



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: 05-11-2022

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 TRAVEL21 2 | Procurement Folder: | 893063 |
| Document Name: | SWC: CMA 0212 TRAVEL21 | Reason for Modification: | CO#01: Issued to renew the original Contract per the attached documents. |
| Document Description: | Statewide Contract: Travel Management Services | | |
| Procurement Type: | Statewide MA (Open End) | | |
| Buyer Name: | | | |
| Telephone: | | | |
| Email: | | | |
| Shipping Method: | Best Way | Effective Start Date: | 2021-07-01 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2023-06-30 |

| VENDOR | | DEPARTMENT CONTACT | | |
|--|-------------------------|--|----------------------|------------|
| Vendor Customer Code: | 000000203044 | Requestor Name: | Mark A Atkins | |
| NATL TRAVEL SERVICE INC 100 CHASE TOWER | | Requestor Phone: | (304) 558-2307 | |
| CHARLESTON WV 25301 | | Requestor Email: | mark.a.atkins@wv.gov | |
| US | | <div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div> | | |
| Vendor Contact Phone: | 999-999-9999 | | | Extension: |
| Discount Details: | | | | |
| | | | | |
| | Discount Allowed | Discount Percentage | Discount Days | |
| #1 | No | 0.0000 | 0 | |
| #2 | No | | | |
| #3 | No | | | |
| #4 | No | | | |

| INVOICE TO | SHIP TO |
|---|---|
| VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER | STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER |
| No City WV 99999 | No City WV 99999 |
| US | US |

MS 5/12/2022

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

Purchasing Division's File Copy

ENTERED

JH 5/11/2022

| |
|--|
| PURCHASING DIVISION AUTHORIZATION |
| DATE: <i>Mark Atkins 5/10/2022</i> |
| ELECTRONIC SIGNATURE ON FILE |

| |
|---|
| ATTORNEY GENERAL APPROVAL AS TO FORM |
| DATE: <i>John S. Gray</i> |
| ELECTRONIC SIGNATURE ON FILE |

| |
|----------------------------------|
| ENCUMBRANCE CERTIFICATION |
| DATE: <i>5/18/2022</i> |
| ELECTRONIC SIGNATURE ON FILE |

5/18/2022

Extended Description:

STATEWIDE CONTRACT: CMA 0212 TRAVEL21: TRAVEL MANAGEMENT SERVICES

CHANGE ORDER:

CHANGE ORDER No. 01:

Change Order No. 01 is issued 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 07/01/2022 through 06/30/2023.

Renewal Years Remaining: (2)

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 | 90121502 | | | | 0.000000 |
| | Service From | Service To | | | |
| | 2021-07-01 | 2023-06-30 | | | |

Commodity Line Description: Travel Management Services

Extended Description:

CONTRACT PRICING:

See the attached Exhibit_A Pricing Page for Contract Pricing.



MARK D. SCOTT
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 9, 2022

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 TRAVEL21 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, 2022 through June 30, 2023. Please mark your response below and complete the signature information, then return to my attention as soon as possible. You may return all renewal documents via email to Mark.A.Atkins@wv.gov.

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.

We do not 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.

| | | | |
|-------------------|---|----------------------------|-------------|
| B. Ann Hoskins |  | Vice President, Operations | 10 May 2022 |
| <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, CPFB
Buyer Supervisor
West Virginia Department of Administration
Purchasing Division
2019 Washington Street, East
POB 50130
Charleston, WV 25305-0130
Phone: 304.558.2307
Email: Mark.A.Atkins@wv.gov