



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: 02-05-2024

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 0802 5020 DMV2100000004 4	Procurement Folder:	841501
Document Name:	Self-inking stamps and Replacement Ink Pads	Reason for Modification:	CO#3 to renew contract under same terms, conditions and prices as original. No other changes
Document Description:	Self Inking Stamps and Replacement Ink Pads		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000010150			Requestor Name:	Steve E Monroe
Rodzina Industries Inc 3518 Fenton Rd				Requestor Phone:	(304) 558-2232
Flint MI 48507-1567 US				Requestor Email:	steven.e.monroe@wv.gov
Vendor Contact Phone:	810-235-2341	Extension:		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV 25304 US	WAREHOUSE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE S.E. SUITE 50 CHARLESTON WV 25304 US

2-23-24 60

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

PURCHASING DIVISION AUTHORIZATION DATE: <i>T. W. H. 2/22/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE <i>2/28/2024</i>	ENCUMBRANCE CERTIFICATION DATE: <i>2-28-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

CHANGE ORDER

Change Order #3 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 Dates: 4/01/24 - 3/31/25

Renewals remaining: 0

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	60121701			EA	7.450000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 4910 Self Inking stamp

Extended Description:

Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	60121701			EA	7.950000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 4911 Self Inking stamp

Extended Description:

Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	60121701			EA	8.450000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 4912 Self Inking stamp

Extended Description:

Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	60121701			EA	9.450000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 4913 Self Inking stamp

Extended Description:

Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	60121701			EA	9.950000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 4915 Self Inking stamp

Extended Description:

Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	60121701			EA	10.450000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 4925 Self Inking stamp

Extended Description:
Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	60121701			EA	12.450000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 4926 Self Inking stamp

Extended Description:
Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	60121701			EA	12.950000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 4927 Self Inking stamp

Extended Description:
Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	60121701			EA	12.950000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 4928 Self Inking stamp

Extended Description:
Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	60121701			EA	9.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 46025 Self Inking round stamp

Extended Description:
Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	60121701			EA	11.500000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 46030 Self Inking round stamp

Extended Description:
Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	60121701			EA	14.950000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 46050 Self Inking round stamp

Extended Description:
Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	60121701			EA	22.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 5430 Self Inking stamp

Extended Description:
Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	60121701			EA	24.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 5440 Self Inking stamp

Extended Description:
Customized Stamps

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	60121701			EA	1.750000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 4910 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	60121701			EA	2.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 4911 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	60121701			EA	2.200000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 4912 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	60121701			EA	2.600000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 4913 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	60121701			EA	3.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 4915 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	60121701			EA	3.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 4925 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	60121701			EA	3.750000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 4926 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	60121701			EA	3.750000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 4927 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	60121701			EA	3.750000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: TRODAT 4928 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	60121701			EA	2.200000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 46025 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	60121701			EA	2.200000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 46030 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	60121701			EA	4.750000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 46050 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	60121701			EA	3.100000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 5430 Replacement Ink Pad

Extended Description:
Replacement ink pads

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	60121701			EA	3.100000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRODAT 5440 Replacement Ink Pad

Extended Description:
Replacement ink pads



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast

Post Office Box 17300

Charleston, West Virginia 25317-0010 • (304) 558-3900

TDD: (800) 742-6991 • (800) 642-9066

Everett J. Frazier
Commissioner
Division of Motor Vehicles

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

January 30, 2024

Rodzina Industries, Inc.
3518 Fenton RD
Flint, MI 48507-1567

RE: CMA DMV2100000004- Self Inking Stamps and Replacement Pads Renewal Notice

The West Virginia Division of Motor Vehicles is requesting to renew our current contract under the same terms, conditions and pricing as stated in the original contract. The renewal effective dates are April 1, 2024 through March 31, 2025. If you agree to this renewal, please sign below and return to me.

You can return the signed document to me at Georgina.davis@wv.gov. Please let me know if you have any questions.

Thank You.

Georgie Davis

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

Rodzina Industries, Inc.

ROBERT CROSS / *Robert Cross*
Name/Signature

PRES.
Title

1-31-24
Date

WV Division of Motor Vehicles

Steve Monroe
Name/Signature

Director, Management Services
Title

2/1/2024
Date

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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.

RODZINA INDUSTRIES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/24/2017		1/24/2017	Foreign	Profit			

Organization Information	
Business Purpose	3399 - Manufacturing - Miscellaneous Manufacturing - Other Miscellaneous Manufacturing (jewelry, silverware, sporting & athletic goods, dolls, toys & games, office supplies (except paper), signs, gasket, packing & sealing, musical instruments, fasteners, buttons, needles & pins, brooms, brushes & mops, burial caskets)
Charter County	Capital Stock
Charter State	Control Number
MI	Excess Acres
At Will Term	Member Managed
At Will Term Years	Par Value

**Authorized
Shares**

**Young
Entrepreneur**

Not Specified

Addresses

Type

Address

Local Office Address

3518 FENTON RD
FLINT, MI, 48507

Mailing Address

3518 FENTON RD
FLINT, MI, 48507
USA

**Notice of Process
Address**

RODZINA INDUSTRIES, INC.
3518 FENTON RD
FLINT, MI, 48507

**Principal Office
Address**

3518 FENTON RD
FLINT, MI, 48507
USA

Type

Address

Officers

Type

Name/Address

President

ROBERT CROSS
5131 ROCKWOOD DR
GRAND BLANC, MI, 48439

Vice-President

RONALD CROSS
16006 DUFFIELD
BYRON, MI, 48418

Type

Name/Address

Annual Reports

Filed For

2024

2023

2022

2021

Date filed

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

Thursday, February 22, 2024 — 4:03 PM

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Keyword Search

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

Simple Search

Search Editor

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

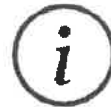
"Rodzina Industries, Inc." ×

Federal Organizations

▼ ⋮

Status ^

- Active
- Inactive



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>2/6/24</u> Solicitation No. <u>CMA DMV21*04</u>	Agency: Division of Motor Vehicles Procurement Officer Submitting Requisition: Kristy James Requisition No. CMA DMV2100000004 CO3 PF No.: 841501
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: _____



REFERENCE:

- 1. Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
- 2. Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
- 3. Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
- 4. Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
- 5. Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
- 6. Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
- 7. Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
- 8. Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
- 9. Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
- 10. Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**