



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: 03-09-2023

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 HOUSE22 2         | <b>Procurement Folder:</b>      | 1025985  |
| <b>Document Name:</b>        | Statewide Housekeeping Supplies | <b>Reason for Modification:</b> | Change Order #1 to renew the contract for 1 year per the attached documentation. |
| <b>Document Description:</b> | Statewide Housekeeping Supplies |                                 |  |
| <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>    | 2022-05-01   |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid       | <b>Effective End Date:</b>      | 2024-04-30   |

| VENDOR  |                         |                            | DEPARTMENT CONTACT   |                      |                      |
|---|-------------------------|----------------------------|--|----------------------|----------------------|
| <b>Vendor Customer Code:</b>                  | 000000206075            |                            | <b>Requestor Name:</b>   | Mark A Atkins        |                      |
| LIBERTY DISTRIBUTORS INC<br>6015 National Rod |                         |                            | <b>Requestor Phone:</b>  | (304) 558-2307       |                      |
| TRIADELPHIA WV 26059<br>US                    |                         |                            | <b>Requestor Email:</b>  | mark.a.atkins@wv.gov |                      |
| <b>Vendor Contact Phone:</b>                  | 304-547-0414            | <b>Extension:</b>          | <div style="font-size: 48pt; font-weight: bold;">23</div> <b>FILE LOCATION</b> _____ |                      |                      |
| <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<br>VARIOUS LOCATIONS AS INDICATED BY ORDER<br><br>No City WV 99999<br>US | STATE OF WEST VIRGINIA<br>VARIOUS LOCATIONS AS INDICATED BY ORDER<br><br>No City WV 99999<br>US |

3-10-23 BAF

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

Purchasing Division's File Copy

ENTER

JUL 3/9/23

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: 3/10/23  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: 3/13/2023  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 Beverly Toler  
 DATE: 3/13-2023  
 ELECTRONIC SIGNATURE ON FILE

3/13/2023

**Extended Description:**

HOUSE22 Statewide Contract

Change Order No. 1 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: May 1, 2023 through April 30, 2024

Renewal Years/Months Remaining: 2 Years

No other changes.

NOTE: Catalog pricing is at single discount percentage of 22%.

| Line | Commodity Code      | Manufacturer      | Model No | Unit                           | Unit Price |
|------|---------------------|-------------------|----------|--------------------------------|------------|
| 1    | 47130000            |                   |          | EA                             | 0.000000   |
|      | <b>Service From</b> | <b>Service To</b> |          | <b>Service Contract Amount</b> |            |
|      |                     |                   |          | 0.00                           |            |

**Commodity Line Description:** Housekeeping Supplies

**Extended Description:**

Catalog pricing is at single discount percentage of 22%.



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

MARK D. SCOTT  
CABINET SECRETARY

W. MICHAEL SHEETS  
DIRECTOR

March 9, 2023

Mr. Mark Peluchette, President  
Liberty Distributors, Inc.  
6015 National Road  
Triadelphia, WV 26059

Subject: Contract# CMA 0212 HOUSE22

Dear Mr. Peluchette:

The State of West Virginia is offering to renew subject contract under the same terms, conditions, and discount percentages. The renewal dates are May 01, 2023 through April 30, 2024. If your company agrees to this renewal, please sign below, and return to my attention as soon as possible. Emailing of documents is preferred.

*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.*

F. MARK Peluchette  
Print Name

Signature

PRESIDENT  
Title

3-9-23  
Date

Please call if you have any questions.

Sincerely,

*Jessica L. Hovanec*

Jessica L. Hovanec  
Senior Buyer, WV Purchasing Division  
[Jessica.L.Hovanec@wv.gov](mailto:Jessica.L.Hovanec@wv.gov)  
304-558-2314