



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

APPROVED
BY: *[Signature]* DATE: *9/16/26*

SAMANTHA WILLIS
PURCHASING DIRECTOR

September 9, 2026

TO: Frank Whittaker
Assistant Director of Purchasing

FROM: Mark Atkins
Buyer Supervisor

SUBJECT: Emergency Contract for WVRFJAN23 Janitorial Services

The West Virginia Purchasing Division requests approval for a two-month emergency contract for WVARF Janitorial Services through the incumbent vendor, The West Virginia Association of Rehabilitation Facilities, Inc. (WVARF). The WVRFJAN23E Contract will operate under the original general terms and conditions of the WVRFJAN23 contract with Change Order No. 05 Contract pricing. This emergency will mirror the Division of Rehabilitation Services emergency contract AMA DRS2700000002 which runs from 9/01/2026 through 11/30/2026 establishing the CNA provider for the WVRFJAN23 contract.

The emergency contract is needed to ensure continual essential janitorial services may be provided by the Certified Rehabilitative Program (CRP) organizations to State agencies and political subdivisions while the new specifications for bidding for a new Certified Non-Profit Agency (CNA) contract are being revised.

Establishing the emergency contract will ensure the CRPs can continue offering employment to the eligible workers and provide uninterrupted janitorial services in a timely and efficient manner as well as maintain WV Code requirements for providing this contract.

Please let me know if you have any questions or need any additional information to support this request.

Sincerely,

Mark Atkins
Buyer Supervisor