



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Contract

Order Date: 06-03-2022

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:	CCT 0100 1855 GOV2000000001 2	Procurement Folder:	690023
Document Name:	CO #1 - Sole Source Procurement for Editing Services	Reason for Modification:	
Document Description:	Sole Source Procurement for Editing Services	Change Order No 1 is issued to extend time on contract.	
Procurement Type:	Central Sole Source		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-04-13
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-12-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000018421	Requestor Name:	Mary M Lipford
KELLY STADELMAN PO BOX 208		Requestor Phone:	(304) 558-3150
THOMAS WV 26292-0208 US		Requestor Email:	mary.m.lipford@wv.gov
Vendor Contact Phone:	304-543-4215 Extension:	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>	
Discount Details:			
	Discount Allowed Discount Percentage Discount Days		
#1	No 0.0000 0		
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
FISCAL MANAGER OFFICE OF THE GOVERNOR 1900 KANAWHA BLVD E	RESOURCE ADMINISTRATOR OFFICE OF THE GOVERNOR 1900 KANAWHA BLVD E
CHARLESTON WV 25305-0370 US	CHARLESTON WV 25305 US

Total Order Amount: \$40,000.00

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION <i>Linda Harper</i> DATE: 6-7-2022 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: 6/10/2022 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> 6/13/2022 DATE: 6/13/2022 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 01 is issued to extend the original contract to December 31, 2022, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided for time only and to complete the project only.

Effective date of change: June 03, 2022.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	82111801	0.00000		0.000000	\$40,000.00
Service From	Service To	Manufacturer	Model No		
2020-04-13	2022-12-31				

Commodity Line Description: Editing services

Extended Description:



Jim Justice
Governor of West Virginia

April 27, 2022

Kelly Stadelman
PO Box 208
Thomas, WV 26292

Dear Kelly,

Please be advised that the Governor's Office would like to extend contract CCT GOV2000000001 through December 31, 2022. This letter serves as an agreement to extend CCT GOV2000000001 in the amount of \$40,000.00. The following payments will apply:

- Original writing and editing phase in the amount of \$20,000.00
- Final invoice for completion of the publication phase in the amount of \$20,000.00

If you agree with these terms and conditions, please sign below. Thank you for your attention to this matter. If you have any questions, please call Mary Lipford at 304-352-0715.



Kelly Stadelman



Mary Lipford
Financial Manager

M. Lipford
APPROVED
6/2/22

State Capitol | 1900 Kanawha Blvd., East, Charleston, WV 25305 | (304) 558-2000