



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

State of West Virginia Master Agreement

Order Date: 08-03-2023

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:	CMA 0613 0613 VNF240000001 2	Procurement Folder:	1256631
Document Name:	Emergency contract for Food Service Workers	Reason for Modification:	
Document Description:	Emergency contract for Food Service Workers	Change Order No. 1 - Administrative change order to revise the commodity lines for invoicing/payments.	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-09-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000109245	Requestor Name:	Michael A Clevenger
JAYKAY INC		Requestor Phone:	304-626-1600
PO BOX 577		Requestor Email:	michaelclevenger06@gmail.com
TAVARES	FL 32778	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	352-504-4058 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

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

8-8-23 RAT

Total Order Amount:	Open End
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya* 8/8/2023
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John D. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Beverly Toler
 DATE: 8/17-2023
 ELECTRONIC SIGNATURE ON FILE

8/15/2023

Extended Description:

Change Order No. 1 - Administrative change order to discontinue Commodity Lines 1 through 4 (as item line types) due to issues with processing the invoices. A new commodity line, Commodity Line 5, was added as a service line type.

Contract Pricing remains the same:

Regular Hours: \$38.50 per hour
Overtime: \$55.00 per hour
Holidays: \$55.00 per hour
Shift Differential: \$1.50 per hour

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85150000			HOUR	38.500000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Food Service Workers - Regular Hours

Extended Description:

Food Service Worker - Regular Hour -
See Commodity Line 5 - CO#2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	85150000			HOUR	55.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Food Service Workers - Overtime

Extended Description:

Food Service Worker - Overtime -
See Commodity Line 5 - CO#2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	85150000			HOUR	55.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Food Service Workers - Holidays

Extended Description:

Food Service Worker - Holidays -
See Commodity Line 5 - CO#2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	85150000			HOUR	1.500000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Food Service Workers - Shift Differential

Extended Description:

Food Service Worker - Shift Differential -
See Commodity Line 5 - CO#2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	85150000				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Food Service Workers

Extended Description:

Food Service Worker - CO#2

Regular Hour - \$38.50 per hour

Overtime: \$55.00 per hour

Holidays: \$55.00 per hour

Shift Differential: \$1.50 per hour



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CMA VNF24*01

1 message

Clevenger, Michael A <michael.a.clevenger@wv.gov>

Thu, Aug 3, 2023 at 1:21 PM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: Sherri A Reed <sherri.a.reed@wv.gov>, Beverly J Gerard <beverly.j.gerard@wv.gov>, Vicki L Nutter <vicki.l.nutter@wv.gov>, David H Pauline <david.h.pauline@wv.gov>

Task completed, thank you.

On Wed, Aug 2, 2023 at 4:45 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Look over CO#1 for this one. I inactivated lines 1 through 4 and added line 5 as a service. If okay, David can process.

Will also need the compliance checklist.

THanks,
Tara

On Wed, Aug 2, 2023 at 12:58 PM Clevenger, Michael A <michael.a.clevenger@wv.gov> wrote:

Thank you, you're awesome!

On Wed, Aug 2, 2023 at 12:05 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

We can do a change order but it will need to go through the normal process (signature, AG, etc.). I'll work on the change order after lunch.

Tara

On Wed, Aug 2, 2023 at 11:58 AM Clevenger, Michael A <michael.a.clevenger@wv.gov> wrote:

Tara, we have three invoices (JayKay Vendor #000000109245) that need to be paid next week if possible. CMA VNF24*01 line type is listed as an "item". However, the previous CMA VNF23*01 line type was listed as "service" and would allow payment. With service we would just enter the total invoice as the last CMA was done. Please advise.

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Thank you,

Michael Clevenger
Procurement Supervisor
WV Veteran's Nursing Facility
One Freedom Way
Clarksburg, WV. 26301
(304) 626 1600 ext.3010

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Thank you,

Michael Clevenger
Procurement Supervisor
WV Veteran's Nursing Facility
One Freedom Way
Clarksburg, WV. 26301
(304) 626 1600 ext.3010



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CMA VNF 24*01

1 message

Lyle, Tara L <tara.l.lyle@wv.gov>

Fri, Jul 28, 2023 at 1:41 PM

To: "Gerard, Beverly J" <beverly.j.gerard@wv.gov>

Cc: Michael A Clevenger <michael.a.clevenger@wv.gov>, Peggy L Alexander <peggy.l.alexander@wv.gov>

Beverly,

I added a commodity line for each hourly rate provided by the vendor. I had asked before the contract was finalized if the 4 separate commodity lines were sufficient.

I don't know what would change other than making the commodity service line item vs. an item.

If we have to change anything, it will need to be a formal change order.

Tara

On Wed, Jul 26, 2023 at 2:28 PM Gerard, Beverly J <beverly.j.gerard@wv.gov> wrote:

JayKay Food Service Workers CMA has it setup as an hour rate. We can't have that because of holidays and sometimes overtime. No where to add this. We need Service set up on this CMA just like the other CMA VNV 23*11.

Is this something that can be done pretty quickly? I hope so as I have invoices that need to get paid.

Thank you for any and all help!

Bev Gerard