



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: 05-04-2021

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 RECMGT21 2	Procurement Folder:	827334
Document Name:	RECMGT21 - Records Management & Storage Service	Reason for Modification:	
Document Description:	Original PF: 801826 Award of CRFQ 0212 SWC2100000008	Change Order No.01: Issued to cancel the contract in its entirety effective 05/15/2021 per the attached documents.	
Procurement Type:	Statewide MA (Open End)	NO OTHER CHANGES	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2021-05-15

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000036616	Requestor Name:	Donna L Lipscomb
HORIZON TECHNOLOGIES INC		Requestor Phone:	(304) 558-5472
417 BRIDGE ST		Requestor Email:	donna.m.lipscomb@wv.gov
DANVILLE	VA	<div>21</div> <div>FILE LOCATION _____</div>	
US	24541		
Vendor Contact Phone:	4348573200		
Extension:	302		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

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

Purchasing Division's File Copy

Total Order Amount:

Open End

ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE: *Tamara* 5/5/2021  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *John & Grace*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Robert M. Con II* 5/11/2021  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

STATEWIDE CONTRACT: RECORDS MANAGEMENT: CMA 0212 RECMGT21: CHANGE ORDER - CONTRACT CANCELLATION

Change Order No.01: Issued to cancel the contract in its entirety effective 05/15/2021 per the attached documents.

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	78131804			CF	0.000000
	Service From	Service To			

**Commodity Line Description:** Transferring Existing Records to New Storage Facility**Extended Description:**

5.2.1.1 Contract Item #1: Transferring Existing Records to New Storage Facility.

NO CHARGE ITEM

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	78131804			BX	0.000000
	Service From	Service To			

**Commodity Line Description:** Indexing Existing Records at time of Transfer**Extended Description:**

5.2.2.1 Contract Item #2: Indexing Existing Records at time of Transfer from existing Storage Facility.

NO CHARGE ITEM

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	78131804			CF	0.260000
	Service From	Service To			

**Commodity Line Description:** Records Storage Fee**Extended Description:**

5.2.3.1 Contract Item #3: Records Storage Fee.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	78131804			BX	1.750000
	Service From	Service To			

**Commodity Line Description:** Storage Boxes**Extended Description:**

5.2.4.1 Contract Item #4: Storage Boxes (Approximate Dimensions 15"L x 12"W x 10"H).

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	78131804			BX	8.500000
	Service From	Service To			

**Commodity Line Description:** New Records Pick Up

**Extended Description:**

5.2.5.1 Contract Item #5: New Records Pick Up (within 5 business days of request).

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	78131804			BX	0.270000
	Service From	Service To			

**Commodity Line Description:** Indexing/Induction of New Records

**Extended Description:**

5.2.6.1 Contract Item #6: Indexing/Induction of New Records.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	78131804			BX	8.500000
	Service From	Service To			

**Commodity Line Description:** Retrieval/Delivery of Stored Paper Records

**Extended Description:**

5.2.7.1 Contract Item #7: Retrieval/Delivery of Stored Paper Records (within Five (5) Business Day of Written Request).

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	78131804			BX	11.000000
	Service From	Service To			

**Commodity Line Description:** Emergency Retrieval/Delivery of Stored of Paper Records

**Extended Description:**

5.2.8.1 Contract Item #8: Emergency Retrieval/Delivery Stored of Paper Records (within Three (3) Calendar Days of Written Request).

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	78131804			BX	8.500000
	Service From	Service To			

**Commodity Line Description:** Pickup from Agency & Return to Storage of Paper Records

**Extended Description:**

5.2.9.1 Contract Item #9: Pickup from agency and Return to Storage of Paper Records (within Five (5) Business Days of Written Request).

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	78131804			EA	0.000000
	Service From	Service To			

**Commodity Line Description:** Secure Area at Vendor's Facility for Records Viewing

**Extended Description:**

5.2.10 Contract Item #10: Secure Area at Vendor's Facility for Records Viewing.

NO CHARGE ITEM

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	78131804			BX	5.000000
	Service From	Service To			

**Commodity Line Description:** Retrieval Fee for Viewing in Secure Area

**Extended Description:**

5.2.11.1 Contract Item #11: Retrieval Fee for Viewing in Secure Area.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	78131804			BX	5.000000
	Service From	Service To			

**Commodity Line Description:** Return Fee for Viewing in Secure Area

**Extended Description:**

5.2.11.2 Contract Item #12: Return Fee for Viewing in Secure Area.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	78131804			BX	4.500000
	Service From	Service To			

**Commodity Line Description:** Destruction of Paper Records

**Extended Description:**

5.2.12.5 Contract Item #13: Destruction of Paper Records.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	78131804			BX	20.000000
	Service From	Service To			

**Commodity Line Description:** Destruction of Microfilm

**Extended Description:**

5.2.13.5 Contract Item #14: Destruction of Microfilm.



ALLAN L. MCVEY  
CABINET SECRETARY

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

W. MICHAEL SHEETS  
DIRECTOR

April 14, 2021

David R. Zook  
President  
Horizontech  
417 Bridge Street  
Danville, VA 24541

**Re: Statewide Contract for Records Management  
CRFQ SWC2100000008**

Mr. Zook,

I have reviewed your letter to Director Sheets dated April 9, 2021 and your email to Ms. Lipscomb dated April 14, 2021. In both cases, you make it clear that Horizontech's performance under the above referenced contract is conditioned upon an acceptable conversion schedule to be negotiated by the State. In the email, you then impose a deadline on the successful negotiation of an acceptable transition schedule of April 30. After that time, your correspondence states that you cannot guarantee Horizontech's ability to perform.

The State cannot guarantee that it can successfully negotiate an acceptable transfer schedule by April 30, 2021. Accordingly, please accept this letter as notice that the State is exercising its right to cancel the contract with your firm with 30 days notice. Please refrain from performing any further work or taking any further action under the above referenced contract. You will receive a cancellation document in the coming days.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank Whittaker", written over a horizontal line.

Frank Whittaker, CPPB  
Assistant Director  
West Virginia Purchasing Division

cc: Donna Lipscomb, Records Management Program Administrator

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**West Virginia Secretary of State — Online Data Services**

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**Business Organization Detail**

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**HORIZON TECHNOLOGIES, INC.**

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	2/23/2021		2/23/2021	Foreign	Profit				

Organization Information		
<b>Business Purpose</b>	5415 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Computer Systems Design and Related Services (design, programming, facilities mgmt)	<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>
<b>Charter State</b>	KY	<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



**Addresses**

Type	Address
<b>Local Office Address</b>	417 BRIDGE STREET DANVILLE, VA, 24541
<b>Mailing Address</b>	P O BOX 417 DANVILLE, VA, 24543 USA
<b>Principal Office Address</b>	417 BRIDGE STREET DANVILLE, VA, 24541 USA
Type	Address

**Officers**

Type	Name/Address
<b>President</b>	DAVID ZOOK P O BOX 417 DANVILLE, VA, 24543
<b>Treasurer</b>	CYNTHIA ZOOK P O BOX 417 DANVILLE, VA, 24543
Type	Name/Address

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

Tuesday, May 4, 2021 — 1:20 PM

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