



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: 06-10-2022

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 0212 0212 TEMP21C 3	<b>Procurement Folder:</b>	749858
<b>Document Name:</b>	STATEWIDE CONTRACT: TEMP21C	<b>Reason for Modification:</b>	CO#02: Issued to renew the original contract and publish the award level synopsis (Rev. 7/15/2022) per the attached documents.
<b>Document Description:</b>	TEMPORARY STAFFING SERVICES (Original PF: 738312)		
<b>Procurement Type:</b>	Statewide MA (Open End)		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2020-07-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-07-14

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000206538			<b>Requestor Name:</b>	Mark A Atkins
SAUNDERS STAFFING INC PO BOX 211				<b>Requestor Phone:</b>	(304) 558-2307
BLUEFIELD WV 24701				<b>Requestor Email:</b>	mark.a.atkins@wv.gov
US				<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; 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				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

6-15-22 BAF

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

Purchasing Division's File Copy

ENTERED

JLM 6/14/2022

**PURCHASING DIVISION AUTHORIZATION**  
**DATE:** *Mark A. Atkins* 6/14/2022  
**ELECTRONIC SIGNATURE ON FILE**

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

**ENCUMBRANCE CERTIFICATION**  
*Beverly Tolson*  
**DATE:** 6-21-22  
**ELECTRONIC SIGNATURE ON FILE**

6/16/2022

**Extended Description:**

Change Order #2 is issued for the following:

1. To renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.
2. To publish the updated award level synopsis pricing pages (Revised 7/15/2022).

Effective date of renewal: 07/15/2022 through 07/14/2023.

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111600			hour	0.000000
	<b>Service From</b>	<b>Service To</b>			

**Commodity Line Description:** TEMPORARY EMPLOYEE STAFFING SERVICES

**Extended Description:**

See attached Synopsis Award Spreadsheets for Contract Pricing.



MARK D. SCOTT  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS  
DIRECTOR

June 03 2022

Connie Saunders, President  
Saunders Staffing, Inc.  
POB 4211 / 400 North Street  
Bluefield, WV 24701

Subject: WV Statewide Contract No.: CMA 0212 TEMP21C Temporary Staffing Services

Dear Ms. Saunders:

The State of West Virginia is offering to renew subject contract under the original terms, conditions, pricing, and authorized change orders. The renewal dates are July 15, 2022 through July 14, 2023. Please mark your renewal position on the corresponding statement and complete the signature information below. Then return this letter to my attention as soon as possible. You may return via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

We do not agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

<u>Connie Saunders</u>	<u>Connie Saunders</u>	<u>President</u>	<u>6/8/22</u>
<i>Print Name</i>	<i>Signature</i>	<i>Title</i>	<i>Date</i>

Please call if you have any questions.

Very truly yours,

*Mark A. Atkins, CPFB*

**Buyer Supervisor, Statewide Contracts**  
West Virginia Department of Administration  
Purchasing Division  
2019 Washington Street, East  
POB 50130  
Charleston, WV 25305-0130  
Phone: 304.558.2307  
Email: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)

REGION 1:

SYNOPSIS AWARD LEVELS 1-3

TEMP21  
Temporary Staffing Services

Hancock	Brooke	Ohio	Marshall	Wetzel	Monongalia	Marion	Harrison	Dodridge	Gilmer	Pleasants	Calhoun	Wirt	Wood	Tyler	Ritchie
		<b>AWARD LEVEL 1</b>		<b>AWARD LEVEL 2</b>		<b>AWARD LEVEL 3</b>									
<b>CLASSIFICATION</b>		<b>VENDOR</b>	<b>RATE \$</b>	<b>VENDOR</b>	<b>RATE \$</b>	<b>VENDOR</b>	<b>RATE \$</b>								
Accounting Technician 2		WVARE	\$ 15.84	Athena Consulting	\$ 12.30	Express Staffing	\$ 13.73								
Administrative Services Assistant 1		WVARE	\$ 15.84	Athena Consulting	\$ 12.30	22nd Century	\$ 12.94								
Administrative Services Assistant 2		WVARE	\$ 15.84	Athena Consulting	\$ 13.15	Express Staffing	\$ 14.02								
Cook		WVARE	\$ 13.00	Athena Consulting	\$ 12.30	Saunders Staffing	\$ 12.67								
Custodian		WVARE	\$ 14.05	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30								
Data Entry Operator2		WVARE	\$ 16.86	Athena Consulting	\$ 12.60	Saunders Staffing	\$ 12.74								
Executive Secretary		WVARE	\$ 17.99	Saunders Staffing	\$ 13.11	Athena Consulting	\$ 14.60								
Groundskeeper		WVARE	\$ 13.36	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30								
Health Service Worker		WVARE	\$ 14.05	Saunders Staffing	\$ 12.77	Athena Consulting	\$ 14.00								
Laboratroy Assistant 3		Athena Consulting	\$ 12.30	22nd Century	\$ 12.65	Jay Kay	\$ 13.49								
Laborer		WVARE	\$ 14.05	Moten Tate	\$ 12.00	Athena Consulting	\$ 12.30								
Mail Runner		WVARE	\$ 13.36	22nd Century	\$ 12.58	Athena Consulting	\$ 12.30								
Office Assistant 2		WVARE	\$ 14.41	Athena Consulting	\$ 12.05	22nd Century	\$ 12.58								
Office Assistant 3		WVARE	\$ 15.81	Athena Consulting	\$ 12.40	Saunders Staffing	\$ 12.82								
Paralegal		Athena Consulting	\$ 14.30	Excelsior	\$ 15.70	Saunders Staffing	\$ 16.47								
Parking Attendant		WVARE	\$ 13.36	Athena Consulting	\$ 12.30	Saunders Staffing	\$ 12.53								
Word Processor		WVARE	\$ 14.05	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58								
----- Region 1 Awards: -----															
<b>CONTRACTS</b>				<b>COUNTIES AWARDED</b>				<b>KEY: RATE \$</b>		<b>HOURLY RATE</b>					
CMA 0212 0212 TEMP21A WVARE				ALL											
CMA 0212 0212 TEMP21B Athena Consulting LLC dba Melissa Pappas				ALL											
CMA 0212 0212 TEMP21C Saunders Staffing, Inc.				ALL											
CMA 0212 0212 TEMP21D 22nd Century Technologies, Inc.				ALL											
CMA 0212 0212 TEMP21E Moten Tate, Inc.				ALL											
CMA 0212 0212 TEMP21F Express Services, Inc.				ALL											
CMA 0212 0212 TEMP21G Excelsior Consulting Services, Inc.				ALL											
CMA 0212 0212 TEMP21H Jay Kay, Inc.				ALL											
CMA 0212 0212 TEMP21I Manpower of WV, Inc. dba Manpower				NONE											
<b>Effective Date: 07/15/2022</b>															

REGION 2:

SYNOPSIS AWARD LEVELS 1-3

TEMP21  
Temporary Staffing Services

Mason	Cabell	Wayne	Mingo	Logan	Boone	Lincoln	Kanawha	Putnam	Roane	Jackson						
		<b>AWARD LEVEL 1</b>		<b>AWARD LEVEL 2</b>		<b>AWARD LEVEL 3</b>										
<b>CLASSIFICATION</b>		<b>VENDOR</b>	<b>RATE \$</b>	<b>VENDOR</b>	<b>RATE \$</b>	<b>VENDOR</b>	<b>RATE \$</b>									
Accounting Technician 2		WVARE	\$ 15.81	Athena Consulting	\$ 12.30	Express	\$ 13.73									
Administrative Services Assistant 1		WVARE	\$ 15.81	Athena Consulting	\$ 12.30	22nd Century	\$ 12.94									
Administrative Services Assistant 2		WVARE	\$ 16.86	Athena Consulting	\$ 13.15	Express	\$ 14.02									
Cook		WVARE	\$ 13.00	Athena Consulting	\$ 12.30	Saunders Staffing	\$ 12.67									
Custodian		WVARE	\$ 14.05	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30									
Data Entry Operator2		WVARE	\$ 16.86	Athena Consulting	\$ 12.60	Saunders Staffing	\$ 12.74									
Executive Secretary		WVARE	\$ 17.99	Saunders Staffing	\$ 12.88	Athena Consulting	\$ 14.60									
Groundskeeper		WVARE	\$ 13.36	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30									
Health Service Worker		WVARE	\$ 14.05	Athena Consulting	\$ 14.00	Moten Tate	\$ 14.63									
Laboratory Assistant 3		Athena Consulting	\$ 12.30	22nd Century	\$ 12.65	Jay Kay	\$ 13.49									
Laborer		WVARE	\$ 14.05	Moten Tate	\$ 12.00	Athena Consulting	\$ 12.30									
Mail Runner		WVARE	\$ 13.36	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58									
Office Assistant 2		WVARE	\$ 14.41	Athena Consulting	\$ 12.05	22nd Century	\$ 12.58									
Office Assistant 3		WVARE	\$ 15.81	Athena Consulting	\$ 12.40	Saunders Staffing	\$ 12.82									
Paralegal		Athena Consulting	\$ 14.30	Excelsior	\$ 15.70	Manpower	\$ 17.43									
Parking Attendant		WVARE	\$ 13.36	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58									
Word Processor		WVARE	\$ 14.05	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58									
Region 2 Awards:																
<b>CONTRACTS</b>				<b>COUNTIES AWARDED</b>				<b>KEY: RATE \$</b>					<b>HOURLY RATE</b>			
CMA 0212 0212 TEMP21A WVARE				ALL												
CMA 0212 0212 TEMP21B Athena Consulting LLC dba Melissa Pappas				ALL												
CMA 0212 0212 TEMP21C Saunders Staffing, Inc.				ALL												
CMA 0212 0212 TEMP21D 22nd Century Technologies, Inc.				ALL												
CMA 0212 0212 TEMP21E Moten Tate, Inc.				ALL												
CMA 0212 0212 TEMP21F Express Services, Inc.				ALL												
CMA 0212 0212 TEMP21G Excelsior Consulting Services, Inc.				ALL												
CMA 0212 0212 TEMP21H Jay Kay, Inc.				ALL												
CMA 0212 0212 TEMP21I Manpower of WV, Inc. dba Manpower				ALL												
Effective Date: 07/15/2022																

REGION 3:

SYNOPSIS AWARD LEVELS 1-3

TEMP21  
Temporary Staffing Services

Lewis	Upshur	Randolph	Pendelton	Hardy	Grant	Hampshire	Mineral	Morgan	Berkeley	Jefferson	Tucker	Barbour	Taylor	Preston
		<b>AWARD LEVEL 1</b>		<b>AWARD LEVEL 2</b>		<b>AWARD LEVEL 3</b>								
<b>CLASSIFICATION</b>		<b>VENDOR</b>	<b>RATE \$</b>	<b>VENDOR</b>	<b>RATE \$</b>	<b>VENDOR</b>	<b>RATE \$</b>							
Accounting Technician 2		WVARE	\$ 15.84	Athena Consulting	\$ 12.30	Express	\$ 13.73							
Administrative Services Assistant 1		WVARE	\$ 15.84	Athena Consulting	\$ 12.30	22nd Century	\$ 12.94							
Administrative Services Assistant 2		WVARE	\$ 16.86	Athena Consulting	\$ 13.15	Express	\$ 14.02							
Cook		WVARE	\$ 13.00	Athena Consulting	\$ 12.30	Saunders Staffing	\$ 12.91							
Custodian		WVARE	\$ 14.05	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30							
Data Entry Operator2		WVARE	\$ 16.86	Athena Consulting	\$ 12.60	Saunders Staffing	\$ 12.74							
Executive Secretary		WVARE	\$ 17.99	Saunders Staffing	\$ 12.88	Athena Consulting	\$ 14.60							
Groundskeeper		WVARE	\$ 13.36	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30							
Health Service Worker		WVARE	\$ 14.05	Athena Consulting	\$ 14.00	Moten Tate	\$ 14.63							
Laboratory Assistant 3		Athena Consulting	\$ 12.30	22nd Century	\$ 12.65	Jay Kay	\$ 13.49							
Laborer		WVARE	\$ 14.05	Moten Tate	\$ 12.00	Athena Consulting	\$ 12.30							
Mail Runner		WVARE	\$ 12.36	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58							
Office Assistant 2		WVARE	\$ 14.41	Athena Consulting	\$ 12.05	22nd Century	\$ 12.58							
Office Assistant 3		WVARE	\$ 15.81	Athena Consulting	\$ 12.40	Saunders Staffing	\$ 12.88							
Paralegal		Athena Consulting	\$ 14.30	Excelsior	\$ 15.70	Manpower	\$ 17.43							
Parking Attendant		WVARE	\$ 13.36	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58							
Word Processor		WVARE	\$ 14.05	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58							
----- Region 3 Awards: -----														
<b>CONTRACTS</b>				<b>COUNTIES AWARDED</b>										
CMA 0212 0212 TEMP21A WVARE				ALL										
CMA 0212 0212 TEMP21B Athena Consulting LLC dba Melissa Pappas				ALL										
CMA 0212 0212 TEMP21C Saunders Staffing, Inc.				ALL										
CMA 0212 0212 TEMP21D 22nd Century Technologies, Inc.				ALL										
CMA 0212 0212 TEMP21E Moten Tate, Inc.				ALL										
CMA 0212 0212 TEMP21F Express Services, Inc.				ALL										
CMA 0212 0212 TEMP21G Excelsior Consulting Services, Inc.				ALL										
CMA 0212 0212 TEMP21H Jay Kay, Inc.				ALL										
CMA 0212 0212 TEMP21I Manpower of WV, Inc. dba Manpower				ONLY		Lewis, Upshur, Randolph, Pendelton, Hardy, Grant, Mineral, Tucker, Barbour								
Effective Date: 07/15/2022														

REGION 4:

SYNOPSIS AWARD LEVELS 1-3

TEMP21  
Temporary Staffing Services

Braxton	Clay	Nicholas	Fayette	Raleigh	Wyoming	McDowell	Mercer	Summers	Greenbrier	Pocahontas	Webster	Monroe			
		<b>AWARD LEVEL 1</b>		<b>AWARD LEVEL 2</b>		<b>AWARD LEVEL 3</b>									
<b>Classification</b>		<b>VENDOR</b>	<b>RATE \$</b>	<b>VENDOR</b>	<b>RATE \$</b>	<b>VENDOR</b>	<b>RATE \$</b>								
Accounting Technician 2		WVAREF	\$ 15.84	Athena Consulting	\$ 12.30	Express	\$ 13.73								
Administrative Services Assistant 1		WVAREF	\$ 15.84	Athena Consulting	\$ 12.30	22nd Century	\$ 12.94								
Administrative Services Assistant 2		WVAREF	\$ 16.84	Athena Consulting	\$ 13.15	Express	\$ 14.02								
Cook		WVAREF	\$ 13.00	Athena Consulting	\$ 12.30	Saunders Staffing	\$ 12.83								
Custodian		WVAREF	\$ 14.05	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30								
Data Entry Operator2		WVAREF	\$ 16.86	Athena Consulting	\$ 12.60	Saunders Staffing	\$ 12.80								
Executive Secretary		WVAREF	\$ 17.09	Saunders Staffing	\$ 13.11	Athena Consulting	\$ 14.60								
Groundskeeper		WVAREF	\$ 13.36	Moten Tate	\$ 12.12	Athena Consulting	\$ 12.30								
Health Service Worker		WVAREF	\$ 14.05	Athena Consulting	\$ 14.00	Moten Tate	\$ 14.63								
Laboratory Assistant 3		Athena Consulting	\$ 12.30	22nd Century	\$ 12.65	Jay Kay	\$ 13.49								
Laborer		WVAREF	\$ 14.05	Moten Tate	\$ 12.00	Athena Consulting	\$ 12.30								
Mail Runner		WVAREF	\$ 13.86	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58								
Office Assistant 2		WVAREF	\$ 14.44	Athena Consulting	\$ 12.05	22nd Century	\$ 12.58								
Office Assistant 3		WVAREF	\$ 15.84	Athena Consulting	\$ 12.40	22nd Century	\$ 12.94								
Paralegal		Athena Consulting	\$ 14.30	Excelsior	\$ 15.70	Manpower	\$ 17.43								
Parking Attendant		WVAREF	\$ 13.36	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58								
Word Processor		WVAREF	\$ 14.05	Athena Consulting	\$ 12.30	22nd Century	\$ 12.58								
Region 4 Awards:															
<b>CONTRACTS</b>				<b>COUNTIES AWARDED</b>				<b>KEY:</b>	<b>RATE \$</b>	<b>HOURLY RATE</b>					
CMA 0212 0212 TEMP21A WWAREF				ALL											
CMA 0212 0212 TEMP21B Athena Consulting LLC dba Melissa Pappas				ALL											
CMA 0212 0212 TEMP21C Saunders Staffing, Inc.				ALL											
CMA 0212 0212 TEMP21D 22nd Century Technologies, Inc.				ALL											
CMA 0212 0212 TEMP21E Moten Tate, Inc.				ALL											
CMA 0212 0212 TEMP21F Express Services, Inc.				ALL											
CMA 0212 0212 TEMP21G Excelsior Consulting Services, Inc.				ALL											
CMA 0212 0212 TEMP21H Jay Kay, Inc.				ALL											
CMA 0212 0212 TEMP21I Manpower of WV, Inc. dba Manpower				ALL											
Effective Date: 07/15/2022															