



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: 08-10-2021

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 0926 1952 PSC2000000001 4	Procurement Folder:	589040
Document Name:	Court Reporting Services	Reason for Modification:	Change order no 03 - contract renewal. Effective 8/21/2021 through 8/20/2022.
Document Description:	Court Reporting Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2019-08-21
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-08-20

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000161400 SARGENTS COURT REPORTING SERVICE INC 210 MAIN ST  JOHNSTOWN PA 159011509 US Vendor Contact Phone: 814-536-8908 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Malena L Harding Requestor Phone: (304) 340-0333 Requestor Email: mharding@psc.state.wv.us  <b>22</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST  CHARLESTON WV 25301  US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999  US

Purchasing Division's File Copy

Total Order Amount:

Open End

ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE: *Linda Harper*  
8-12-2021  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *[Signature]*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE:  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

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: August 21, 2021 through August 20, 2022.

Renewal Years/Months Remaining: 1

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82111603			LS	0.000000
	Service From	Service To			
Commodity Ln Discontinued					

**Commodity Line Description:** Please use Commodity Line No. 02 for Ordering.

**Extended Description:**

Line Discontinued.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82111603			LS	0.000000
Service From		Service To			

**Commodity Line Description:** Court Reporting

**Extended Description:**

Vendor's Pricing Page (Exhibit A) from bid submission as attached.

# Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812  
Charleston, West Virginia 25323



Phone: (304) 340-0300  
Fax: (304) 340-0325

August 10, 2021

West Virginia Purchasing Division  
Jessica S. Chambers  
2019 Washington Street, E.,  
P.O. Box 50130  
Charleston, WV 25305

Re: Contract Renewal CMA 0926 PSC2000000001

Ms. Chambers:

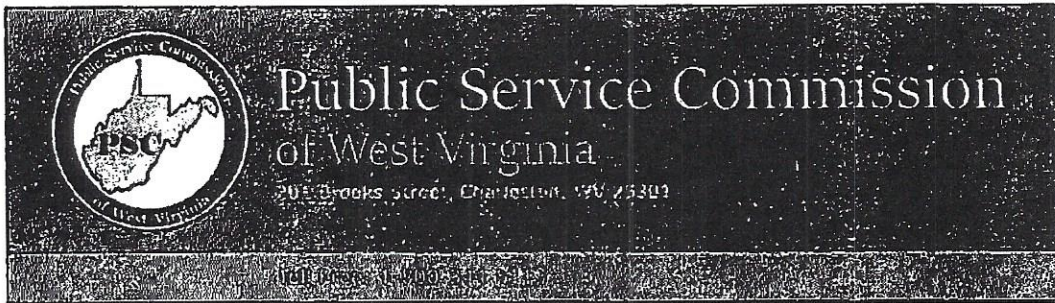
The Public Service Commission requests renewal of our court reporting contract with Sargent's Court Reporting Service, Inc.

Sargent's Court Reporting Service, Inc. has agreed to renew this contract under the same terms and conditions set forth in the original contract, including any subsequent change orders. The renewal period will be valid from August 21, 2021 through August 20, 2022 with one renewal period remaining.

Sincerely,

A handwritten signature in black ink that reads "Malena Harding".

Malena Harding  
Senior Procurement Specialist – Agency Procurement Officer  
Public Service Commission  
304-340-0333



July 12, 2021

Public Service Commission  
Malena Harding  
201 Brooks St.  
Charleston, WV 25301

Re: Contract Renewal CMA 0926 PSC20\*1

Sargent's Court Reporting Service, Inc. agrees to renew this contract under the same terms and conditions as set forth in the original contract, including any subsequent change orders. The renewal period will be valid from August 21, 2021 through August 20, 2022. One renewal period will remain.

Sincerely,

Sara A. Sargent, President

Print name and title

Sara A. Sargent

Signature

Agency Procurement Officer

Malena Harding 8/10/21



## COURT REPORTING

---

### Exhibit A Pricing Page

	Quantity	Unit Price
Half Day Appearance Fee (up to 4 hours)	1	\$ <u>95.00</u>
Whole Day Appearance Fee (over 4 hours)	1	\$ <u>125.00</u>
Transcript in 7 days	25 pages	\$ <u>8.60</u>
Transcript in 3 - 6 days	25 pages	\$ <u>9.22</u>
Transcript in 48 hours	25 pages	\$ <u>9.84</u>
Transcript in 24 hours	25 pages	\$ <u>10.46</u>

**Note:** All transcripts must include 1 extra copy and 1 formatted CD, including the Transcript(s) and the Exhibits. Vendors should factor these costs into their Unit price, which will be the final per page price. For bid purposes, the transcript unit price will be multiplied by the quantity of pages listed to get the extended price. Appearance fees are a flat rate.

STATE OF WEST VIRGINIA  
Purchasing Division

## PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Sargent's Court Reporting Service, Inc.

Authorized Signature: *Shirley Sargent* Date: 8/3/2021

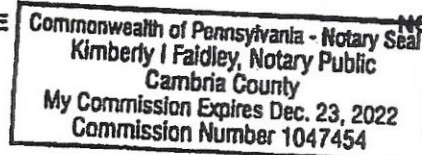
State of PA

County of Cambria, to-wit:

Taken, subscribed, and sworn to before me this 3rd day of August, 2021.

My Commission expires Dec 23, 2021.

AFFIX SEAL HERE



NOTARY PUBLIC

*Kimberly I. Faidley*  
Purchasing Affidavit (Revised 01/19/2016)

## 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.*

### SARGENT'S COURT REPORTING SERVICES, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	7/13/2006		7/13/2006	Foreign	Profit				

Organization Information									
<b>Business Purpose</b>		5614 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Business Support Services (document prep, call centers, telemarketing, collection agencies, credit, repossession, court reporting, stenotype)				<b>Capital Stock</b>			
<b>Charter County</b>		<b>Control Number</b>				86712			
<b>Charter State</b>		PA				<b>Excess Acres</b>			
<b>At Will Term</b>		<b>Member Managed</b>							
<b>At Will Term Years</b>		<b>Par Value</b>							



2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
<b>Date filed</b>

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

Thursday, August 12, 2021 — 12:57 PM

© 2021 State of West Virginia