



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: 08-26-2022

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 0433 4728 LIB2200000007 2	Procurement Folder:	1010501
Document Name:	Open-End Contract for Large Print Library Materials	Reason for Modification:	Change Order #1 - ADMINISTRATIVE CHANGE ORDER to add department code 0432 per the attached documents.
Document Description:	Change Order No. 01		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-05-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-04-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000219782	Requestor Name:	Heather S Campbell-Shock
INGRAM INDUSTRIES INC 4400 HARDING RD		Requestor Phone:	(304) 558-2041
NASHVILLE TN 37205		Requestor Email:	heather.s.campbell@wv.gov
US			
Vendor Contact Phone:	615-213-5000 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

23
 FILE LOCATION _____

INVOICE TO	SHIP TO
LIBRARY COMMISSION CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0620 US	LIBRARY COMMISSION CULTURE CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0620 US

Purchasing Division's File Copy

Total Order Amount:	Open End
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9/10/2022

8-30-2022

ENTERED

PURCHASING DIVISION AUTHORIZATION
John Dean
 DATE: 8-31-22
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
John S. Gray
 DATE: 9/2/2022
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Melvin Stahl
 DATE: SEP 02 2022
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order #1 - ADMINISTRATIVE CHANGE ORDER to add department code 0432 per the attached documents. All terms, conditions, prices and specifications contained in the original contract remain in full force and effect.

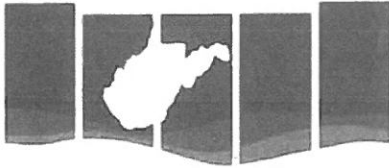
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	14111536			EA	0.000000
	Service From	Service To			

Commodity Line Description: Large Print Library Materials

Extended Description:

Reference Exhibit A Pricing Page for Discount Percentage (15%)



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

August 26, 2022

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

West Virginia Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

To Whom It May Concern:

As you know, the Library Commission has been merged into the Department of Arts Culture and History as a unit/department. This change was prompted by West Virginia Code §29-1-8c, House Bill 524. The change was under legislative action during regular session of 2022 and was not issued an executive order number. The new name of the Library Commission is the Library Section of the Department of Arts Culture and History ("Library Section"). In addition to the name change, the department code for the Library Commission has been changed from 0433 to 0432. Accordingly, we are requesting a unilateral change order to the contract identified as CMA LIB2200000007, to add the new department code and memorialize the agency name change. I understand that complexities in wvOASIS, e-rate, and others can be problematic should the State issue an entirely new contract number in wvOASIS, which would normally be the standard procedure for this type of change. As a result, the Library Department would request that we maintain the existing contract number. The Library Department is less concerned about the face of the change order reflecting the new name as long as the new department code is added and the name change is memorialized somewhere in the change order.

Sincerely,

Cara M. Suppa 8/26/22

Cara M. M. Suppa
Procurement Officer, WVDACH