



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: 06-01-2023

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 3	Procurement Folder:	893063
Document Name:	SWC: CMA 0212 TRAVEL21	Reason for Modification:	CO#02: 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:	2024-06-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000203044			Requestor Name:	Mark A Atkins
NATL TRAVEL SERVICE INC				Requestor Phone:	(304) 558-2307
100 CHASE TOWER				Requestor Email:	mark.a.atkins@wv.gov
CHARLESTON	WV	25301		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
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	STATE OF WEST VIRGINIA
AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

6-7-23 BACT

Purchasing Division's File Copy

Total Order Amount:	Open End
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ENTERED

Buy 6-1-2023

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark A. Atkins* 6/01/2023
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Tolson* 6-21-23
 ELECTRONIC SIGNATURE ON FILE

6/12/2023

Extended Description:

STATEWIDE CONTRACT: CMA 0212 TRAVEL21: TRAVEL MANAGEMENT SERVICES

CHANGE ORDER:

CHANGE ORDER No. 02:

Change Order No. 02 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 07/01/2023 through 06/30/2024.

Renewal Years 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	90121502				0.000000
	Service From	Service To		Service Contract Amount	
	2021-07-01	2024-06-30		0.00	

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 15, 2023

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 the subject contract under the same terms, conditions and pricing. The renewal dates are July 01, 2023 through June 30, 2024. 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.

<u>B. Ann Hoskins</u>	<u>B. Ann Hoskins</u>	<u>Vice President</u>	<u>May 18 2023</u>
Print Name	Signature	Title	Date

Please call if you have any questions.

Very truly yours,

Mark A. Atkins, CPPB

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