



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 2835 HHR1600000003 16	Procurement Folder:	230504
Document Name:	Diamond Building Janitorial Services	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:	Guy L. Nisbet		
Telephone:	(304) 558-2596		
Email:	guy.l.nisbet@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 WVRFJAN14 16
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000204796			Requestor Name:	Harriett (Jo) Bess
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN				Requestor Phone:	(304) 558-0114
CHALRESTON WV 25311				Requestor Email:	jo.h.bess@wv.gov
US				<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	304-205-7970	Extension:	208		
Discount Details:					
	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:	\$363,283.91
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Purchasing Division's File Copy

**ENTERED**

TZW 9/21/23  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mary Ann - 9/21/2023*  
 ELECTRONIC SIGNATURE ON FILE

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

**Extended Description:**

Change Order No. 1 is issued to reduce the hours on the delivery order from 29,424.00 hrs. (\$413,995.68) to 25,819.75 hrs. (\$363,283.91) 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: \$ 50,717.77

New Contract Total: \$363,283.91

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	0.00000		\$0.0000	\$363,283.91
Service From	Service To	Manufacturer	Model No	Delivery Date	
2016-07-01	2017-06-30				

**Commodity Line Description:** Janitorial Services - Diamond Bldg.

**Extended Description:**

Change Order No. 1 is issued to cancel the unused hours (3604.) 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\*03

Please be advised there is an unused balance on \$50,711.77. This order expired on 6/30/2017. The original encumbrance was \$413,995.68, the closed amount is \$363,283.91 leaving a balance of \$50,711.77.

If you agree that all work has been invoiced and that there is indeed a remaining unused balance of \$50,711.77, please sign and date below, then return to [Melissa.S.Spitzer@wv.gov](mailto: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 \$50,711.77.

Thank you for your time and consideration.

DocuSigned by:

*Nita Hobbs*

5D60G720DE88468

Signature

7/27/2023

Date

Sincerely,

*Melissa Spitzer*  
Melissa Spitzer  
Signature

Title: Procurement Associate

10:20 AM

07/12/23

Accrual Basis

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

Type	Date	Num	Memo	P. O. #	Open Balance	Amount
<b>DHHR - MASTER</b>						
<b>DHHR-Diamond</b>						
Invoice	07/31/2016	82264C	Janitorial Services for the Month (2,052.25 hours @ \$14.07 per hour)	HHR16*03		-28,875.16
Invoice	08/31/2016	82458	Janitorial Services for the Month (2,279.00 hours @ \$14.07per hour)	HHR16*03		-32,065.53
Invoice	09/30/2016	83062	Janitorial Services for the Month (1,992.25 hours @ \$14.07 per hour)	HHR16*03		-28,030.96
Invoice	10/31/2016	83560	Janitorial Services for the Month (1,861.25 hours @ \$14.07 per hour)	HHR16*03		-26,187.79
Invoice	11/30/2016	84104	Janitorial Services for the Month	HHR16*03		0.00
Invoice	11/30/2016	84104	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-26,979.23
Invoice	12/31/2016	84995	Janitorial Services for the Month	HHR16*03		0.00
Invoice	12/31/2016	84995	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-30,658.53
Invoice	01/31/2017	85411	Janitorial Services for the Month	HHR16*03		0.00
Invoice	01/31/2017	85411	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-30,018.35
Invoice	02/28/2017	85928	Janitorial Services for the Month	HHR16*03		0.00
Invoice	02/28/2017	85928	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-27,858.60
Invoice	03/31/2017	86550	Janitorial Services for the Month	HHR16*03		
Invoice	03/31/2017	86550	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-36,209.15
Invoice	04/30/2017	87170	Janitorial Services for the Month	HHR16*03		
Invoice	04/30/2017	87170	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-33,954.43
Invoice	05/31/2017	87649	Janitorial Services for the Month	HHR16*03		
Invoice	05/31/2017	87649	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-34,232.31
Invoice	06/30/2017	87889	Janitorial Services for the Month	HHR16*03		
Invoice	06/30/2017	87889	Actual hours worked per attached time report from daily sign in sheets.	HHR16*03		-28,213.87
Total DHHR-Diamond					0.00	-363,283.91
Total DHHR - MASTER					0.00	-363,283.91
<b>TOTAL</b>					<b>0.00</b>	<b>-363,283.91</b>

DS  
 NH

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 HHR1600000003  
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 :Guy L Nisbet

Phone Number :(304) 558-2596  
Email:guy.l.nisbet@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

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CLIENT NAME  
NOTICE OF AWARD  
FINAL

AGREEMENT NUMBER:CDO 0506 HHR1600000003  
MODIFICATION NUMBER:0  
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	Service	76110000	0.00000				0.00	413,995.68	7/1/2016	6/30/2017	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:

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

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CLIENT NAME  
NOTICE OF AWARD  
FINAL

AGREEMENT NUMBER:CDO 0506 HHR1600000003  
MODIFICATION NUMBER:0  
PAGE:3

Free On Board :5

Shipping Method :01

Delivery Date :