



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: 09-15-2023

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 HHR2000000003 7 | Procurement Folder:      | 740817   |
| 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:           | Mark A Atkins                 |                          |  |
| Telephone:            | (304) 558-2307                |                          |  |
| Email:                | mark.a.atkins@wv.gov          |                          |  |
| Shipping Method:      | Best Way                      | Master Agreement Number: | CMA 0212 WVRFJAN19 7   |
| Free on Board:        | FOB Dest, Freight Prepaid     |                          |  |

| VENDOR   |                            | DEPARTMENT CONTACT  |                            |            |
|--|----------------------------|---|----------------------------|------------|
| Vendor Customer Code:  | 000000204796               | Requestor Name:   | George L Montgomery        |            |
| WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC<br>400 PATTERSON LN |                            | Requestor Phone:  | (304) 957-0217             |            |
| CHALRESTON WV 25311  |                            | Requestor Email:  | george.l.montgomery@wv.gov |            |
| US   |                            | <div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div> |                            |            |
| Vendor Contact Phone:  | 304-205-7970               |   |                            | Extension: |
| Discount Details:  |                            |   |                            |            |
|  |                            |   |                            |            |
|  |                            |   |                            |            |
| <b>Discount Allowed</b>  | <b>Discount Percentage</b> | <b>Discount Days</b>  |                            |            |
| #1 No  | 0.0000                     | 0   |                            |            |
| #2 No  |                            |   |                            |            |
| #3 No  |                            |   |                            |            |
| #4 No  |                            |   |                            |            |

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

|                     |              |
|---------------------|--------------|
| Total Order Amount: | \$375,806.34 |
|---------------------|--------------|

Purchasing Division's File Copy

**ENTERED**

*Bob* 9/19/2023  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark A. Atkins* 9/19/2023  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolson* 9-19-23  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 1 is issued to reduce the hours on the delivery order from 22151.36 hrs.(\$400,275.08) to 20797.25 hrs. (\$375,806.34) 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: \$400,275.08  
Change Order #1 Decrease: \$ 24,468.74

New Contract Total: \$375,806.34

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price  |
|--------------|----------------|--------------|----------|---------------|--------------|
| 1            | 76110000       | 20797.25180  | HOUR     | \$18.0700     | \$375,806.34 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |              |
| 2020-07-01   | 2021-06-30     |              |          |               |              |

**Commodity Line Description:** WVARFJAN19 DHHR Region 2 Diamond Building

**Extended Description:**

Change Order No. 1 is issued to cancel the unused hours (1,354.1082) 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

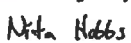
From: Melissa Spitzer with Department of Health and Human Resources Office of Purchasing

Re: Central Delivery Order (CDO) HHR20\*03


Please be advised there is an unused balance on \$24,468.74. This order expired on 6/30/2021. The original encumbrance was \$400,275.08, the closed amount is \$375,806.34 leaving a balance of \$24,468.74.

If you agree that all work has been invoiced and that there is indeed a remaining unused balance of \$24,468.74, 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 \$24,468.74.

Thank you for your time and consideration.

DocuSigned by:  
  
5000D720DE69406...  
Signature

7/27/2023  
Date

Sincerely,  
  
Melissa Spitzer  
Signature

Title: Procurement Associate

10:24 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              | 07/31/2020 | 111170 | Janitorial Services for the Month - 11.DHR.012.20 | HHR20*03 |                    |                           |
| Invoice              | 07/31/2020 | 111170 | Hours Worked                                      | HHR20*03 |                    |                           |
| Invoice              | 08/31/2020 | 111563 | Janitorial Services for the Month - 11.DHR.012.20 | HHR20*03 |                    | -34,378.18                |
| Invoice              | 08/31/2020 | 111563 | Hours Worked                                      | HHR20*03 |                    |                           |
| Invoice              | 09/30/2020 | 111987 | Janitorial Services for the Month - 11.DHR.012.20 | HHR20*03 |                    | -33,795.42                |
| Invoice              | 09/30/2020 | 111987 | Hours Worked                                      | HHR20*03 |                    |                           |
| Invoice              | 10/31/2020 | 112685 | Janitorial Services for the Month - 11.DHR.012.20 | HHR20*03 |                    | -32,760.91                |
| Invoice              | 10/31/2020 | 112685 | Hours Worked                                      | HHR20*03 |                    |                           |
| Invoice              | 11/30/2020 | 112996 | Janitorial Services for the Month - 11.DHR.012.20 | HHR20*03 |                    | -33,303.01                |
| Invoice              | 11/30/2020 | 112996 | Hours Worked                                      | HHR20*03 |                    |                           |
| Invoice              | 12/31/2020 | 113600 | JANITORIAL DHHR REGION 2                          | HHR20*03 |                    | -25,722.65                |
| Invoice              | 01/31/2021 | 114457 | JANITORIAL DHHR REGION 2 January 2021             | HHR20*03 |                    | -29,734.19                |
| Invoice              | 02/28/2021 | 114916 | JANITORIAL DHHR REGION 2 February 2021            | HHR20*03 |                    | -28,550.60                |
| Invoice              | 03/31/2021 | 115458 | JANITORIAL DHHR REGION 2 March 2021               | HHR20*03 |                    | -29,318.58                |
| Invoice              | 04/30/2021 | 116213 | JANITORIAL DHHR REGION 2 April 2021               | HHR20*03 |                    | -36,523.99                |
| Invoice              | 05/31/2021 | 116630 | JANITORIAL DHHR REGION 2 May 2021                 | HHR20*03 |                    | -32,571.18                |
| Invoice              | 06/30/2021 | 117412 | JANITORIAL DHHR REGION 2 June 2021                | HHR20*03 |                    | -29,946.51                |
|                      |            |        |   |          |                    | -29,201.12                |
| Total DHHR-Diamond   |            |        |   |          | <u>0.00</u>        | <u>-375,806.34</u>        |
| Total DHHR - MASTER  |            |        |   |          | <u>0.00</u>        | <u>-375,806.34</u>        |
| <b>TOTAL</b>         |            |        |   |          | <u><b>0.00</b></u> | <u><b>-375,806.34</b></u> |



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 HHR2000000003  
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:WVRFJAN19 DHHR Region 2 Diamond Building  
TRACKING NUMBER:  
DESCRIPTION:Accounting Adjustment Only: Move CL1/AL1 to AL2 PR05 BFY2022  
ORIGINAL START:  
REVISED START:

ORIGINAL AMOUNT:\$400,275.08  
REVISED AMOUNT:\$400,275.08  
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

Buyer Information:  
Name :Mark A Atkins

Phone Number :(304) 558-2307  
Email:mark.a.atkins@wv.gov

Issuing Office :  
Name:Althea M Greenhowe  
Phone Number:(304) 356-4116  
Email:althea.m.greenhowe@wv.gov

Requesting Office:  
Name:George L Montgomery  
Phone Number:(304) 957-0217  
Email:george.l.montgomery@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 HHR2000000003  
MODIFICATION NUMBER:0  
PAGE:2

Shipping Method :01

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         | 22151.36000 | HOUR        |                  |               | 18.07                | 0.00                           | 7/1/2020                  | 6/30/2021               | 400,275.08            |

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 HHR2000000003  
MODIFICATION NUMBER:0  
PAGE:3

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