



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Master Agreement**

Order Date: 2015-09-17

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: CMA 0212 0212 AIRFARE14C	Procurement Folder: 145
Document Name: AIRFARE14C Change Order # 3	Reason for Modification: To renew the original contract.
Document Description: DISCOUNT AIRFARE TO STATE TRAVELERS	
Procurement Type: Statewide MA (Open End)	
Buyer Name: Laura E Hooper	
Telephone: (304) 558-0468	
Email: laura.e.hooper@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2013-10-01
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2016-09-30

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000215734 DELTA AIRLINES 1030 DELTA BLVD  ATLANTA GA 30354  US Vendor Contact Phone: (999) 999-9999 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Laura E Hooper Requestor Phone: (304) 558-0468 Requestor Email: laura.e.hooper@wv.gov

INVOICE TO	SHIP TO
ALL STATE AGENCIES  VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999  US	STATE OF WEST VIRGINIA  VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999  US

Total Order Amount	Open End
--------------------	----------

AGENCY COPY

29 9/17/15

<b>PURCHASING DIVISION AUTHORIZATION</b> SIGNED BY: <i>[Signature]</i> DATE: 9/17/15 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> SIGNED BY: <i>Robert Rishie</i> DATE: 9/18/15 ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> SIGNED BY: <i>Melissa Stokes</i> DATE: 9-28-15 ELECTRONIC SIGNATURE ON FILE
--	---	---

**Extended Description:**

Change Order # 3

To renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective Date of First Renewal 10/1/2014 through 9/30/2015.

Effective Date of Second Renewal 10/1/2015 through 9/30/2016.

Renewals Remaining: 0

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	90120000			EA	\$0.000000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: DISCOUNT AIRFARE

**Extended Description:**

9/16/15

Christine Chapman  
Delta Airlines  
1030 Delta Blvd  
Atlanta, GA 30354

Subject: AIRFARE14C

Dear Ms. Chapman:

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are 10/1/2014 through 9/30/2015 and 10/1/2015 through 9/30/2016. If your company agrees to these renewals, please sign below and return the letter to my attention as soon as possible, by fax or email, (preferred).

Also attached is a **Purchasing Affidavit** that is to be part of the purchase order and is required to be signed, dated, and notarized.

Please call if you have any questions.

Very truly yours,



Laura Hooper, Senior Buyer  
WV Department of Administration  
Purchasing Division  
Ph: (304)558-0468  
Fx: (304)558-4115  
Laura.E.Hooper@wv.gov

Attachment

*We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

  
Name/Signature

9/16/15  
Date

Sr. Sales Account Exec.  
Title