




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: 09-19-2023

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: | CDO 0506 2988 HHR1600000001 17 | Procurement Folder: | 128308 |
| Document Name: | Change Order No. 1 | Reason for Modification: | Change Order 1 is issued to reduce the hours per the attached documentation. |
| Document Description: | Change Order No. 1 | | |
| Procurement Type: | Central Delivery Order | | |
| Buyer Name: | Frank Whittaker | | |
| Telephone: | (304) 558-2316 | | |
| Email: | frank.m.whittaker@wv.gov | | |
| Shipping Method: | Best Way | Master Agreement Number: | CMA 0212 WVRFJAN14 17 |
| Free on Board: | FOB Dest, Freight Prepaid | | |

| VENDOR | DEPARTMENT CONTACT | | | | | | | | | | | | | | | | | | | | |
|--|--------------------|---------------------|---------------------|---------------|----|----|--------|----|----|----|--|--|----|----|--|--|----|----|--|--|--|
| Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN CHARLESTON WV 25311 US Vendor Contact Phone: 304-205-7970 Extension: 208 Discount Details: <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>30</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table> | | Discount Allowed | Discount Percentage | Discount Days | #1 | No | 0.0000 | 30 | #2 | No | | | #3 | No | | | #4 | No | | | Requestor Name: Harriett (Jo) Bess Requestor Phone: (304) 558-0114 Requestor Email: jo.h.bess@wv.gov <div style="text-align: center;">  FILE LOCATION _____ </div> |
| | Discount Allowed | Discount Percentage | Discount Days | | | | | | | | | | | | | | | | | | |
| #1 | No | 0.0000 | 30 | | | | | | | | | | | | | | | | | | |
| #2 | No | | | | | | | | | | | | | | | | | | | | |
| #3 | No | | | | | | | | | | | | | | | | | | | | |
| #4 | No | | | | | | | | | | | | | | | | | | | | |

| INVOICE TO | SHIP TO |
|---|---|
| BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS ONE DAVIS SQUARE, RM 115 CHARLESTON WV 25301 US | BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES BUILDING MANAGEMENT 350 CAPITOL ST, RM B29 CHARLESTON WV 25301-3700 US |

| | |
|----------------------------|--------------|
| Total Order Amount: | \$371,201.65 |
|----------------------------|--------------|

Purchasing Division's File Copy

ENTERED

TW 9/21/23
 PURCHASING DIVISION AUTHORIZATION
 DATE: *M. [Signature]* 9/21/2023
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Toler* 9-21-23
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 is issued to reduce the hours on the delivery order from 29424.00 hrs.(\$413,995.68) to 26382.49 hrs. (\$371,201.65) per attached documentation.

All remaining provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

Effective date of cancellation: 08/25/2023

Original Contract Total: \$413,995.68
Change Order #1 Decrease: \$ 42,794.03

New Contract Total: \$371,201.65

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|--------------|
| 1 | 76110000 | 26382.49110 | HOUR | \$14.0700 | \$371,201.65 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2015-07-01 | 2016-06-30 | | | | |

Commodity Line Description: Janitorial Services - Diamond Bldg.

Extended Description:

Change Order No. 1 is issued to cancel the unused hours (1875.08) for undelivered commodities and funds associated with the undelivered commodities.

All remaining provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

Effective date of cancellation: 08/25/2023



**STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
Office of Purchasing**

**Sherri A. Young, DO, MBA, FAAFP
Interim Cabinet Secretary**

**Bryan Rosen
Director**

Date: 7/11/2023

To: West Virginia Association of Rehabilitation Facilities Inc

From: Melissa Spitzer with Department of Health and Human Resources Office of Purchasing

Re: Central Delivery Order (CDO) HHR16*01

Please be advised there is an unused balance on \$42,794.03. This order expired on 6/30/2016. The original encumbrance was \$413,995.68, the closed amount is \$371,201.65 leaving a balance of \$42,794.03.

If you agree that all work has been invoiced and that there is indeed a remaining unused balance of \$42,794.03, please sign and date below, then return to Melissa.S.Spitzer@wv.gov and we will proceed with the balance close out. If you dispute the amount, please email us to discuss. If no response is received by July 25, 2023, from WVARF . The Office of DHHR Purchasing will proceed and close out the remaining balance of \$42,794.03.

Thank you for your time and consideration.

DocuSigned by:
Nita Hobbs
58005720DE00408...
Signature

7/27/2023

Date

Sincerely,

Melissa Spitzer
Melissa Spitzer

Signature

Title: Procurement Associate

NV Association of Rehabilitation Facilities Inc.
Sales by Customer Detail
 All Transactions

| | <u>Type</u> | <u>Date</u> | <u>Num</u> | <u>Memo</u> | <u>P. O. #</u> | <u>Open Balance</u> | <u>Amount</u> |
|----------------------|-------------|-------------|------------|-----------------------------------|----------------|---------------------|---------------|
| DHHR - MASTER | | | | | | | |
| DHHR-Diamond | | | | | | | |
| | Invoice | 07/31/2015 | 74961 | Janitorial Services for the Month | HHR16*001 | | -34,493.78 |
| | Invoice | 08/31/2015 | 75512 | Janitorial Services for the Month | HHR16*001 | | -34,493.78 |
| | Invoice | 09/30/2015 | 76030 | Janitorial Services for the Month | HHR16*001 | | -34,493.78 |
| | Invoice | 10/31/2015 | 76604 | Janitorial Services for the Month | HHR16*001 | | -34,493.78 |
| | Invoice | 11/30/2015 | 77173 | Janitorial Services for the Month | HHR16*001 | | -34,493.78 |
| | Invoice | 12/31/2015 | 77741 | Janitorial Services for the Month | HHR16*001 | | -34,493.78 |
| | Invoice | 01/31/2016 | 78303 | Janitorial Services for the Month | HHR16*001 | | -23,328.06 |
| | Invoice | 02/29/2016 | 78857 | Janitorial Services for the Month | HHR16*001 | | -25,934.53 |
| | Invoice | 03/31/2016 | 79428 | Janitorial Services for the Month | HHR16*001 | | -26,377.73 |
| | Invoice | 04/30/2016 | 80060 | Janitorial Services for the Month | HHR16*001 | | -25,449.16 |
| | Invoice | 05/31/2016 | 80649 | Janitorial Services for the Month | HHR16*001 | | -28,709.60 |
| | Invoice | 06/28/2016 | 81269 | Janitorial Services for the Month | HHR16*001 | | -34,439.89 |
| Total DHHR-Diamond | | | | | | 0.00 | -371,201.65 |



Notice: This is not an official contract document. It may not be used as a replacement for the original one received.

CLIENT NAME
NOTICE OF AWARD
FINAL

AGREEMENT NUMBER:CDO 0506 HHR1600000001
MODIFICATION NUMBER:0
PAGE:1

VENDOR:000000204796
VENDOR NAME :WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC
ALIAS/DBA:
CONTACT:Tara Martinez

Contact Phone:304-205-7970
710 CENTRAL AVE

CHARLESTON , WV 25302-1702

AGREEMENT TITLE:Diamond Building Janitorial Services
TRACKING NUMBER:
DESCRIPTION:Roll Document from 2020 to 2021
ORIGINAL START:
REVISED START:

ORIGINAL AMOUNT:\$413,995.68
REVISED AMOUNT:\$413,995.68
DISCOUNT AMOUNT:\$0.00
NOT TO EXCEED AMOUNT:\$0.00

SHIPPING LOCATION:

BUYER - 304-957-0209
BUILDING MANAGEMENT
350 CAPITOL ST, RM B29
CHARLESTON , WV 25301-3700

Free On Board :5
Shipping Method :01

Buyer Information:

Name :Frank Whittaker

Phone Number :(304) 558-2316
Email:frank.m.whittaker@wv.gov

Issuing Office :

Name:Harriett (Jo) Bess
Phone Number:(304) 558-0114
Email:jo.h.bess@wv.gov

Requesting Office:

Name:Harriett (Jo) Bess
Phone Number:(304) 558-0114
Email:jo.h.bess@wv.gov

BILLING LOCATION:

BUYER - 304-957-0209
OFFICE OF OPERATIONS
ONE DAVIS SQUARE, RM 115
CHARLESTON , WV 25301

| | | |
|---|-----------------|---|
| Notice: This is not an official contract document. It may not be used as a replacement for the original one received. | CLIENT NAME | AGREEMENT NUMBER:CDO 0506 HHR1600000001 |
| | NOTICE OF AWARD | MODIFICATION NUMBER:0 |
| | FINAL | PAGE:2 |

Delivery Date :

LINE INFORMATION

| <u>ITEM NUMBER</u> | <u>LINE TYPE</u> | <u>COMMODITY</u> | <u>QTY</u> | <u>UNIT</u> | <u>DISCOUNT%</u> | <u>MARKUP</u> | <u>NET UNIT COST</u> | <u>SERVICE CONTRACT AMOUNT</u> | <u>SERVICE START DATE</u> | <u>SERVICE END DATE</u> | <u>NET TOTAL COST</u> |
|--------------------|------------------|------------------|-------------|-------------|------------------|---------------|----------------------|--------------------------------|---------------------------|-------------------------|-----------------------|
| 1 | Item | 76110000 | 29424.00000 | HOUR | | | 14.07 | 0.00 | 7/1/2015 | 6/30/2016 | 413,995.68 |

DESCRIPTION:Cleaning and janitorial services

SOLICITATION NUMBER:

SHIPPING LOCATION:

BUYER - 304-957-0209
BUILDING MANAGEMENT
350 CAPITOL ST, RM B29
CHARLESTON , WV 25301-3700

BILLING LOCATION:

PURCHASING DIRECTOR 304-356-4116
BPH - OFFICE OF EMERGENCY MEDICAL SERVICES
350 CAPITOL ST, RM 425
CHARLESTON , WV 25301-3714

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CLIENT NAME
NOTICE OF AWARD
FINAL

AGREEMENT NUMBER:CDO 0506 HHR1600000001
MODIFICATION NUMBER:0
PAGE:3

Free On Board :5
Shipping Method :01
Delivery Date :