



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: 2016-04-08

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:
Document Description: CHANGE ORDER # 4- TRAVEL MANAGEMENT SERVICE	CHANGE ORDER NO. 4 - TO EXTEND THE CONTRACT UNDER THE ORIGINAL TERMS AND CONDITIONS.
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: 2017-06-30

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000203042 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

Total Order Amount	Open End
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AGENCY COPY

LRB 4/8/16

PURCHASING DIVISION AUTHORIZATION SIGNED BY: <i>[Signature]</i> DATE: APR - 8 2016 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>[Signature]</i> DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION SIGNED BY: <i>[Signature]</i> DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

CHANGE ORDER NO. 4 - TO EXTEND THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

EFFECTIVE DATE OF EXTENSION: 07/01/2016 THROUGH 06/30/2017

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
	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
CHARLESTON, WEST VIRGINIA 25305-0130

MARY JANE PICKENS
ACTING CABINET SECRETARY
DAVID TINCHER
DIRECTOR

March 24, 2016

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

Subject: Contract # TRAVEL13

Dear Mr. Lawson,

The State of West Virginia would like to extend the subject contract according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders. This extension shall not exceed twelve (12) months and the contract shall expire on the final date as specified below.

Effective date of extension shall be July 1, 2016 through June 30, 2017.

If your company agrees to this extension, please sign on page 2 and return a copy to my attention as soon as possible.

Also attached is a Purchasing Affidavit that is part of the contract and is required to be signed and dated.

Please call if you have any questions.

Thank you,

A handwritten signature in cursive script that reads "Catherine DeMarco".

Catherine DeMarco
Travel Manager

Attachment

We agree to extend the contract for the period as stated above under the same terms, conditions, prices and specifications contained in the original contract and all authorized change orders.

A Ann Hoshino
Name/Signature

March 24 2016
Date

Vice President, Operations
Title