



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: 08-08-2022

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 0439 0439 EBA2000000011 4	Procurement Folder:	717923
Document Name:	Central Master Agreement	Reason for Modification:	CHANGE ORDER #3 TO RENEW CONTRACT
Document Description:	Change Order 3		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-05-31

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000202390	Requestor Name:	Tammy L Treadway	
SUTTLE & STALNAKER PLLC THE VIRGINIA CTR STE 100		Requestor Phone:	(304) 254-7842	
CHARLESTON WV 25301		Requestor Email:	ttreadway@wvpublic.org	
US		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	304-343-4126			Extension:
Discount Details:				
	Discount Allowed	Discount Percentage	Discount Days	
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

INVOICE TO	SHIP TO
CHIEF FINANCIAL OFFICER EDUCATIONAL BROADCASTING 124 INDUSTRIAL PARK RD BEAVER WV 25813 US	SITE MANAGER EDUCATIONAL BROADCASTING WSWP-TV 124 INDUSTRIAL PARK RD BEAVER WV 25813 US

Total Order Amount:	Open End
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Purchasing Division's File Copy

ENTERED

TLW 8/8/22
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Cox 8/8/22*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *8/11/2022*
 ELECTRONIC SIGNATURE ON FILE

8/10/2022

Extended Description:

CHANGE ORDER NO. 3

TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITION, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

EFFECTIVE DATE OF RENEWAL: 6/1/22 THROUGH 5/31/23

RENEWALS REMAINING: 1

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84111601			EA	42000.000000
	Service From	Service To			

Commodity Line Description: YEAR 1 -AUDIT SERVICES

Extended Description:

AUDIT SERVICES YEAR 1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	84111601			EA	43500.000000
	Service From	Service To			

Commodity Line Description: YEAR 2-AUDIT SERVICES

Extended Description:

AUDIT SERVICES YEAR 2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	84111601			EA	45000.000000
	Service From	Service To			

Commodity Line Description: YEAR 3-AUDIT SERVICES

Extended Description:

AUDIT SERVICES YEAR 3



Toby L. Welch, Buyer
West Virginia Purchasing Division
2019 Washington Street East
Capitol Complex Building 15
Charleston, WV 25305
304-558-8802 ext 57522
Toby.L.Welch@wv.gov

August 4th, 2022

Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
Email: DMalcomb@WVPublic.Org

Re: Second renewal of CMA_0439_EBA2000000011, Audit Services.

Toby:

Our contract with Suttle & Stalnaker for auditing services expired on 5/31/2022. There are two renewals remaining but we failed to process the renewal in a timely fashion.

Our agency has gone through extreme upheavals this year which has affected the efficacy of our work. We got a new Executive Director and Director of Engineering (my direct supervisor) and we lost five of our technical staff. These changes required me to shift my focus from my Purchasing duties to my technical duties resulting in this oversight.

I appreciate you processing this late renewal for us. We are in the process of hiring more staff which, hopefully, will help prevent such oversights in the future.

Thank you for your time and consideration,

A handwritten signature in blue ink that reads 'C. Dale Malcomb'.

C. Dale Malcomb



Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Email: dmalcomb@wvpublic.org

August 4th, 2022

Kelly Shafer
CPA, Member
Suttle & Stalnaker, PLLC
1411 Virginia Street East, Suite 100
Charleston, WV 25301
Phone: (304) 343-4126
Email: KShafer@SuttleCPAs.Com

Subject: Second renewal of CMA_0439_EBA200000011, Audit Services.

Dear Ms. Shafer:

The State of West Virginia is offering to renew subject contract under the same terms, conditions and pricing. The renewal dates are June 1st, 2022, through May 31st, 2023. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible.

Please call if you have any questions.

Thank you,

C. Dale Malcomb

Attachment

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.

Kelly Shafer
Name

Kelly Shafer
Signature

Member
Title

8/4/2022
Date