



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: 12-03-2025

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 0932 4841 DRS1900000001 3	Change Order No:	Procurement Folder:	493713
Document Name:	JANITORIAL SERVICES		Reason for Modification: To remove remaining balances from commodity lines after obtaining permission from vendor to cancel the balance.	
Document Description:	FOR VARIOUS WVDRS OFFICE LOCATIONS			
Procurement Type:	Central Delivery Order			
Buyer Name:	Charlyn A Miller			
Telephone:	(304) 356-2103			
Email:	charlyn.a.miller@wv.gov			
Shipping Method:	Best Way		Master Agreement Number: CMA 0212 WVRFJAN19 3	
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: Nancy K Kinder Requestor Phone: (304) 741-8572 Requestor Email: nancy.k.beall@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
SUPPORT SERVICES DIVISION OF REHABILITATION SERVICES STATE CAPITOL PO BOX 50890 CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount: \$28,242.40

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *M. A. Miller* 12/04/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Cody Miller* 12-4-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

JANITORIAL SERVICES

EFFECTIVE: 7/1/18 THROUGH 9/30/18

A SECOND CDO WILL BE PROCESSED UPON RECEIPT OF FEDERAL FY FUNDS IN OCTOBER, 2018.

Change Order 1 is issued to reduce the amount of the order from \$40,008.90 to match the amount actually paid, \$28,242.40 per the attached documentation. The vendor's signed permission to cancel the remaining balance is attached.

Original Contract Total \$40,008.90

Change Order 1 to decrease (\$11,766.50)

New Contract Total \$28,242.40

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	90.45900	HOURL	\$20.6500	\$1,867.98
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Clay County Region 4 Hourly Rate**Extended Description:**

Clay County Services Unlimited Hourly Pricing per the attached.

SPENCER BRANCH OFFICE

30.1530/HOURS/MONTH

NOT TO EXCEED \$622.66/MONTH

ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	92.03960	HOURL	\$22.2200	\$2,045.12
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Development Center Region 7 Hourly Rate**Extended Description:**

Developmental Center and Workshop Hourly Pricing per the attached.

ROMNEY BRANCH OFFICE

46.0198 HOURS/MONTH

COST NOT TO EXCEED \$622.66/MONTH

ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	74.62240	HOURL	\$20.1800	\$1,505.88
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Gateway Industries Region 1 Hourly Rate**Extended Description:**

Gateway Industries Hourly Pricing per the attached.

LEWISBURG BRANCH OFFICE

37.3112/HOURS/MONTH

NOT TO EXCEED \$752.94/MONTH

ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	170.50660	HOUR	\$15.7500	\$2,685.48
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Goodwill Kanawha Valley Regions 2 and 3 Hourly Rate

Extended Description:

Goodwill Industries of the Kanawha Valley Hourly Pricing per the attached.
 CHARLESTON DISTRICT OFFICE (KANAWHA CITY)
 85.25330/HOURS/MONTH
 NOT TO EXCEED \$1,342.74/MONTH
 ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	50.27900	HOUR	\$18.4200	\$926.14
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Goodwill KYOWVA Regions 2 and 4 Hourly Rate

Extended Description:

Goodwill KYOWVA Hourly Pricing per the attached.
 PT. PLEASANT BRANCH OFFICE
 25.13950 HOURS/MONTH
 NOT TO EXCEED \$463.07/MONTH
 ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	37.26000	HOUR	\$18.0700	\$673.29
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Integrated Resources Regions 1, 2, and 3 Hourly Rate

Extended Description:

Integrated Resources Hourly Pricing per the attached.
 MULLENS BRANCH OFFICE
 12.42 HOURS/MONTH
 NOT TO EXCEED \$224.43/MONTH
 ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	40.54670	HOUR	\$17.8700	\$724.57
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Lillian James Region 1 Hourly Rate

Extended Description:

Lillian James Learning Center Hourly Pricing per the attached.
 OAK HILL BRANCH OFFICE
 40.5467 HOURS/MONTH
 NOT TO EXCEED \$724.57/MONTH
 ENCUMBRANCE 7/1/18 - 8/31/18 OFFICE IS BEING CLOSED

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	140.62080	HOUR	\$16.4600	\$2,314.62
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Preston County Region 6 Hourly Rate

Extended Description:

Preston County Hourly Pricing per the attached.
MORGANTOWN BRANCH OFFICE
70.3104 HOURS/MONTH
NOT TO EXCEED \$1,157.31/MONTH
ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	169.17900	HOUR	\$17.1000	\$2,892.96
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Randolph County Region 6 Hourly Rate

Extended Description:

Randolph County Sheltered Workshop dba Seneca Designs Hourly Pricing per the attached.
ELKINS BRANCH OFFICE
56.393 HOURS/MONTH
NOT TO EXCEED \$964.32/MONTH
ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	54.27560	HOUR	\$15.7500	\$854.84
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Goodwill Kanawha Valley Regions 2 and 3 Hourly Rate

Extended Description:

Goodwill Industries of the Kanawha Valley Hourly Pricing per the attached.
HURRICANE/TEAYS VALLEY BRANCH OFFICE
27.1378/HOURS/MONTH
NOT TO EXCEED \$427.42/MONTH
ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	184.13960	HOUR	\$22.2200	\$4,091.58
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Development Center Region 7 Hourly Rate

Extended Description:

Developmental Center and Workshop Hourly Pricing per the attached.
MARTINSBURG BRANCH OFFICE
92.0698 HOURS/MONTH
COST NOT TO EXCEED \$2,045.79/MONTH
ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	76110000	144.79480	HOURL	\$22.2200	\$3,217.34
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Development Center Region 7 Hourly Rate

Extended Description:

Developmental Center and Workshop Hourly Pricing per the attached.
 KEYSER BRANCH OFFICE
 72.3974 HOURS/MONTH
 COST NOT TO EXCEED \$1,608.67/MONTH
 ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	76110000	48.00580	HOURL	\$17.4000	\$835.30
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Buckhannon Upsher Region 6 Hourly Rate

Extended Description:

Buckhannon-Upsher Work Adjustment Center Hourly Pricing per the attached.
 WESTON BRANCH OFFICE
 24.0029/HOURS/MONTH
 PAYMENT NOT TO EXCEED \$417.65/MONTH
 ENCUMBRANCE 7/1/18 - 9/30/18

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	76110000	162.34480	HOURL	\$22.2200	\$3,607.30
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Development Center Region 7 Hourly Rate

Extended Description:

Developmental Center and Workshop Hourly Pricing per the attached.
 MOOREFIELD BRANCH OFFICE
 81.1724/HOURS/MONTH
 COST NOT TO EXCEED \$1,803.65/MONTH
 ENCUMBRANCE 7/1/18 - 9/30/18



**WEST VIRGINIA DIVISION OF
REHABILITATION SERVICES**

Administrative Offices
State Capitol P.O. Box 50890
Charleston, West Virginia 25305-0890
P: 304.356.2060 | F: 304.558.1421
Toll-free: 1.800.642.8207
wvdrs.org
Pisnu Bua-Iam, Director

11/13/2025

Sabrina Jones
WVARF, Inc.
400 Allen Drive
Suite 100
Charleston, WV 25302

RE: CDO DRS1900000001

Dear Ms. Jones,

The above referenced Contract in the amount of \$40,008.90 was issued November 28, 2018. We are requesting your approval to cancel the remaining balance of \$11,766.50 that still exists on order CDO DRS1900000001. For whatever reason, this one was never brought forward from our program period 2018, and only recently discovered.

Your signature on the line below will acknowledge that you concur with this action and there are no outstanding invoices against this Contract. Please mail this letter back to my attention at the address above, or email to me at Cristine.d.watson@wv.gov.

This cancellation does not impact any current or future contract(s) which you may have with this office. It pertains to this specific Contract only. Thank you for your cooperation.

Sincerely,

A handwritten signature in blue ink that reads "Cristine D. Watson".

Cristine D. Watson, CPA, CGFM
Administrative Services Manager

Signed by:

A handwritten signature in blue ink that reads "Mita Hobbs".

Signature

11/17/2025

Date

CEO
Title

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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	5513 - 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 160 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.

Thursday, September 4, 2025 — 1:21 PM

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