



ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA L. WILLIS  
DIRECTOR

**Subject:** Notice of Contract Document Availability

Solicitation No.: CRFQ SWC23\*11 - Procurement Folder No.: 1158415

Awarded Contract/Purchase Order No.: CMA SYSFURN23 - Procurement Folder No.: 1158415

**CHANGE ORDER No. 03**

Dear Vendor,

This email is intended to notify you that important documents have been posted to the West Virginia Purchasing Division's website relating to the above identified solicitation and/or contract. Your firm is receiving this email because it:

\_\_\_\_ Participated in the State of West Virginia's competitive bid process for which a contract has now been awarded to:

Capitol Business Interiors

\_\_\_\_ Obtained a non-competitive contract award.

\_\_\_\_ Holds a contract and is receiving a central delivery order.

X Holds a contract and is receiving confirmation of an approved Change Order.

The award document, delivery order, or change order in question will be published at <http://www.state.wv.us/admin/purchase/Awards/awarded.html> within one business day. Please utilize the weblink to obtain a copy of the document for your records as soon as possible. The documents will only remain available on the website for 90 days.

The Purchasing Division appreciates your interest in doing business with the State. If you wish to attain additional details regarding the award of this purchase order/contract, please note that all officially awarded purchase orders/contracts are public information and available for public inspection at the Purchasing Division, 2019 Washington Street East, Charleston, WV 25305.

Sincerely,

*Mark Atkins, CPPB*

Mark Atkins, CPPB  
Buyer Supervisor  
WV Purchasing Division