



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: 12-07-2021

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 0702 7811 TAX2000000001 3	Procurement Folder:	650493
Document Name:	Change Order No.2	Reason for Modification:	Change Order No. 2 To renew the contract for an additional year.
Document Description:	Cigarette Tax Stamps		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-01-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-12-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000110486	Requestor Name:	Wanda Branham
MEYERCORD REVENUE INC 475 VILLAGE DR		Requestor Phone:	(304) 558-8700
CAROL STREAM IL 60188 US		Requestor Email:	wanda.l.branham@wv.gov
Vendor Contact Phone:	999-999-9999 Extension:		
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748  CHARLESTON WV 25339-1748 US	TAX ACCOUNT ADMINISTRATION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 3 CHARLESTON WV 25301-1725 US

12-9-21 Bar

Total Order Amount:	Open End
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Purchasing Division's File Copy

**ENTERED**

JA 12-7-2021  
 PURCHASING DIVISION AUTHORIZATION  
*Linda Harper*  
 DATE: 12-8-2021  
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION  
*[Signature]*  
 DATE: 12/13/2021  
 ELECTRONIC SIGNATURE ON FILE

12/13/2021

**Extended Description:**

Open End Contract

Cigarette Tax Stamps

Change order 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 1/1/2022 through 12/31/2022

Renewals Remaining: 1

All provisions of the original contract and subsequent change orders not modified herein shall remain the same.

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			PM	0.930000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Contract Item #1 - 3.1.3.3.1 Rolls of 30,000 for 20's.

**Extended Description:**

Contract Item #1 - 3.1.3.3.1 Rolls of 30,000 for 20's.

Per Vendor's submitted bid, Vendor provided a unit price per thousand stamps, manufactured and packed according to specifications.

Per specification 3.1.5 and its subsections:

30,000 Stamps per Roll

1 Roll per Box

25 Boxes per Carton

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82121500			PM	0.930000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Contract Item #2 - 3.1.3.3.2 Sheets of 7,200 for 20's.

**Extended Description:**

Cigarette Tax Stamps in sheets of 150 for 20's.

Per Vendor's submitted bid, Vendor provided a unit price per thousand stamps, manufactured and packed according to specifications.

Per specification 3.1.5 and its subsections:

150 Stamps per Sheet

10 Sheets per Pad

10 Pads per Box

10 Boxes per Carton

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82121500			PM	0.930000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Contract Item #3 - 3.1.3.3.3 Rolls of 7,200 for 25's.

**Extended Description:**

Cigarette Tax Stamps in rolls of 7,200 for 25's.

Per Vendor's submitted bid, Vendor provided a unit price per thousand stamps, manufactured and packed according to specifications.

Per specification 3.1.5 and its subsections:

7,200 Stamps per Roll

1 Roll per Box

50 Boxes per Carton



**Dave Hardy**  
Secretary of Revenue

**Matthew Irby**  
Tax Commissioner

**STATE TAX DEPARTMENT**

November 18, 2021

Meyercord Revenue, Inc.  
Attention: Alexander Spelman  
475 Village Dr.  
Carol Stream, IL 60188

RE: CMA TAX20\*1

Dear Mr. Spellman,

The West Virginia State Tax Department, Tax Account Administration Division, would like to renew their contract with you for an additional year. If agreed and approved, the dates of services for this renewal will be January 1, 2022 through December 31, 2022.

Please sign below in acceptance of the renewal of this contract for one year at the same prices, terms, and conditions as the original contract. Also attached is a copy of the Purchasing Affidavit which must be signed, notarized, and returned.

Upon acceptance, please return both documents to me via email to [Vickie.Marcum@gov.wv.gov](mailto:Vickie.Marcum@gov.wv.gov) or via U.S. Mail at: WV State Tax Department, Attn: Operations Division, PO Box 11748, Charleston, WV 25301-1748.

If you have any questions or concerns, please contact me at (304) 558-0761.

Sincerely,

*Vickie Marcum*

Vickie Marcum, Purchasing Manager  
Operations Division

Attachment (1)

Accepted by:

Company Name: Meyercord Revenue, Inc.

Signature: *[Handwritten Signature]*

Title: PRESIDENT

Date: 11/23/2021