



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: 10-26-2021

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 0511 2754 CSE2000000006 3	Procurement Folder:	656575 <i>B</i>
Document Name:	Change Order 2	Reason for Modification:	
Document Description:	Process Service for child support and/or spousal support	Change Order 2 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2019-11-16
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-11-15

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000017233	Requestor Name:	Kimberly S Jobe
PENNINGTON & ASSOCIATES LTD		Requestor Phone:	3049570236
329 TWP RD 136 N		Requestor Email:	kimberly.s.jobe@wv.gov
IRONTON	OH 45638		
US			
Vendor Contact Phone:	7403778992		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

# 22

FILE LOCATION

INVOICE TO	SHIP TO
FISCAL UNIT MANAGER 304-356-4715	STATE OF WEST VIRGINIA
HEALTH AND HUMAN RESOURCES	VARIOUS LOCATIONS AS INDICATED BY ORDER
CHILD SUPPORT ENFORCEMENT	
350 CAPITOL ST, RM 147	
CHARLESTON WV 25301-3703	No City WV 99999
US	US

Purchasing Division's File Copy

Total Order Amount:

Open End

# ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE: *Tanya*  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *John S. Gray*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Beverly Toler*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:****CHANGE ORDER:**

Change Order No.2 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: 11/16/2021 through 11/15/2022.

Renewal Remaining: (1)

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

**NO OTHER CHANGES**

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80121904			EA	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Process Service for Region 1

**Extended Description:**

Vendor did not bid on Region 1.

See attached Usage Schedule prior to issuing a delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80121904			EA	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Process Service for Region 2

**Extended Description:**

Vendor did not bid on Region 2

See attached Usage Schedule prior to issuing a delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80121904			EA	25.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Process Service for Region 3

**Extended Description:**

Process Service for Region 3

Cabell County, Putnam County, Wayne County.

This vendor has first priority for Region 3. See attached Usage Schedule prior to issuing a delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80121904			EA	45.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Process Service for Region 4

**Extended Description:**

Process Service for Region 4

Kanawha County

This vendor has First priority for Region 4. See attached Usage Schedule prior to issuing a delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80121904			EA	0.000000
	Service From	Service To			

**Commodity Line Description:** Process Service for Region 5

**Extended Description:**

Vendor did not bid on Region 5.

See attached Usage Schedule prior to issuing a delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80121904			EA	0.000000
	Service From	Service To			

**Commodity Line Description:** Process Service for Region 6

**Extended Description:**

Vendor did not bid on Region 6.

See attached Usage Schedule prior to issuing a delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80121904			EA	0.000000
	Service From	Service To			

**Commodity Line Description:** Process Service for Region 7

**Extended Description:**

Vendor did not bid on Region 7.

See attached Usage Schedule prior to issuing a delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80121904			EA	0.000000
	Service From	Service To			

**Commodity Line Description:** Process Service for Region 8

**Extended Description:**

Vendor did not bid on Region 8.

See attached Usage Schedule prior to issuing a delivery order.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80121904			EA	0.000000
	Service From	Service To			

**Commodity Line Description:** Process Service for Region 9

**Extended Description:**

Vendor did not bid on Region 9.

See attached Usage Schedule prior to issuing a delivery order.





PENNINGTON & ASSOCIATES LTD.  
— A PRIVATE INVESTIGATION AND ANALYSIS FIRM —

Jeremy Pennington, M.A.  
Senior Investigator  
T 740.377.8992  
F 740.879.0294  
P.O. Box 860  
Irononton, Ohio 45638

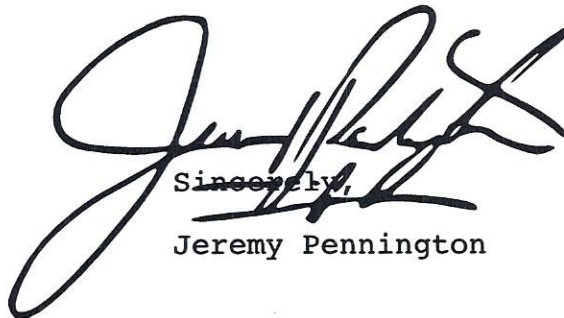
October 20, 2021

Virginia Hill

Accountant / Auditor 3

Subject: **Renew of CMA CSE20\*6**

I am requesting to renew CMA CSE20\*6 under the same terms and pricing as the original contract for the period of November 16, 2021 through November 15, 2022.

  
Sincerely,  
Jeremy Pennington

*Kimberly S. Jobe*  
OK to Renew



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES

Bureau for Child Support Enforcement  
350 Capitol Street, Room 147  
Charleston, WV 25301  
T-304-558-0909 F-304-558-2445

Bill J. Crouch  
Cabinet Secretary

Garrett M. Jacobs  
Commissioner

Date: October 20, 2021

To: Purchasing

From: Virginia Hill

A handwritten signature in cursive script, appearing to read "Virginia Hill", written over the printed name.

Reference: CMA CSE20\*6

The West Virginia Bureau for Child Support Enforcement is respectfully requesting permission to renew the current contract CMA CSE20\*6 with Pennington & Associates Ltd for the period of November 16, 2021 through November 15, 2022 under same terms, pricing, and conditions as the original contract. This solicitation is an open-end contract to provide serving child support and/or spousal support papers for various county offices in the State of WV. The Bureau would like to continue the services with Pennington & Associates Ltd as their performance has been excellent. There is one renewal remaining.

Thank you.

*Kimberly S. Jobe*  
OK to Renew

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: Pennington Associates Ltd.

Authorized Signature: \_\_\_\_\_

Date: 10/8/2021

State of West Virginia

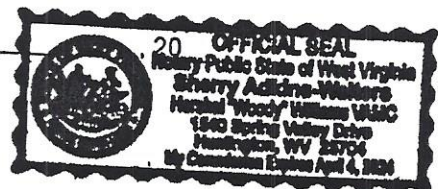
County of Wayne, to-wit:

Taken, subscribed, and sworn to before me this 8<sup>th</sup> day of October

My Commission expires April 4, 2024

AFFIX SEAL HERE

NOTARY PUBLIC





## 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.*

#### PENNINGTON & ASSOCIATES LTD.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	2/22/2013		2/22/2013	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5411 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Legal Services (lawyers, notaries, title abstract & settlement)		
<b>Charter County</b>	<b>Control Number</b>		99Z6N
<b>Charter State</b>	OH	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>	<b>Par Value</b>		
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>		Not Specified

**Addresses**

Type	Address
<b>Mailing Address</b>	P.O. BOX 860 IRONTON, OH, 45638 USA
<b>Notice of Process Address</b>	JEREMY PENNINGTON P.O. BOX 860 IRONTON, OH, 45638
<b>Principal Office Address</b>	329 TWP. 136 N. IRONTON, OH, 45638 USA
Type	Address

**Officers**

Type	Name/Address
<b>Member</b>	JEREMY PENNINGTON 329 TWP. 123 N IRONTON, OH, 45638
Type	Name/Address

**Annual Reports**

Filed For
2020
2019
2018
2017
2016
2015
2014
Date filed

[File Your Current Year Annual Report Online Here](#)

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

Wednesday, October 20, 2021 — 11:37 AM

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