



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: 2020-05-05

CORRECT ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS  
 ORDER SHOULD BE DIRECTED TO  
 THE DEPARTMENT CONTACT.

<b>Order Number:</b> CMA 0212 0212 TRAVEL18	<b>Procurement Folder:</b> 344518
<b>Document Name:</b> CHANGE ORDER 3-TRAVEL18 Statewide Contract	<b>Reason for Modification:</b>
<b>Document Description:</b> MASTER AGREEMENT - TRAVEL MANAGEMENT SERVICE	CO#3 - Issued to renew the contract under the same terms, conditions, and pricing.
<b>Procurement Type:</b> Statewide MA (Open End)	
<b>Buyer Name:</b> Linda B Harper	
<b>Telephone:</b> (304) 558-0468	
<b>Email:</b> linda.b.harper@wv.gov	
<b>Shipping Method:</b> Best Way	<b>Effective Start Date:</b> 2017-07-01
<b>Free on Board:</b> FOB Dest, Freight Prepaid	<b>Effective End Date:</b> 2021-06-30

VENDOR	DEPARTMENT CONTACT
<b>Vendor Customer Code:</b> 000000203044 NATL TRAVEL SERVICE INC 100 CHASE TOWER  707 VIRGINIA ST E  CHARLESTON WV 25301  US <b>Vendor Contact Phone:</b> (999) 999-9999 <b>Extension:</b> <b>Discount Percentage:</b> 0.0000 <b>Discount Days:</b> 0	<b>Requestor Name:</b> Linda B Harper <b>Requestor Phone:</b> (304) 558-0468 <b>Requestor Email:</b> linda.b.harper@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

**AGENCY COPY**

<b>Total Order Amount</b>	<b>Open End</b>
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MA 05/05/2020

<b>PURCHASING DIVISION AUTHORIZATION</b> <b>SIGNED BY:</b> <i>Tara Hyle</i> <b>DATE:</b> <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <b>SIGNED BY:</b> <i>[Signature]</i> <b>DATE:</b> <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ENCUMBRANCE CERTIFICATION</b> <b>SIGNED BY:</b> <i>Beverly Tolson</i> <b>DATE:</b> <b>ELECTRONIC SIGNATURE ON FILE</b>
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5/7/2020

**Extended Description:**

Change Order No. 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 renewal 07/01/2020 through 06/30/2021

Renewals Remaining: 0

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

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	90121500			JOB	\$0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** SERVICE: TRAVEL MANAGEMENT

**Extended Description:**

SERVICE: TRAVEL MANAGEMENT



ALLAN MCVEY  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS  
DIRECTOR

April 28, 2020

Ann Hoskins, Vice President of Operations  
National Travel Service Inc.  
100 Chase Tower, 707 Virginia Street E.  
Charleston, WV 25301

Subject: WV Statewide Contract No.: CMA 0212 TRAVEL18 Travel Management Services

Dear Ms. Hoskins:

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are July 01, 2020 through June 30, 2021. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible. You may return all renewal documents via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

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

*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.*

Ted R. Lawson		President & CEO	29 April 2020
<i>Print Name</i>	<i>Signature</i>	<i>Title</i>	<i>Date</i>

Please call if you have any questions.

Very truly yours,

*Mark A. Atkins*

**Senior Buyer, WVPBC**  
West Virginia Department of Administration  
Purchasing Division  
2019 Washington Street, East  
POB 50130  
Charleston, WV 25305-0130  
Phone: 304.558.2307  
Fax: 304.558-4115  
Email: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)

Attachment(s)