



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: 11-09-2023

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 0313 0313 DEP1900000008 16	Procurement Folder:	585075
Document Name:	Janitorial Services- DEP Fayetteville	Reason for Modification:	Change Order 1-is issued to reduce the unused balance, per the attached documentation.
Document Description:	Janitorial Services- DEP Fayetteville		
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 16
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000204796			Requestor Name:	Bobbi J Chestnut
WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN				Requestor Phone:	(304) 926-0499
CHALRESTON WV 25311				Requestor Email:	b.j.chestnut@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	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION 1159 NICK RAHALL GREENWAY FAYETTEVILLE WV 25840 US

Purchasing Division's File Copy

Total Order Amount:	\$62,502.60
----------------------------	-------------

ENTERED

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Atkins - 11/15/2023*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Tolson 11/15/23*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1

Change Order 1-is issued to reduce the unused balance, on delivery order from 7-1-2019 to 6-30-2020, unused balance per the attached documentation.
Original Contract Total:

No other changes. \$62,514.76
Change Order 1 Decrease (\$12.16)

New Contract Total \$62,502.60

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	3012.91410	HOUR	\$20.7449	\$62,502.60
Service From	Service To	Manufacturer	Model No	Delivery Date	
2019-07-01	2020-06-30				

Commodity Line Description: Bright Horizons Region 1 Hourly Rate - PCard

Extended Description:

Nicholas Co. Sheltered Workshop dba Bright Horizons Hourly Pricing per the attached.

CDO DEP1900000008


10:07 AM

10/19/23

Accrual Basis

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

Type	Date	Num	Memo	P. O. #	Open Balance	Amount
DEP - MASTER						
DEP/FAYETTEVILLE						
Invoice	07/31/2019	103460	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	08/31/2019	104055	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	09/30/2019	104484	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	10/31/2019	105406	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	11/30/2019	105957	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	12/31/2019	106443	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	01/31/2020	106917	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	02/29/2020	107635	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	03/31/2020	108483	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	04/30/2020	108750	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	05/31/2020	109487	Janitorial Services for the Month	DEP19*08		-5,208.55
Invoice	06/30/2020	110024	Janitorial Services for the Month	DEP19*08		-5,208.55
Total DEP/FAYETTEVILLE					0.00	-62,502.60
Total DEP - MASTER					0.00	-62,502.60
TOTAL					0.00	-62,502.60

DocuSigned by:

 59809720DE98468...
 10/25/2023

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 0313 DEP1900000008
MODIFICATION NUMBER:
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	3013.50000	HOUR			20.74	0.00	7/1/2019	6/30/2020	62,514.76

DESCRIPTION: Cleaning and janitorial services

SOLICITATION NUMBER:

SHIPPING LOCATION:

1159 NICK RAHALL GREENWAY
FAYETTEVILLE, WV 25840

BILLING LOCATION:

OFFICE OF ADMINISTRATION
601 57TH ST SE
CHARLESTON, WV 25304



CO#2

Casto, Terri C <terri.c.casto@wv.gov>

FW: Open Purchase Orders

1 message

Andrea Higginbotham <ahigginbotham@wvarf.org>
To: "terri.c.casto@wv.gov" <terri.c.casto@wv.gov>
Cc: Sabrina Jones <Sjones@wvarf.org>

Wed, Oct 25, 2023 at 10:58 AM

Ms. Casto,

Please see the attached close out memos for your records.

Thanks,

Andrea

Andrea Higginbotham

Contract Administrator at WVARF, Inc.

Direct 681-661-0145 Web www.wvarf.org

400 Patterson Lane, Charleston, WV 25311

Mission WVARF acts to support nonprofit organizations that empower individuals with disabilities to find meaningful employment through planning, training, and advising.

From: Sabrina Jones <Sjones@wvarf.org>
Sent: Thursday, October 19, 2023 10:46 AM
To: Andrea Higginbotham <ahigginbotham@wvarf.org>
Subject: RE: Open Purchase Orders

Andrea,

The close out details are attached. None of these purchase orders have open invoices. They are ready to be cancelled.

Thank you,

Sabrina Jones

Accounts Receivable

10/27/23, 2:33 PM

State of West Virginia Mail - FW: Open Purchase Orders

WV Association of Rehabilitation Facilities, Inc.

P.O. Box 6764

Charleston, WV 25362

400 Patterson Lane

Charleston, WV 25301

Direct Phone Number: 681-661-0142

M-F 7:30 A.M – 4:00 P.M.

Fax: 304-205-7915



Mission: WVARF acts to support nonprofit organizations that empower individuals with disabilities to find meaningful employment through planning, training, and advising.

From: Andrea Higginbotham <ahigginbotham@wvarf.org>
Sent: Monday, October 16, 2023 10:14 AM
To: Sabrina Jones <Sjones@wvarf.org>
Subject: FW: Open Purchase Orders

FYI – thanks for the help.

Thanks,

Andrea

Andrea Higginbotham

Contract Administrator at WVARF, Inc.

Direct 681-661-0145 **Web** www.wvarf.org

400 Patterson Lane, Charleston, WV 25311

Mission WVARF acts to support nonprofit organizations that empower individuals with disabilities to find meaningful employment through planning, training, and advising.

From: Casto, Terri C <terri.c.casto@wv.gov>
Sent: Monday, October 16, 2023 9:59 AM
To: Andrea Higginbotham <ahigginbotham@wvarf.org>; DEP Procurement <depprocurement@wv.gov>
Subject: Fwd: Open Purchase Orders

Andrea,

I am currently closing out old open encumbrances could you take a look at the following Purchase Orders and see if all invoicing has been completed? Thank you for any and all cooperation in clearing up this matter.

- 1. **CDO DEP1900000008** -Janitorial Services- DEP Fayetteville **07/01/2019-06/30/2020** amount open is \$12.16
- 2. **ADO DEP2000004091**- Janitorial Services- Bridgeport DEP Office **08/01/2020-06/30/2021** amount open is \$88.53
- 3. **AP0 DEP2300000065**-Janitorial Services- Bridgeport **08/01/2022 - 10/31/2022** (emergency coverage period) amount open is \$0.53



Terri C. Casto

Procurement Specialist Senior

West Virginia Department of Environmental Protection

Phone: 304-414-1143 ext. 41143

601 57th Street SE, Charleston, WV 25304

www.dep.wv.gov

----- Forwarded message -----

From: Casto, Terri C <terri.c.casto@wv.gov>

Date: Mon, Oct 16, 2023 at 9:49 AM

Subject: Open Purchase Orders

To: <ajones@wvarf.org>, DEP Procurement <depprocurement@wv.gov>

Aaron,

I am currently closing out old open encumbrances could you take a look at the following Purchase Orders and see if all invoicing has been completed? Thank you for any and all cooperation in clearing up this matter.

- 1. **CDO DEP1900000008** ~Janitorial Services- DEP Fayetteville **07/01/2019-06/30/2020** amount open is \$12.16
- 2. **ADO DEP2000004091**- Janitorial Services- Bridgeport DEP Office **08/01/2020-06/30/2021** amount open is \$88.53
- 3. **AP0 DEP2300000065**-Janitorial Services- Bridgeport **08/01/2022 - 10/31/2022** (emergency coverage period) amount open is \$0.53



Terri C. Casto

Procurement Specialist Senior

West Virginia Department of Environmental Protection

10/27/23, 2:33 PM

State of West Virginia Mail - FW: Open Purchase Orders



Phone: 304-414-1143 ext. 41143


601 57th Street SE, Charleston, WV 25304

www.dep.wv.gov

3 attachments

 **ADO_DEP20_4091_Close_Out.pdf**
992K

 **APO_DEP23_065_Close_Out.pdf**
331K

 **CDO_DEP19_08_Close_Out.pdf**
331K