



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: 12-13-2021

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 0618 0618 BVH2000000002 3	<b>Procurement Folder:</b>	616302
<b>Document Name:</b>	Change Order No.2	<b>Reason for Modification:</b>	Change Order No. 2 To renew contract
<b>Document Description:</b>	Temporary Registered Nurse		
<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>	2019-12-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2022-12-14

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000206538			<b>Requestor Name:</b>	John R M Sheets
SAUNDERS STAFFING INC PO BOX 211				<b>Requestor Phone:</b>	(304) 736-1027
BLUEFIELD WV 24701				<b>Requestor Email:</b>	morgan.j.sheets@wv.gov
US				<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION _____</div>	
<b>Vendor Contact Phone:</b>	304-325-3369	<b>Extension:</b>	1007		
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No		0		
#3	No		0		
#4	No		0		

INVOICE TO	SHIP TO
WEST VIRGINIA VETERANS HOME 512 WATER ST  BARBOURSVILLE WV 25504  US	WEST VIRGINIA VETERANS HOME 512 WATER ST  BARBOURSVILLE WV 25504  US

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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ENTERED

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara H. [Signature]* 12/14/21  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
*John D. Gray [Signature]*  
 DATE: *12/15/21*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
*Beverly Tolson [Signature]*  
 DATE: *12-15-21*  
 ELECTRONIC SIGNATURE ON FILE

12/15/2021

**Extended Description:**

CHANGE ORDER #2

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: 12/15/2021 THROUGH 12/14/2022

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	85101601			HOUR	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Temporary Registered Nurse - SEE ATTACHED PRICING SCHEDULE

**Extended Description:**

Temporary Registered Nurse - SEE ATTACHED PRICING SCHEDULE



SAUNDERS STAFFING  
INCORPORATED

[www.SaundersStaffing.net](http://www.SaundersStaffing.net)

November 30, 2021

RE: Renewal of CMA BVH 20\*02

Dear Mr. Sheets:

Saunders Staffing wishes to renew the contract to place Registered Nurses at the WV Veterans Home according to all terms, conditions, pricing, specifications and any authorized change orders for the effective dates of 12/15/2021-12/14/2022 with two renewals remaining.

Thank you for the opportunity to be of service to the WV Veterans Home.

Sincerely yours,

Connie Saunders

President



## **West Virginia Veterans Home**

512 Water Street  
Barboursville, WV 25504  
Phone: 304-736-1027  
FAX: 304-736-1093

Date: December 13, 2021

To: David Pauline, Senior Buyer, WV Purchasing Division

From: Morgan Sheets, Fiscal Supervisor, West Virginia Veteran's Home (WVH) MS

Re: Agency Justification for Change Order No. 2, CMA 0618 BVH 20\*02 (Renewal)

The West Virginia Veteran's Home is respectfully requesting approval of Change Order No. 2 to CMA 0618 BVH 20\*02 (Temporary RN) to renew the contract according to all terms, conditions, prices and specifications and all authorized change orders for the period of 12/15/2021-12/14/2022. This is the second of two (2) optional renewals leaving one (1) optional renewal remaining.

If you have any questions or need any additional information, please feel free to contact me at 304-736-1027 (office), 843-614-7548 (cell) or by email at [morgan.sheets@wv.com](mailto:morgan.sheets@wv.com).

Thanks for your time and consideration.

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: Saunders Staffing, Inc.

Authorized Signature: Connie Saunders Date: 12/2/21

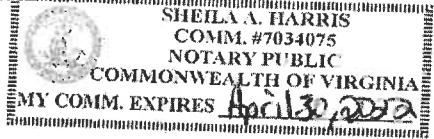
State of Virginia

County of Wayne, to-wit:

Taken, subscribed, and sworn to before me this 2 day of December, 2021

My Commission expires April 30, 2022

**AFFIX SEAL HERE**



**NOTARY PUBLIC**

Sheila A. Harris