



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# State of West Virginia Delivery Order

Order Date: 06-08-2023

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CDO 0613 9905 VNF2200000002 6	<b>Procurement Folder:</b>	1054925
<b>Document Name:</b>	Security Guards for WVNF	<b>Reason for Modification:</b>	
<b>Document Description:</b>	Security Guards for WVNF	Change Order No. 1 To decrease contract	
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	David H Pauline		
<b>Telephone:</b>	304-558-0067		
<b>Email:</b>	david.h.pauline@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0212 SECSVS19A 6
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	VS0000018473	<b>Requestor Name:</b>	Michael A Clevenger		
UNIVERSAL PROTECTION SERVICE LP PO BOX 277469		<b>Requestor Phone:</b>	304-626-1600		
ATLANTA GA 30384 7469		<b>Requestor Email:</b>	michaelclevenger06@gmail.com		
US		<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	614.381.5977			<b>Extension:</b>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>			<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0		
#2	No		0		
#3	No		0		
#4	No		0		

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV 26301  US	VETERAN'S NURSING FACILITY 1 FREEDOMS WAY  CLARKSBURG WV 26301  US

<b>Total Order Amount:</b>	\$179,165.86
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Purchasing Division's File Copy

ENTERED

*L. M. C. / 06/09/23*  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara H. 6/9/2023*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolson 6-12-23*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 1 is issued to decrease the contract per the attached documentation according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.

Effective Date of Change: May 1, 2023

Original Contract Price:\$257,172.00

Change Order No. 1 decrease amount \$78,006.14

Contract New Total: \$179,165.86

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	92121504	10288.50897	HOUR	\$14.5000	\$149,183.38
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-01	2023-04-30				

**Commodity Line Description:** Region 1 - Security Guard II

**Extended Description:**

Security Guard II: 7

Hours per Day: 8

Days per week: 7 (including holidays)

Shift Hours: 24hrs/day

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	92121504	2067.75724	HOUR	\$14.5000	\$29,982.48
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-01	2023-04-30				

**Commodity Line Description:** Region 1 - Sergeant

**Extended Description:**

Sergeant: 1

Hours per Day: 8

Days per week: 5 (excluding state holidays)

Shift Hours: 8am-4pm

Dates of Service: 05/01/2022 through 04/30/2023

Job Location: WV Veterans Nursing Facility


One Freedom Way, Clarksburg, WV 26301



*West Virginia Veterans Nursing Facility  
One Freedoms Way  
Clarksburg WV 26301*

DATE: May 12, 2023

TO: Shawn Bailey  
Client Manager  
Allied Universal Security Services

FROM: Peggy Alexander   
Administrative Services Manager  
WV Veterans Nursing Facility

RE: Purchase Order # CDO 0613 VNF22\*02  
Statewide Contract # SECSVS19A for Security Guards

Please be advised there is an unused balance on the above-referenced CDO for the period of 5/1/22 – 4/30/23, as follows:

<u>CDO Contract #</u>	<u>Expiration Date</u>	<u>Original Encumbrance</u>	<u>Paid Invoices</u>	<u>Unused Balance</u>
VNF220000002	04/30/23	\$257,172.00	\$179,165.86	\$ 78,006.14

If you agree that all work on this CDO has been invoiced and there is indeed a remaining unused balance as listed, please sign and date below then return to me at [Peggy.L.Alexander@wv.gov](mailto:Peggy.L.Alexander@wv.gov) so I may proceed with the open balance closeout. If you dispute this amount, please call me at 304-626-1600 x.2015 to discuss.

If no response is received within 30 days, we will proceed with closing out the remaining balance on the CDO.

Thank you for your time and consideration.

Shawn Bailey  
\_\_\_\_\_  
Print Name

Client Manager  
\_\_\_\_\_  
Title

*Shawn Bailey*  
\_\_\_\_\_  
Signature

6/5/2023  
\_\_\_\_\_  
Date