



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: 06-16-2025

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 BCF2000000007 9	Change Order No: 2	Procurement Folder: 741205
Document Name:	BCF REGION 3, WWARF 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 WVRFJAN19 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: 681-661-0143 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 Mosley Requestor Phone: 304-205-8391 Requestor Email: magen.p.minyard@wv.gov <div>2025 FILE LOCATION</div>
	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: \$473,331.88

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark A Atkins - 6/17/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Gally 6-17-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 02: Cancellation of remaining balance

Previous Total : \$523,789.45
Balance Cancelled: \$50,457.58
Revised Total: \$473,331.87

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	1786.50000	HOUR	\$17.1000	\$30,549.15
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Philippi, Barbour Co**Extended Description:**

Janitorial Services for July 1, 2020 to June 30, 2021 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	5328.80000	HOUR	\$22.2200	\$118,405.94
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Berkeley Co**Extended Description:**

Janitorial Services for July 1, 2020 to June 30, 2021 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	1249.50000	HOUR	\$22.2200	\$27,763.89
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Grant Co**Extended Description:**

Janitorial Services for July 1, 2020 to June 30, 2021 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 1267.28 and the annual fee \$28,158.96.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	1420.23000	HOUR	\$22.2200	\$31,557.51
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Hampshire Co

Extended Description:

Janitorial Services for July 1, 2020 to June 30, 2021 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 1440.88 and the annual fee \$32,016.35.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	1641.69000	HOUR	\$22.2200	\$36,478.35
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Hardy Co

Extended Description:

Janitorial Services for July 1, 2020 to June 30, 2021 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 1664.08 and the annual fee \$36,975.87.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	2415.00000	HOUR	\$17.4000	\$42,021.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Lewis Co

Extended Description:

Janitorial Services for July 1, 2020 to June 30, 2021 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.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	1588.47000	HOUR	\$22.2200	\$35,295.80
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Mineral Co

Extended Description:

Janitorial Services for July 1, 2020 to June 30, 2021 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 1629.36 and the annual fee \$36,204.36.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	833.00050	HOURL	\$22.2200	\$18,509.27
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Morgan Co

Extended Description:

Janitorial Services for July 1, 2020 to June 30, 2021 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 848.16 and the annual fee \$18,846.12.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	1426.00000	HOURL	\$17.1000	\$24,384.60
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Preston Co

Extended Description:

Janitorial Services for July 1, 2020 to June 30, 2021 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 1547.52 and the annual fee \$26,462.59.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	2056.50000	HOURL	\$17.1000	\$35,166.15
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Elkins, Randolph Co

Extended Description:

Janitorial Services for July 1, 2020 to June 30, 2021 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 2847.04 and the annual fee \$48,684.40..

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	264.62000	HOURL	\$17.1000	\$4,525.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21, Parsons, Tucker Co

Extended Description:

Janitorial Services for July 1, 2020 to June 30, 2021 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 326.56 and the annual fee \$5,584.17.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	1469.10050	HOUR	\$20.6500	\$30,336.93
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21,Charlestown, Jefferson Co

Extended Description:

Janitorial Services for July 1, 2020 to June 30, 2021 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 \$20.65

Total number of hours will be provided will be 1736.00 and the annual fee \$35,848.40.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	1521.00000	HOUR	\$17.6900	\$26,906.49
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: Janitorial Service: 7/1/20-6/30/21
Braxton Co

Extended Description:

Janitorial Services for July 1, 2020 to June 30, 2021 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 1731.04 and the annual fee \$30,622.11.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	76110000	657.00000	HOUR	\$17.4000	\$11,431.80
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-10-01	2021-06-30				

Commodity Line Description: Janitorial Service: 10/1/20-6/30/21
Upshur Co

Extended Description:

Janitorial Services for October 1, 2020 to June 30, 2021 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 \$17.40 and the annual fee \$22,289.40



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 20000000007

Dear Vendor:

The above referenced Purchase Order in the amount of \$523,789.45 was issued on June 22, 2020. We are requesting your approval to cancel the remaining balance of \$50,457.58 that still exists on purchase order # CDO BCF 20*007.

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 Nobbs

5B60B720DE88468...

Signature

3/17/2025

Date

*OK
Alisha
Grant*



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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	5/6/1973		5/6/1973	Domestic	Non-Profit				

Organization Information									
Business Purpose	5610 - Admin/Support Waste Mgt/Rehabilitation 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. ATYONSON 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	8/29/1995	
WWARF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Amendment	
Date	Amendment
3/21/2014	AMENDMENT FILED: SEE IMAGE
6/4/2010	FILED AMENDING BY LAWS
5/28/2009	AMEND FILED ADDING 50X33 LANGUAGE AND AMENDING BYLAWS
11/18/1985	AMEND: BY LAWS
Date	Amendment

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

Thursday, June 5, 2025 — 1:33 PM

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"the west virginia association of rehabilitation facilities"



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