



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: 2018-05-24

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 TRAVEL18                               | Procurement Folder: 344518  |
| Document Name: CHANGE ORDER 1-TRAVEL18 Statewide Contract          | Reason for Modification:  |
| Document Description: MASTER AGREEMENT - TRAVEL MANAGEMENT SERVICE | CHANGE ORDER 1- TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS AND CONDITIONS. EFFECTIVE 7-1-18 THROUGH 8-30-19. |
| Procurement Type: Statewide MA (Open End)                          |   |
| Buyer Name: Linda B Harper   |   |
| Telephone: (304) 558-0468  |   |
| Email: linda.b.harper@wv.gov                                       |   |
| Shipping Method: Best Way  | Effective Start Date: 2017-07-01  |
| Free on Board: FOB Dest, Freight Prepaid                           | Effective End Date: 2019-06-30  |

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

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

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

**AGENCY COPY**

710  
5-24-18

|   |   |   |
|---|---|---|
| <b>PURCHASING DIVISION AUTHORIZATION</b><br>SIGNED BY: <i>Tara Kyle</i><br>DATE: <i>MAY 25 2018</i><br>ELECTRONIC SIGNATURE ON FILE | <b>ATTORNEY GENERAL APPROVAL AS TO FORM</b><br>SIGNED BY: <i>[Signature]</i><br>DATE:<br>ELECTRONIC SIGNATURE ON FILE | <b>ENCUMBRANCE CERTIFICATION</b><br>SIGNED BY:<br>DATE: <i>Beverly Tolson</i><br>ELECTRONIC SIGNATURE ON FILE |
|---|---|---|

5/30/18

MAY 31 2018

**Extended Description:**

CHANGE ORDER 1- ISSUED TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, PRICES, AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

EFFECTIVE DATE OF RENEWAL: JULY 1, 2018 THROUGH JUNE 30, 2019

RENEWALS REMAINING: 2

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

|                 |                                |  |                              |
|-----------------|--------------------------------|--|------------------------------|
| <b>TRAVEL18</b> | <b>Document Phase</b><br>Draft | <b>Document Description</b><br>MASTER AGREEMENT - TRAVEL<br>MANAGEMENT SERVICE | <b>Page 3</b><br><b>of 3</b> |
|-----------------|--------------------------------|--|------------------------------|

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
MANAGEMENT SERVICES  
TRAVEL MANAGEMENT UNIT, E. OF  
STATE HOUSE

May 2, 2018

Jill Robinson  
National Travel Service Inc.  
100 Chase Tower  
707 Virginia St E  
Charleston, WV 25301

Subject: Contract# TRAVEL18- Statewide contract for Travel Management Service


Dear Jill Robinson,

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are July 1, 2018 through June 30, 2019. 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.

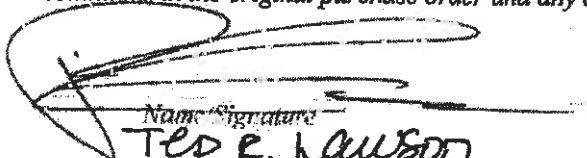
Please call if you have any questions.

Very truly yours,

  
Heather Bundrage  
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.*

  
Name Signature  
TED R. LAWSON

S-24-18  
Date

CEO  
Title