164.000 which will make the estimated monthly fee \$3,027.44 and the annual fee \$36,329.28.

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.



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 19000000002

Dear Vendor:

The above referenced Purchase Order in the amount of \$302,051.18 was issued on September 11, 2018. We are requesting your approval to cancel the remaining balance of \$46,337.69 that still exists on purchase order # CDO BCF 19*002.

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

5B006720DEB8468...

Signature

3/17/2025

Date

OK
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Greerhorne



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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	5/8/1973		5/8/1973	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
Charter County	Kanawha		Control Number
Charter State	WV		Excess Acres
At Will Term			Member Managed
At Will Term Years			Par Value
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 168 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 501C3 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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