



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: 04-29-2024

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 0506 0506 HHR2200000001 4	Procurement Folder:	925347
Document Name:	ADVERTISING SERVICES	Reason for Modification:	Change Order 3 To update Service To date on Commodity Line 12
Document Description:	ADVERTISING SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-05-31

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000109305	Requestor Name:	Mark S Fox	
THE MANAHAN GROUP LLC 222 CAPITOL ST STE 400		Requestor Phone:	(304) 356-4088	
CHARLESTON WV 25301		Requestor Email:	mark.s.fox@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	999-999-9999			Extension:
Discount Details:				
	Discount Allowed Discount Percentage Discount Days			
#1	No 0.0000 0			
#2	No			
#3	No			
#4	No			

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

4-29-24 6C

Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara Hyl 4/29/24*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *5/1/24*
 ELECTRONIC SIGNATURE ON FILE

5/1/2024

Extended Description:

Change Order 3

Administrative Change Order to update Service To date on Commodity Line 12 to incorporate contract Service To date that was inadvertently not included in previous change order.

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82101800			HOUR	105.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Contract Administration/Consultation

Extended Description:

Contract Administration/Consultation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82101800			HOUR	105.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Account Services

Extended Description:

Account Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Video Production

Extended Description:

Video Production

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Radio, TV, Cable Platform

Extended Description:

Radio, TV, Cable Platform

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Outdoor Advertising

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82101800			HOUR	105.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Media Buys

Extended Description:
Media Buys

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Print Media

Extended Description:
Print Media

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82101800			HOUR	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Research, Survey, Analysis, Evaluation

Extended Description:
Research, Survey, Analysis, Evaluation

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82101800			HOUR	75.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Web Design

Extended Description:
Web Design

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	82101800			HOUR	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Data Acceptance and Transfer

Extended Description:
Data Acceptance and Transfer

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	82101800			HOUR	105.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Design & Copy

Extended Description:
Design & Copy

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	82101800				0.000000
	Service From	Service To		Service Contract Amount	
	2022-06-01	2025-05-31		0.00	

Commodity Line Description: Media Buying Add-On

Extended Description:

Percentage Add-On for Media Buying = 5%


Add on Multiplier: 1.05


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

"the manahan group llc" 

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

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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.

THE MANAHAN GROUP LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	9/4/2003		9/4/2003	Domestic	Profit		9/4/2103	

Organization Information			
Business Purpose	5418 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Advertising, Public Relations and Related Services (media, outdoor, direct mail, material distribution)		Capital Stock
Charter County	Kanawha	Control Number	59437
Charter State	WV	Excess Acres	
At Will Term	T	Member Managed	MGR
At Will Term Years	100	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301
Mailing Address	222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301 USA
Notice of Process Address	GEORGE MANAHAN 222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301
Principal Office Address	222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301 USA
Type	Address

Officers	
Type	Name/Address
Manager	GEORGE MANAHAN 222 CAPITOL STREET SUITE 400 CHARLESTON, WV, 25301
Member	GEORGE B. MANAHAN
Organizer	BRENT PAULEY SUITE 1710 900 LEE STREET EAST CHARLESTON, WV, 25311 USA
Organizer	GEORGE MANAHAN SUITE 1710 900 LEE STREET EAST CHARLESTON, WV, 25311 USA
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination
BRIDGEWORKS COMMUNICATIONS, LLC	TRADENAME	3/22/2005	

CHARLESTON MAGAZINE	TRADENAME	5/30/2006	
THE MANAHAN GROUP	TRADENAME	11/18/2010	
THE MANAHAN GROUP	TRADENAME	9/4/2003	6/14/2005
DBA Name	Description	Effective Date	Termination Date

Name Changes	
Date	Old Name
6/14/2005	MANAHAN & PAULEY LLC
Date	Old Name

Date	Amendment
5/14/2008	DISSOCIATION FILED REMOVING R. ROBERT SAMPLES
6/14/2005	NAME CHANGE: FROM MANAHAN & PAULEY LLC
Date	Amendment

Annual Reports
Filed For
2024
2023
2022
2021
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Date filed

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

Monday, April 29, 2024 — 9:11 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husband</u> Date: <u>4/29/24</u> Solicitation No. <u>CMA HHR22*01</u>	Agency: Office of Shared Administration Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CMA 0506 HHR22*1 PF No.: 925347
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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 (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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: Crystal Husted