



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: 02-08-2024

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 0212 0212 DIGCOP22 4	Procurement Folder:	967276
Document Name:	DIGCOP22	Reason for Modification:	Change Order #3 to renew the contract per the attached documentation.
Document Description:	Statewide Contract - DIGITAL COPIERS & ACCESSORIES		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-02-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-02-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000210166			Requestor Name:	Mark A Atkins
KOMAX LLC				Requestor Phone:	(304) 558-2307
500 D ST				Requestor Email:	mark.a.atkins@wv.gov
SOUTH CHARLESTON		WV	25303	<div style="font-size: 48pt; font-weight: bold;">24</div> FILE LOCATION _____	
US					
Vendor Contact Phone:	304-744-7440	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
VARIOUS AGENCY 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

2-12-24 GC

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

MA 02/08/2024

PURCHASING DIVISION AUTHORIZATION

DATE: *[Signature]* 2/9/24

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *[Signature]* 2/2/2024

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *[Signature]* 2-21-24

ELECTRONIC SIGNATURE ON FILE

Extended Description:

STATEWIDE CONTRACT: CMA 0212 DIGCOP22 DIGITAL COPIERS and ACCESSORIES

CHANGE ORDER No.03 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: 02/15/2024 through 02/14/2025.

Renewal Years Remaining: (1) year

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	44101501			LS	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Digital Copiers & Accessories (Purchased)

Extended Description:

PURCHASED: Digital Copiers & Accessories.

Note: See attached Exhibit_A Pricing Pages for Contract Pricing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	44101501			MO	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Digital Copiers & Accessories (Leased) (Use CL#4)

Extended Description:

CO#1 Use Commodity Line #4 effective 11/01/2022

LEASED: Digital Copiers & Accessories

Note: See attached Exhibit_A Pricing Pages for Contract Pricing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	44101501				0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Per Click Charge (Inc. Maintenance & Consumables)

Extended Description:

Per Click Charge - MONOCHROME & COLOR (Includes Maintenance and Consumables)

Note: See attached Exhibit_A Pricing Pages for Contract Pricing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80161801			MO	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Digital Copiers & Accessories (Leased)

Extended Description:

CO#1: Commodity Line #4 Effective 11/01/2022

LEASED: Digital Copiers & Accessories

Note: See attached Exhibit_A Pricing Pages for Contract Pricing.



MARK D. SCOTT
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

DIRECTOR

January 16, 2024

Mr. David Humphrey
KOMAX LLC
500 D Street
South Charleston, WV 25303

Subject: Contract# CMA 0212 DIGCOP22

Mr. Humphrey:

The State of West Virginia is offering to renew the subject contract under the same terms, conditions, and pricing. The renewal dates are February 15, 2024 through February 14, 2025. If your company agrees to this renewal, please sign below, and email the documents to 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.

David Humphrey

Print Name

January 17, 2024

Date

Signature

State Contract Manager

Title

Please call if you have any questions.

Regards,

Mark Atkins, CPPB
Buyer Supervisor
WV Purchasing Division
304-558-2307



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet
Secretary

Heather D. Abbott
Chief Information
Officer

**TO: Mark Atkins, Buyer Supervisor
Department of Administration**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
CMA 0212 DIGCOP22 IS&C NUMBER: 2024-2116**

DATE: February 7, 2024

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for approval of Year 3 and subsequent renewals of contract CMA 0212 DIGCOP22 for Digital Copiers, the Office of Technology has determined:

That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

NOTE: One year renewal is approved, however prior to the next renewal WVOT requests that we revisit the Cloud Printing solution part of the contract prior to the final renewal, to see if we can perform an addendum or if it needs to be rebid to allow for proper setup, support and training. This contract has not allowed the creation of a process between vendor and WVOT, nor does it spell it out in a way that we can hold the vendor accountable for issues in cloud printing. Multiple times this year we have been without cloud printing for weeks as we waited on a response from the vendor. This memorandum constitutes this office's official review and a copy

should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

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West Virginia Secretary of State — Online Data Services

Business and Licensing
 Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

KOMAX, LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	6/11/1999		6/11/1999	Domestic	Profit		6/11/2029		

Organization Information			
Business Purpose	8112 - Other Services (except Public Administration) - Repair and Maintenance - Electronic and Precision Equipment Repair and Maintenance (consumer electronics, computer, office machine, communications)		Capital Stock
Charter County	Kanawha	Control Number	12870
Charter State	WV	Excess Acres	
At Will Term	T	Member Managed	MBR
At Will Term Years	30	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	500 D STREET SOUTH CHARLESTON, WV, 25303
Mailing Address	500 D STREET SOUTH CHARLESTON, WV, 25303
Notice of Process Address	ROBERT B. MAXWELL, JR. 500 D STREET SOUTH CHARLESTON, WV, 25303
Principal Office Address	500 D STREET SOUTH CHARLESTON, WV, 25303 USA
Type	Address

Officers	
Type	Name/Address
Member	ROBERT A. MAXWELL 280 TROTTERS LANE CHARLESTON, WV, 25312
Member	ROBERT B MAXWELL JR 678 TROTTERS LANE CHARLESTON, WV, 25312
Member	KIM SYKES 2 KAREN LN SAINT ALBANS, WV, 251779747
Organizer	ROBERT B. MAXWELL, JR. 128 POPLAR POINT E. POCA, WV, 25159
Organizer	PHILIP A. ASSEFF & 2 OTHERS 2933 MACON STREET SOUTH CHARLESTON, WV, 25303
Type	Name/Address

Date	Amendment
1/30/2017	REMOVED MEMBER REBECCA OFFUTT AND UPDATED ROBERT MAXWELLS' ADDRESS TO 678 TROTTERS LANE CHARLESTON, WV 25312
Date	Amendment

Annual Reports	
Filed For	
2023	
2022	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 8, 2024 — 8:01 AM

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Search

All Words

e.g. 1606N020Q02



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u> CA </u> Date: <u> 2/8/24 </u>	Agency: WV Purchasing Division
Solicitation No. <u> CO#3 </u>	Procurement Officer Submitting Requisition: Mark Atkins
	Requisition No. CO#3 CMA DIGCOP22
	PF No.: 967276

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CROM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

