



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: 2019-05-22

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 2-TRAVEL18 Statewide Contract	Reason for Modification: Change Order No. 2 - to renew the contract under the same terms, conditions and pricing.
Document Description: MASTER AGREEMENT - TRAVEL MANAGEMENT SERVICE	
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: 2020-06-30

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

Total Order Amount	Open End
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<i>MA 05/20/2019</i> PURCHASING DIVISION AUTHORIZATION SIGNED BY: <i>Tara Hyle</i> DATE: <i>MAY 23 2019</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>[Signature]</i> DATE: <i>5/24/19</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION SIGNED BY: <i>Beverly Toler</i> DATE: <i>MAY 28 2019</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 2 - 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 07/01/2019 through 06/30/2020

Renewals Remaining: 1

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

TRAVEL18	Document Phase Draft	Document Description MASTER AGREEMENT - TRAVEL MANAGEMENT SERVICE	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



ALLAN L. 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

May 15, 2019

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

RE: SWC TRAVEL18 – Travel Management Services

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, 2019 through June 30, 2020. 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,

Tara Lyle
Buyer Supervisor

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  5.20.19
Name/Signature Date

CEO
Title