



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: 04-15-2024

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CMA 0233 0233 PKG2200000001 4	<b>Procurement Folder:</b>	902607
<b>Document Name:</b>	Parking Meter App	<b>Reason for Modification:</b>	Change Order 3 to renew the original contract.
<b>Document Description:</b>	Parking Meter App West Virginia State Cap		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-11-10
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-11-09

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000038839	<b>Requestor Name:</b>	Karen LeAnne Neccuzi
PAYBYPHONE TECHNOLOGIES INC 600-1290 HOMER STREET		<b>Requestor Phone:</b>	304-414-9079
VANCOUVER BC V6B 2Y5 CA		<b>Requestor Email:</b>	leanne.k.neccuzi@wv.gov
<b>Vendor Contact Phone:</b>	740-416-0948	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<b>Extension:</b>			
<b>Discount Details:</b>			

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION REAL ESTATE DIVISION 601 57TH ST SUITE 3 CHARLESTON WV 25304 US	PH: 304-558-3062 DEPARTMENT OF ADMINISTRATION REAL ESTATE DIVISION 601 57TH ST SUITE 3 CHARLESTON WV 25304 US

4-20-24 66

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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MKP 04/25/2024  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tarah 4/26/24*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John L. Gray*  
 ELECTRONIC SIGNATURE ON FILE

4/30/2024

**ENCUMBRANCE CERTIFICATION**  
 DATE: *4/25/24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 03 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 November 10, 2023 through November 9, 2024.

Renewal Remaining: 1 year

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	46171701				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Mobile Parking App

**Extended Description:**

\$0.25 per transaction fee. See attachment.

On demand, electronic payment of parking meters at the WV State Capitol Complex, including reservations and parking permits



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
REAL ESTATE DIVISION

Mark D. Scott  
Cabinet Secretary

Arlic Hubbard III  
Executive Director

March 29, 2024

Ms. Teresa Trussell, CAAP  
PayByPhone Technologies, Inc.  
1290 Homer Street, 6th Floor  
Vancouver, BC V6B 2Y5 Canada

Re: CMA 0233 PKG2200000001 PayByPhone

Dear Ms. Trussell,

The Real Estate Division is offering to renew the subject contract under the same terms and conditions, pricing, and specifications as the previous contract and all subsequent change orders. The renewal dates are November 10, 2023 through November 9, 2024. If your company agrees to this renewal, please sign below and return to me, as soon as possible, with a current Certificate of Insurance.

Please let me know if you have any questions.

Sincerely,

Arlic Hubbard III  
Executive Director

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

*Nick Hamill*

Date: 2024-04-01

Nick Hamill, Chief Financial Officer



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
REAL ESTATE DIVISION

Mark D. Scott  
Cabinet Secretary

Arlic Hubbard III  
Executive Director

February 27, 2024 *uploaded/received 04/15/2024*

Ms. Melissa Petry  
Purchasing Division  
2019 Washington Street, East  
Charleston, West Virginia 25305

Re: Change Order Delay on CMA 0233 PKG23\*01

Dear Melissa,

There was a delay in the change order for PayByPhone, CMA 0233 PKG23\*01.

The vendor registration was delayed as PayByPhone was attempting to renew their vendor registration via US mail. The first time they attempted to renew was via check made payable to West Virginia Real Estate, which we could not accept. Then, they tried again, via US mail, and again I received the same check payable to West Virginia Real Estate.. They finally renewed online with Vendor Registration last Thursday. I have pages and pages of emails to assist them with their renewal.

Upon confirmation of the renewal of their vendor registration, LeAnne Necuzzi in Finance is preparing the change order for processing.

Please let me know if you have any questions or if I can assist further.

Sincerely,

Gail Delmaar  
Operations Manager

GD/pm

*Backtable  
app'd - [unclear]  
WJ  
TJ*

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>04/25/2024</u>  Solicitation No. _____  C/O + 3	Agency: WV Real Estate Division <hr/> Procurement Officer Submitting Requisition: LeAnne Neccuzzi <hr/> Requisition No. CMA PKG2200000001 C.O. 3 <hr/> PF No.: 902607
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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 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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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"/>

	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 type="checkbox"/>	<input type="checkbox"/>
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:**

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 type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>

MKP  
04/25/  
2024

\*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.

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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.*

#### PAYBYPHONE TECHNOLOGIES INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	10/22/2021		10/22/2021	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	5415 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Computer Systems Design and Related Services (design, programming, facilities mgmt)	<b>Capital Stock</b>
<b>Charter County</b>	Foreign Country	<b>Control Number</b>
<b>Charter State</b>	BC	<b>Excess Acres</b>
<b>At Will Term</b>		<b>Member Managed</b>
<b>At Will Term Years</b>		<b>Par Value</b>
<b>Authorized Shares</b>		<b>Young Entrepreneur</b> No



<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	1290 HOMER STREET UNIT 600 VANCOUVER, BC, V6B 2Y5
<b>Mailing Address</b>	1290 HOMER STREET UNIT 600 VANCOUVER, BC, V6B 2Y5 CAN
<b>Principal Office Address</b>	1290 HOMER STREET UNIT 600 VANCOUVER, BC, V6B 2Y5 CAN
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	JONATHAN COMBE 1290 HOMER STREET UNIT 600 VANCOUVER, BC, V6B 2Y5
<b>Director</b>	DANIEL UNGAR 1290 HOMER STREET UNIT 600 VANCOUVER, BC, V6B 2Y5
<b>President</b>	JONATHAN COMBE 1290 HOMER STREET UNIT 600 VANCOUVER, CA, V6B 2Y5
<b>Secretary</b>	OLGA BOCHKARYOVA 1290 HOMER STREET UNIT 600 VANCOUVER, BC, V6B 2Y5
<b>Treasurer</b>	NICK HAMILL 1290 HOMER STREET UNIT 600 VANCOUVER, BC, V6B 2Y5
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2023	



2022

**Date filed**

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

Thursday, April 18, 2024 — 2:44 PM

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