



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: 01-05-2022

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 0506 2818 HHR2000000008 4	Procurement Folder:	680590
Document Name:	Change Order No. 2	Reason for Modification:	Change Order No. 2 Contract renewal. Effective date of renewal 02/10/2022 through 02/09/2023. Renewal Years Remaining: One (1). No other changes.
Document Description:	Accounting Technician II Temporary Staffing		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-02-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-02-09

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000206538	Requestor Name:	Tara L Buckner																				
SAUNDERS STAFFING INC PO BOX 211		Requestor Phone:	(304) 558-9138																				
BLUEFIELD WV 24701 US		Requestor Email:	tara.l.buckner@wv.gov																				
Vendor Contact Phone:	304-325-3369 Extension: 1007	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>																					
<b>Discount Details:</b>																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <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		
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#2	No																						
#3	No																						
#4	No																						

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES FINANCE ONE DAVIS SQUARE, STE 300 CHARLESTON WV 25301 US	BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES ADMINISTRATION AND FINANCE ONE DAVIS SQUARE, RM 300 CHARLESTON WV 25301 US

1-6-22 Bxx

Purchasing Division's File Copy

Total Order Amount:	Open End
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ENTERED

CH 1/5/22

<b>PURCHASING DIVISION AUTHORIZATION</b> <i>Lunde Harper</i>
DATE: 1-5-2022
ELECTRONIC SIGNATURE ON FILE

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
<i>John S. Gray</i>
DATE: 1/11/2022
ELECTRONIC SIGNATURE ON FILE

<b>ENCUMBRANCE CERTIFICATION</b> <i>Beverly Tolson</i>
DATE: 1-13-22
ELECTRONIC SIGNATURE ON FILE

1/11/2022

**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 02/10/2022 through 02/09/2023.

Renewal Years Remaining: One (1).

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111605			HOUR	21.290000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** Accounting Technician II

**Extended Description:**

Accounting Technician II



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Finance

Bill J. Crouch  
Cabinet Secretary

Tara L. Buckner  
Chief Financial Officer

December 1, 2021

Saunders Staffing, Inc.  
P.O. Box 211  
400 North Street  
Bluefield, WV 24701

Dear Vendor:

DHHR Finance would like to renew Contract Number CMA 0506 2818 HHR20\*08 for the period of February 10, 2022 through February 9, 2023 under the same pricing, terms and conditions as the original contract including any subsequent change orders or modifications. We will need an insurance certificate showing a minimum of \$1 million general liability insurance with the State listed as the certificate holder and an additional insured.

Please sign, date and print your name and title below in acceptance of the renewal. A Purchasing Affidavit is also attached. Please return the affidavit, notarized along with this letter to email [Elizabeth.A.Webb@wv.gov](mailto:Elizabeth.A.Webb@wv.gov):

Accepted:	<u>Connie Saunders</u>	<u>12/13/21</u>
	Signature	Date
	<u>Connie Saunders</u>	<u>12/13/21</u>
	Printed Name	Date

If you have any questions or need additional information, please contact Ms. Webb via email.

Sincerely,

*Tara L. Buckner*

Tara L. Buckner, Chief Financial Officer  
West Virginia Department of Health and Human Resources

*Agree,  
Kambrey S. Jobe*

Attachments



**STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES**

**Jim Justice  
Governor**

**Chief Financial Officer**  
One Davis Square, Suite 300  
Charleston, West Virginia 25301  
Telephone: (304) 558-9918 Fax: (304) 558-1003

**Bill J. Crouch  
Cabinet Secretary**

**MEMORANDUM**

**DATE:** January 4, 2022

**TO:** Robert Price, CPPO, CPPB, WVDHHR Buyer Supervisor  
WVDHHR – Office of Purchasing

**FROM:** Tara L. Buckner, Chief Financial Officer *TLB*  
WV Department of Health and Human Resources

**SUBJECT:** Renewal of Contract for Accounting Technician II Staff

We are requesting that Contract Number CMA 0506 2818 HHR20\*08 be renewed because the need still exists for additional staff in order to maintain timely processing.

Attached is the result of the letter going to the Saunders Staffing, Inc. for renewal. If you have any questions, please do not hesitate to contact me at (304) 558-9138.

TB/eaw

Attachment

*Agree  
Kubaly 5/20/22*

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(l), 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: Baunders Shipping, Inc

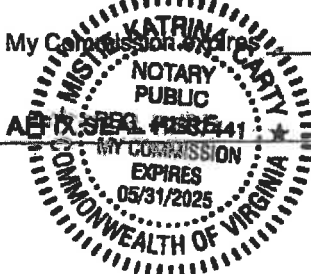
Authorized Signature: Conner Baunders Date: 12/19/21

State of Virginia

County of Tazewell, to-wit:

Taken, subscribed, and sworn to before me this 13 day of December, 2021.

My Commission Expires May 31, 2025.



NOTARY PUBLIC Katrice Cartey