



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: 04-03-2025

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 BCF2100000006 6	Change Order No:	0	Procurement Folder:	907046
Document Name:	BCF REGION 3, WWARF JANITORIAL			Reason for Modification:	Change Order 01: Cancellation of remaining balance per the attached cancellation letter
Document Description:	Change Order 01: 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 WVRFJAN19 6
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  <b>2025</b> FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#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

Purchasing Division's File Copy

Total Order Amount: \$480,612.76

PURCHASING DIVISION AUTHORIZATION  
DATE: *Mark Atkins - 4/07/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *4-8-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1

Cancellation of remaining balance

Previous Total: \$525,522.15

Balance Cancelled: \$44,909.39

Revised Total: \$480,612.76

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1843.50000	HOURL	\$17.1000	\$31,523.85
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Philippi, Barbour Co**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Randolph Co Sheltered Workshop Inc dba Seneca Designs.

Hourly rate will be \$17.10.

Total number of hours will be provided will be 1984.00 and the annual fee \$33,926.40.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	5375.00000	HOURL	\$22.2200	\$119,432.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Berkeley Co**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$22.22

Total number of hours will be provided will be 5408.88 and the annual fee \$120,185.31.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1235.00000	HOURL	\$22.2200	\$27,441.70
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Grant Co**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$22.22

Total number of hours will be provided will be 1240 and the annual fee \$27,552.80.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1457.20025	HOURL	\$22.2200	\$32,378.99
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Hampshire Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$22.22

Total number of hours will be provided will be 1488 and the annual fee \$33,063.36.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	1482.00000	HOURL	\$22.2200	\$32,930.04
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Hardy Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$22.22

Total number of hours will be provided will be 1488 and the annual fee \$33,063.36.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	2231.50000	HOURL	\$17.4000	\$38,828.10
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Lewis Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$17.40

Total number of hours will be provided will be 2757.76 and the annual fee \$47,985.04.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	1482.00000	HOURL	\$22.2200	\$32,930.04
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Mineral Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$22.22

Total number of hours will be provided will be 1488 and the annual fee \$33,063.36.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	741.00000	HOURL	\$22.2200	\$16,465.02
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Morgan Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$22.22  
Total number of hours will be provided will be 744 and the annual fee \$16,531.68.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	1268.60040	HOURL	\$17.1000	\$21,693.07
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Preston Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$17.10  
Total number of hours will be provided will be 1550 and the annual fee \$26,505.00

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	1963.00000	HOURL	\$17.1000	\$33,567.30
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Elkins, Randolph Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$17.10  
Total number of hours will be provided will be 2852 and the annual fee \$48,769.20.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	236.00000	HOURL	\$17.1000	\$4,035.60
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22, Parsons, Tucker Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$17.10  
Total number of hours will be provided will be 315 and the annual fee \$5,386.50.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	1715.00000	HOUR	\$22.2200	\$38,107.30
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22,CharlesTown, Jefferson Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Developmental Center & Workshop, Inc.

Hourly rate will be \$22.22

Total number of hours will be provided will be 1736.00 and the annual fee \$38,573.92.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	1505.00000	HOUR	\$17.6900	\$26,623.45
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22  
Braxton Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 per the attached quote from WV Association of Rehabilitation Facilities:

CRP to provide the services will be: Precision Services

Hourly rate will be \$17.69

Total number of hours will be provided will be 1736 and the annual fee \$30,709.84.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	76110000	1417.00000	HOUR	\$17.4000	\$24,655.80
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-07-01	2022-06-30				

**Commodity Line Description:** Janitorial Service: 7/1/21-6/30/22  
Upshur Co

**Extended Description:**

Janitorial Services for July 1, 2021 to June 30, 2022 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 \$17.40

Total number of hours will be provided will be 1736 and the annual fee \$30,206.40.

Cancellation of remaining quantity balance to bring the dollar amount to zero per the attached cancellation letter



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

Alex J. Mayer  
Cabinet Secretary

Janie Cole  
Commissioner

February 28, 2025

WV Association of Rehabilitation Facilities Inc  
400 Patterson Ln  
Charleston, WV 25311

Re: Cancellation of Remaining Balance  
PO#: CDO BCF 2100000006

Dear Vendor:

The above referenced Purchase Order in the amount of \$525,522.15 was issued on July 14, 2021. We are requesting your approval to cancel the remaining balance of \$44,909.39 that still exists on purchase order # CDO BCF 21\*006.

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](mailto:magen.p.minyard@wv.gov), or fax it to me at (304) 558-6646. Failure to receive written exception to this cancellation by March 30, 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.

OK  
*Alex*  
*Green*

Sincerely,

Magen Minyard  
Procurement Associate  
Bureau for Family Assistance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





Minyard, Magen P &lt;magen.p.minyard@wv.gov&gt;

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**Cancellation of Remaining Balances**

1 message

**Minyard, Magen P** <magen.p.minyard@wv.gov>

Fri, Feb 28, 2025 at 3:42 PM

To: nhobbs@wvarf.org

We are requesting the cancellation of the remaining balances on purchase orders from October and November 2020, July and November 2021

Please sign and return the attached letters as soon as possible.

Thank you,

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WEST VIRGINIA DEPARTMENT OF

**HUMAN  
SERVICES****Magen Minyard**

Procurement Associate

Bureau for Family Assistance

Commissioner's Office

West Virginia Department of Human Services

350 Capitol Street Room 730

Charleston, WV 25301

dhhr.wv.gov

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**8 attachments****Cancellation Letter CDO BCF21\_004 WV Association of Rehabilitation Facilities Inc.pdf**  
231K**Cancellation Letter CDO BCF21\_005 WV Association of Rehabilitation Facilities Inc.pdf**  
231K**Cancellation Letter CDO BCF21\_006 WV Association of Rehabilitation Facilities Inc.pdf**  
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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

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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	5/9/1973		5/9/1973	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 8764 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 BLAIRBOURGH STREET MORGANTOWN, WV, 26505
Incorporator	GEORGE W. KESSINGER 1816 WILKIE DR CHARLESTON, WV, 25301 USA
Incorporator	TIMOTHY J. ATKINSON 183 D. ST KEYSER, WV, 25726 USA
President	JOHN EMPSON 29 CAPITOL STREET CHARLESTON, WV, 25301
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CROSSROADS INDUSTRIES	TRADENAME	6/28/1995	
WWARF	TRADENAME	8/30/2004	
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(C)3 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 304-568-8000.

Monday, April 7, 2025 — 6:57 AM

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