



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

State of West Virginia
Contract

Order Date: 07-20-2022

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 0213 0213 PUR2100000001 3	Procurement Folder:	872078
Document Name:	Microfilm scanning and conversion system equipment	Reason for Modification:	Change Order 2 to renew Maintenance on equipment
Document Description:	Turn Key Microfilm scanning conversion system		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-09-30
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-09-29

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000193364 CROWLEY MICROGRAPHICS INC 5111 PEGASUS COURT STE M FREDERICK MD 21704 US Vendor Contact Phone: 999-999-9999 Extension:	Requestor Name: Guy L Nisbet Requestor Phone: (304) 558-2596 Requestor Email: guy.l.nisbet@wv.gov																				
Discount Details:	23 FILE LOCATION _____																				
<table border="1"><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>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
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#1		No	0.0000	0																	
#2		Not Entered																			
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
ADMINISTRATIVE SECRETARY DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US	ADMINISTRATIVE SECRETARY DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON ST E CHARLESTON WV 25305 US

Total Order Amount: \$21,220.00

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H. 8/3/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Melissa Pettrey</i> AUG 05 2022 ELECTRONIC SIGNATURE ON FILE
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8/5/2022

Extended Description:

Change Order (2)

Change Order issued to add second-year maintenance service.

* First-year maintenance was covered in equipment cost, there was no change in the contract price for Change Order # 1.

Effective dates of Year Two (2) Maintenance: 09/30/2022 thru 09/29/2023

Renewals Years Remaining: 1

Original Contract Price: 19,070.00

Change Order #1: 0.00

Change Order #2: 2,150.00

Total Contract Amount: 21,220.00

No other changes.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	45112000	1.00000	EA	19070.000000	\$19,070.00
Service From	Service To	Manufacturer	Model No		
2021-09-30	2022-09-29	THE CROWLEY COMPANY	8820		

Commodity Line Description: Microfilm System**Extended Description:**

Complete microfilm scanning conversion system.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112201	0.00000		0.000000	\$2,150.00
Service From	Service To	Manufacturer	Model No		
2022-09-30	2023-09-29				

Commodity Line Description: Year Two Maintenance**Extended Description:**



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

July 18th, 2022

Francis Wangenye
The Crowley Company
5111 Pegasus Court, STE.M
Frederick, MD. 21704

Subject: CCT 0213 PUR21 *1 Services Renewal Change Order 2

Dear Ms. Wangenye:

The State of West Virginia is offering to renew the subject contract under the original terms, conditions, pricing, and authorized change orders. The renewal dates are 09/30/2022 through 09/29/2023. Please mark your renewal position on the corresponding statement and complete the signature information below. Then return this letter my attention as soon as possible. You may return via [emailto:Guy.L.Nisbet@WV.Gov](mailto:Guy.L.Nisbet@WV.Gov).

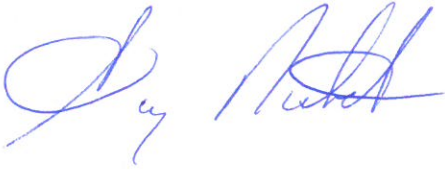
☒ *We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

☐ *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.*

Francis Wangenye	<i>francis wangenye</i>	Contract Administrator	07/19/2022
<i>Print Name</i>	<i>Signature</i>	<i>Title</i>	<i>Date</i>

Please call if you have any questions.

Regards,



Guy L. Nisbet



Assistant Director, Purchasing Division

West Virginia Department of Administration
State Capitol Complex, Bld.15
2019 Washington Street, East
Charleston, WV 25305

304.558.2596 (phone)
304.558.3970 (fax)



Phone No. 240-215-0224
Fax No. 240-215-0234

CROWLEY MICROGRAPHICS
dba The Crowley Company
5111 Pegasus Court, Suite M
Frederick, Md 21704

Fed Id No. 52-1172395

Invoice

Invoice Number
PMC220727
Invoice Date
Jul 19, 2022
Page: 1

Sold To:

WEST VIRGINIA DEPARTMENT OF ADMIN
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON, WV 25305
USA

Ship to:

WEST VIRGINIA DEPARTMENT OF
ADMINISTRAT
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON, WV 25305
USA

Customer ID		Customer PO		Payment Terms	
WEST VIRGINIA DEPT		SEE BELOW		Net 30 Days	
Sales Order Number		Shipping Method		Ship Date	Due Date
					9/29/22
Quantity	Item	Description	Unit Price	Extension	
1.00	CM-PMC	Subject: CCT 0213 PUR21 * 1 Services Renewal Change Order 2 ONE YEAR ON-SITE PREVENTATIVE MAINTENANCE CONTRACT - OPTION YEAR 1 - 8820 S/N: 8009157 - EFFECTIVE DATES: 9/30/22 - 9/29/23 PO# CRFQ 0213 PUR2100000001	2,150.00	2,150.00	

For information regarding your order:
Phone (240) 215-0224 Fax (240) 215-0234

Send Payment To:
The Crowley Company, 5111 Pegasus Ct. Suite M, Frederick, MD 21704

Subtotal	2,150.00
Sales Tax	
Freight	
Total Invoice Amount	2,150.00
Payment Received	
TOTAL	2,150.00

1. No returns may be made after ___ days.
2. Within ___ days goods may be returned with our permission.