



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: 02-18-2025

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 0212 0212 SYSFURN23 3	Procurement Folder:	1158415
Document Name:	SYSFURN23: Districts 1, 2, 3, & 4	Reason for Modification:	
Document Description:	Statewide Contract for Systems Furniture & Accessories	CO#2 To renew the Contract and incorporate the 2025 Hon Catalog.	
Procurement Type:	Statewide MA (Open End)	NO OTHER CHANGES	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-02-28

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200768 CAPITOL BUSINESS INTERIORS 711 INDIANA AVE  CHARLESTON WV 25302 US Vendor Contact Phone: 304-343-7551 Extension:	Requestor Name: Mark A Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov																				
Discount Details:	<b>2025</b> FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><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></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		No																			
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US

CR 3-13-25

Purchasing Division's File Copy

Total Order Amount: Open End

MA 02/18/2024

PURCHASING DIVISION AUTHORIZATION

DATE: 3/14/25

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 3/14/25

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 3-14-25

ELECTRONIC SIGNATURE ON FILE

**Extended Description:**  
CHANGE ORDER

Change Order No. 02 is issued for the following:

1. To renew the original contract according to all terms, conditions, specifications, and discount pricing percentages contained in the original contract including all authorized change orders.
2. To incorporate the 2025 Hon Catalog (effective 03/01/2025 through 02/28/2026).

Effective date of renewal 03/01/2025 through 02/28/2026.

Renewal Years Remaining: (1)

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

**NO OTHER CHANGES**

The Vendor, Capitol Business Interiors, is awarded the following districts: ALL

District 1, District 2, District 3, and District 4.

Catalog Percentage Discount is the same for all 4 districts:

System: 76.50 %

System Accessories: 76.5 %

PDU: 76.5 %

Seating (STC, STG, SCG): 60%

FSF: 60%

CG: 60%

FC: 60%

The Vendor shall provide systems furniture items at the discount percentage provided on their pricing pages, in the Item Type, and from the catalog listed on the attached summary.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	56000000			LS	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** HON Systems Furniture, by Separate Quote by Catalog Discount

**Extended Description:**  
HON Systems Furniture, by Separate Quote by Catalog Discount

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	56000000			HOUR	50.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Systems Furniture, Reconfiguration Design, Hourly Rate

**Extended Description:**  
All inclusive, 24/7 hourly rate for reconfigurations of systems furniture

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	56000000			HOUR	50.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Systems Furniture, Reconfiguration Labor, Regular Rate

**Extended Description:**  
All-inclusive hourly rate for labor to reconfigure systems furniture, M-F, between 7:00am and 5:00pm

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	56000000			HOUR	75.000000
Service From		Service To	Service Contract Amount		
			0.00		

**Commodity Line Description:** Systems Furniture, Reconfiguration Labor, Overtime Rate

**Extended Description:**  
All-inclusive hourly rate for labor to reconfigure systems furniture after hours, on weekends, or on State holidays



ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

SAMANTHA L. WILLIS  
DIRECTOR

February 4, 2025

Ms. Kelli Bragg, Sr. Sales  
Capital Business Interiors  
711 Indiana Avenue  
Charleston, WV 25302

Subject: WV Statewide Contract No.: CMA 0212 SYSFURN23

Dear Ms. Bragg:

The State of West Virginia is offering to renew the subject contract under the same terms, conditions, and discount pricing percentages in the original contract. The renewal dates are March 01, 2025 through February 28, 2026. If your company agrees to this renewal, please sign below and return this document via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

*We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

Kelli D. Bragg  
Print Name

Kelli D. Bragg  
Signature

Sales Manager  
Title

2/14/25  
Date

Please call if you have any questions.

Regards,

Mark A. Atkins, CPPB  
Buyer Supervisor

West Virginia Department of Administration  
Purchasing Division  
2019 Washington Street, East  
POB 50130  
Charleston, WV 25305-0130

Phone: 304.558.2307

Email: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)

You are viewing this page over a secure connection. Click here for more information.

## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

#### CAPITOL BUSINESS EQUIPMENT, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Soc Type	Termination Date	Termination Reason
C   Corporation	8/13/1968		8/19/1968	Domestic	Profit			

Organization Information			
Business Purpose	4532 - Retail Trade - Miscellaneous Store Retailers - Office Supplies, Stationery and Gift Stores	Capital Stock	25000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	25.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	2450-90 FIRST AVE HUNTINGTON, WV, 25703
Mailing Address	ATTN: JUSTIN CARPENTER PO BOX 2968 HUNTINGTON, WV, 25728 USA
Notice of Process Address	JUSTIN CARPENTER PO BOX 2968 HUNTINGTON, WV, 25728
Principal Office Address	711 INDIANA AVENUE CHARLESTON, WV, 25302 USA
Type	Address

Officers	
Type	Name/Address
Director	MARSHALL REYNOLDS P O BOX 4040 HUNTINGTON, WV, 25729
Director	JUSTIN CARPENTER P O BOX 4040 HUNTINGTON, WV, 25729
Incorporator	JAMES C. DYER 319 24TH STREET DUNBAR, WV, 25054 USA
Incorporator	RAY HOWARD CLUMBERLAND ROAD BLUEFIELD, WV, 24701 USA
President	JANET JOSEPH CLAYMAN 711 INDIANA AVENUE CHARLESTON, WV, 25302
Secretary	GREG ADKINS 2450-90 FIRST AVE HUNTINGTON, WV, 25703
Vice-President	JUSTIN CARPENTER P O BOX 2968 HUNTINGTON, WV, 25728
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CAPITOL BUSINESS INTERIORS	TRADENAME	5/14/1998	
DISCOUNT OFFICE CENTER (DIVISION OF CAPITOL BUSINESS)	TRADENAME	4/7/1995	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
5/18/1998	MERGER: MERGING CBE ACQUISITION COMPANY, INC., A WV CORP WITH AND INTO CAPITOL BUSINESS EQUIPMENT, INC., A WV CORP, THE SURVIVOR.
12/19/1994	MERGER: MERGING DISCOUNT OFFICE CENTERS, INC., A QUAL WV CORP, WITH AND INTO CAPITOL BUSINESS EQUIPMENT, INC., A QUAL WV CORP, THEQ SURVIVOR.
9/19/1966	INCREASE TO \$50,000; 2,000 SHARES AT \$25.00; BOOK 249, PAGE 247.
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	

2016
2015
2014
2013
2013
2012
2011
2010
2009
2008
2007
2006
2005
2004
2003
2002
2001
2000
1999
1998
1995
Date Filed

[File Your Current Year Annual Report Online Here](#)

For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, February 18, 2025 — 8:06 AM

© 2025 State of West Virginia



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

[Sign in](#)

Select Domain  
Entity Information

All Entity Information

[Entities](#)

[Disaster Response Registry](#)

[Responsibility / Qualification](#)

[Exclusions](#)

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- ☐ Any Words ⓘ
- ☒ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"CAPITOL BUSINESS INTERIORS"



Entity

Location

Status

- ☒ Active
- ☐ Inactive

[Reset](#)



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

[Search inactive](#)

[Go back](#)



Feedback

### Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

### Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

[Freedom of Information Act](#)

[Accessibility](#)



### WARNING

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

### Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

### Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)

SAM.gov

An official website of the U.S. General Services Administration