



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: 02-07-2024

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 0432 4103 DCH2200000007 2	Procurement Folder:	1048655
Document Name:	State Highway Markers	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	Direct Award: State Highway Markers		
Procurement Type:	Central Sole Source		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-06-30
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-06-29

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000173017	Requestor Name:	Margaret N Linsky		
SEWAH STUDIOS INC		Requestor Phone:	(304) 558-0230		
190 MILL CREEK RD		Requestor Email:	margaret.n.linsky@wv.gov		
MARIETTA	OH				
US	457501381				
Vendor Contact Phone:	614-373-2087				
Extension:					
Discount Details:		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>			
	Discount Allowed			Discount Percentage	Discount Days
#1	No			0.0000	0
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US

28-2460

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

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara [Signature]* 2/7/2024
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray [Signature]*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature]* 2-14-24
 ELECTRONIC SIGNATURE ON FILE

2/14/2024

Extended Description:

Change Order

Change Order No. 01 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Effective date of renewal: 6/30/2023 through 6/29/24

Renewal Years Remaining: 2

Not other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	27112305			EA	1980.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: State Highway Markers:
Same Sided Marker

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	27112305			EA	2190.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: State Highway Markers:
Different Sided Marker

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	27112305			EA	650.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: State Highway Markers:
Refurbishment of Marker

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	27112305			EA	2277.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: State Highway Markers:
Same Sided Marker

Extended Description:

Optional Year 2 Pricing

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	27112305			EA	2519.000000
	Service From	Service To		Service Contract Amount	
				0.00	

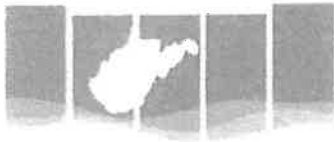
Commodity Line Description: State Highway Markers:
Different Sided Marker

Extended Description:
Optional Year 2 Pricing

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	27112305			EA	748.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: State Highway Markers:
Refurbishment of Marker

Extended Description:
Optional Year 2 Pricing



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

June 30, 2023

Sewah Studios, Inc.
190 Mill Creek Rd.
Marietta, OH 45750

The Culture Center
1910 Kanawha Blvd., E
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562

REF: CMA 0432 4103 DCH2200000007 1 – CO# 1 - Direct Award: State Highway Markers

To Whom it May Concern:

The above referenced contract expires on June 29, 2023. The West Virginia Department of Arts, Culture and History is offering to renew the contract for one (1) year under the Year 2 pricing, as well as specifications and terms and conditions in the original agreement. The renewal term of the contract will be June 30, 2023, through June 29, 2024. *** If you agree to renew this contract, please sign below, and return to Samuel Calvert (Samuel.j.calvert@wv.gov) at your earliest convenience.

Samuel Calvert

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

BRADFORD B. SMITH

Name

PRESIDENT

Title

Signature

6/29/23

Date

Sewah Studios, Inc.
Price Quote for Historical Markers for The State of West Virginia
May 31, 2022

	1-year contract	Optional Renewal	Optional	Optional Renewal
	<u>2022-2023</u>	<u>Year 2</u>	<u>Renewal Year 3</u>	<u>Year 4</u>
		<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Same Sided Marker	\$ 1,980.00	\$ 2,277.00	\$ 2,619.00	\$ 3,012.00
Different Sided Marker	\$ 2,190.00	\$ 2,519.00	\$ 2,897.00	\$ 3,332.00
Refurbishment of Marker	\$ 650.00	\$ 748.00	\$ 860.00	\$ 989.00

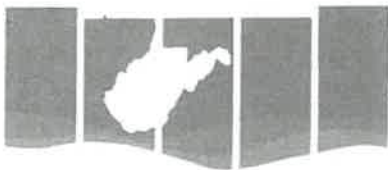
Prices effective annually, from June 30th through June 29th.



5/31/22

Bradford B. Smith
 President
 Sewah Studios, Inc.

Date



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

December 8, 2023

To whom it may concern:

I am writing concerning the renewal of the West Virginia Department of Arts, Culture and History's contract with Sewah Studios (Marietta, OH). The West Virginia Department of Arts, Culture, and History has a sole source agreement, per West Virginia governmental purchasing requirements, with Sewah Studios (Marietta, OH) to produce new and replacement markers for the West Virginia Highway Historical Markers program. This agreement allows continuity of style between new markers and the existing inventory of 1000+ markers. Furthermore, it ensures predictable pricing and quality assurance.

Our contract with Sewah Studios for the 2022-2023 fiscal year expired on June 29, 2023. We have been attempting to renew the contract since prior to the expiration of the previous contract but have encountered delays due to staffing turnover and issues retrieving the required documentation. In the time that it has taken for us to get this contract approved, Sewah Studios has refurbished or replaced several highway historical markers that were already in their queue, and the Department of Highways has delivered several markers to Sewah Studios to either be replaced or refurbished. For this reason, we ask that the renewed contract with Sewah Studios be back dated to June 30, 2023, to ensure that invoices for any work done by Sewah Studios prior to the approval of the contract renewal in the 2023-2024 fiscal year can be paid appropriately.

If you have any questions, feel free to call me at 304.558.0230 ext. 165 or email me at aaron.p.parsons@wv.gov.

Sincerely,

Aaron Parsons
Director, West Virginia Archives & History

*Backdate
approved
discussed
w/ FW
10*

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

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Business and Licensing

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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.

SEWAH STUDIOS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	3/13/2012		3/13/2012	Foreign	Profit			

Organization Information			
Business Purpose	3315 - Manufacturing - Primary Metal Manufacturing - Foundries (ferrous metals, iron, steel aluminum, other)		Capital Stock
Charter County		Control Number	99TSW
Charter State	OH	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares	0	Y Entr	

X Close

Hi, I'm SOLO I'm here to help you launch your new LLC.

Addresses

Type	Address
Local Office Address	190 MILLCREEK RD MARIETTA, OH, 45750
Mailing Address	190 MILLCREEK RD MARIETTA, OH, 45750 USA
Notice of Process Address	BRADFORD SMITH 190 MILLCREEK RD. MARIETTA, OH, 45750
Principal Office Address	190 MILLCREEK RD. MARIETTA, OH, 45750 USA
Type	Address

Officers

Type	Name/Address
Director	BRADFORD SMITH 190 MILLCREEK RD MARIETTA, OH, 45750
President	BRADFORD B. SMITH 190 MILLCREEK RD. MARIETTA, OH, 45750
Secretary	BRADFORD B. SMITH 190 MILLCREEK RD. MARIETTA, OH, 45750
Treasurer	BRADFORD B. SMITH 190M MILLCREEK RD. MARIETTA, OH, 45750
Vice-President	DAVID T. SMITH 190 MILLCREEK RD. MARIETTA, OH, 45750
Type	Name/Address

Annual Reports

Filed For

2023

2022

2021

2020

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2017
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, February 7, 2024 — 2:08 PM

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Disaster Response Registry

Responsibility / Qualification

Exclusions

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Exact Phrase [i](#)

e.g. 123456789, Smith Corp

"SEWAH STUDIOS" x

Classification v

Excluded Individual v

Excluded Entity v

Federal Organizations v

Exclusion Type ^

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program v

Location v

Dates v

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>2/07/24</u>	Agency: <u>WVDACH</u>
Solicitation No. <u>CMA DCH22#07 c/o1</u>	Procurement Officer Submitting Requisition: <u>Charles L. Thompson</u>
	Requisition No. <u>CMA DCH 2200000007</u>
	PF No.: <u>PF 1048655</u>

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

