



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: 2015-06-30

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 TRAVEL13	Procurement Folder: 231
Document Name: Converted TRAVEL13 Statewide Contract	Reason for Modification: CONTRACT RENEWAL 07/01/2015 THROUGH 06/30/2016
Document Description: CHANGE ORDER # 3- TRAVEL MANAGEMENT SERVICE	
Procurement Type: Statewide MA (Open End)	
Buyer Name: Crystal Rink	
Telephone: (304) 558-2402	
Email: crystal.g.rink@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2013-07-01
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2016-06-30

ORDER	DEPARTMENT CONTACT
Vendor Customer Code: 00000203042 NATIONAL TRAVEL SERVICE INC CHASE TOWERS STE 100 707 VIRGINIA ST E CHARLESTON WV 25301 US Vendor Contact Phone: (999) 999-9999 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Crystal Rink Requestor Phone: (304) 558-2402 Requestor Email: crystal.g.rink@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

Total Order Amount	Open End
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*OK
6/23/15*

PURCHASING DIVISION AUTHORIZATION SIGNED BY: <i>[Signature]</i> DATE: <i>[Date]</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>[Signature]</i> DATE: <i>[Date]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION SIGNED BY: <i>[Signature]</i> DATE: <i>[Date]</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

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: 07/01/2015 THROUGH 06/30/2016

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	90121500			JOB	\$0.000000
	Service From	Service To			

Commodity Line Description: SERVICE: TRAVEL MANAGEMENT

Extended Description:

SERVICE: TRAVEL MANAGEMENT



EARL RAY TOMBLIN
GOVERNOR

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
P.O. Box 50130
CHARLESTON, WEST VIRGINIA 25305-0130

JASON PIZATELLA
ACTING CABINET SECRETARY
DAVID TINCHER
DIRECTOR

June 25, 2015

Mr. Ted R. Lawson
National Travel Service Inc
707 Virginia Street, East
Charleston, WV 25301

Subject: Contract# TRAVEL13

Dear Mr. Lawson

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are July 1, 2015 through June 30, 2016. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible.

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

Please call if you have any questions.

Thank you,

Crystal Rink
Senior Buyer

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.

TED LAWSON

Name/Signature

6/30/15

Date

CEO

Title