



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: 10-25-2023

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 0803 0070 DOT2300000038 2	Procurement Folder:	1243773
Document Name:	Ventrac Tractor w/finish mower 7023E026	Reason for Modification:	Change Order No. 1 - to cancel the delivery order in its entirety.
Document Description:	Ventrac Tractor w/finish mower 7023E026		
Procurement Type:	Central Delivery Order		
Buyer Name:	John W Estep		
Telephone:	304-558-2566		
Email:	john.w.estep@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0803 DOT2200000076 2
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000161566 FREY TREE SPECIALIST & LANDSCA PO BOX 18173 MORGANTOWN WV 26508 US Vendor Contact Phone: 3047772194 Extension: 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>0</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	0	#2	No			#3	No			#4	No			Requestor Name: Pamela J Hall Requestor Phone: (304) 473-5342 Requestor Email: pamela.j.hall@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold;">24</div> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS EQUIPMENT DIVISION RT 33 83 BRUSHY ROAD CROSSING, PO BOX 610 BUCKHANNON WV 26201 US	DIVISION OF HIGHWAYS EQUIPMENT DIVISION 83 BRUSHY FORK RD CROSSING BUCKHANNON WV 26201 US

Total Order Amount:	\$0.00
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Purchasing Division's File Copy

ENTERED

JE 10/27/23
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya Hester 10/27/2023*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Toler 10-30-23*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 - to cancel the delivery order in its entirety. The original contract, CMA DOT22*76, was not awarded under the vendor headquarter account which needed to be cancelled and re-issued under a new contract number, CMA DOT24*10, which is the headquarter account.

Effective date of change: 10/12/2023

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	21101701	0.00000	EA	\$34,524.7000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2023-07-01	

Commodity Line Description: Ventrac 4520Y Tractor or equal

Extended Description:

Ventrac 4520Y Tractor or equal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	21101701	0.00000	EA	\$5,302.6200	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2023-07-01	

Commodity Line Description: Ventrac MS720 70 inch finish mower or equal

Extended Description:

Ventrac MS720 70 inch finish mower or equal



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

Fwd: CMA DOT23*38

1 message

James, Kristy E <kristy.e.james@wv.gov>

Mon, Oct 23, 2023 at 6:31 AM

To: Tara L Lyle <Tara.L.Lyle@wv.gov>, Amber J Heath <amber.j.heath@wv.gov>, Dusty J Smith <dusty.j.smith@wv.gov>

Tara,

I was pretty sure you would have to cancel everything. I did start to change the order language to change the CMA, I just haven't done anything with CDO yet, do you need us to do that first?

Just let us know. We have a vendor that is needing payment. I'll have Amber work directly with you to get what you what is needed

Thanks

Kristy James
WV DOT
Procurement Officer
304/414-7104

Procurement Requests should be directed to: DOTProcurement@wv.gov

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

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

Date: Fri, Oct 20, 2023 at 1:47 PM

Subject: Re: CMA DOT23*38

To: James, Kristy E <kristy.e.james@wv.gov>

Cc: Smith, Dusty J <dusty.j.smith@wv.gov>, John W Estep <john.w.estep@wv.gov>, Amber J Heath <amber.j.heath@wv.gov>

We'll have to cancel CMA DOT22*76 with a change order then re-issue a new contract under the headquarters account.

Just doing a change order on the CDO isn't going to work - it will still be under the wrong vendor number.

I will start on the CO and re-issue but both will have to go through signature/approval.

Thanks,
Tara

On Thu, Oct 19, 2023 at 5:07 PM James, Kristy E <kristy.e.james@wv.gov> wrote:

The subject line for the contract number is not correct, we were asking about CDO DOT23*38, the CMA is 22*76. I started the change order for you to change the vendor number to the correct headquarters account. The vendor is calling because payment is being held up. Could you approve this CMA change order and we will take care of getting the CDO cancelled. We are planning to reissue as ADP since the total is only \$38,000.00.

Please let me know if you have any questions.

Thanks

Please let
Kristy James
WV DOT
Procurement Officer

304/414-7104

Procurement Requests should be directed to: DOTProcurement@wv.gov

On Thu, Oct 12, 2023 at 3:19 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Yes, we will need to do a CO to cancel and reissue under a new procurement folder number. Shouldn't need anything from you, this email will be fine. I've got boilerplate language to use so I'll do it. I'll work on it tomorrow and probably Monday.

Thanks,
Tara

On Thu, Oct 12, 2023 at 1:10 PM Smith, Dusty J <dusty.j.smith@wv.gov> wrote:

We are unsure what needs to be done however we can't pay an invoice. The vendor is Frey Tree Specialist & Landsca but the Vcust 000000161566 is not the headquarters account and has a hold payment saying to use the headquarters account. We need to get the CMA changed to 000000161567 the headquarters account. Does this mean we need to cancel and reissue. And what do you need from us?

If you have any questions please let me know,

Thank you,
Mrs. Dusty Smith
Assistant Procurement Officer
PH 304.414.6859

1900 Kanawha Blvd E
Building 5 RM A-317
Charleston, WV 25305

Fax 304.558.0047

Any new Procurement information that has NOT been submitted to DOTPROCUREMENT@WV.GOV is NOT in tracking. If it is not in tracking we are unable to process it.