



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: 03-12-2024

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 0433 4728 LIB2200000006 4 | Procurement Folder: | 1010502 |
| Document Name: | Open-End Contract for Library Audio Materials | Reason for Modification: | Change Order 03 To Renew Contract |
| Document Description: | Open-End Contract for Library Audio Materials | | |
| Procurement Type: | Central Master Agreement | | |
| Buyer Name: | | | |
| Telephone: | | | |
| Email: | | | |
| Shipping Method: | Best Way | Effective Start Date: | 2022-04-15 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2025-04-14 |

| VENDOR | | DEPARTMENT CONTACT | |
|--------------------------|-------------------------|----------------------------|-------------------------|
| Vendor Customer Code: | 000000181083 | Requestor Name: | Tandra J English |
| MIDWEST TAPE LLC | | Requestor Phone: | (304) 558-2041 |
| 1417 TIMBERWOLF DR | | Requestor Email: | tandra.j.english@wv.gov |
| HOLLAND | OH | | |
| US | 43528 | | |
| Vendor Contact Phone: | 800-875-2785 | Extension: | |
| Discount Details: | | | |
| | Discount Allowed | Discount Percentage | Discount Days |
| #1 | No | 0.0000 | 0 |
| #2 | No | | |
| #3 | No | | |
| #4 | No | | |

24
 FILE LOCATION _____

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

3-15-24 6c

| | |
|---------------------|----------|
| Total Order Amount: | Open End |
|---------------------|----------|

Purchasing Division's File Copy

3/14/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya H 3/15/2024*
 ELECTRONIC SIGNATURE ON FILE

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

3/18/2024

ENCUMBRANCE CERTIFICATION
 DATE: *Dan Day 3-18-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

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 April 15, 2024 through April 14, 2025.

Renewal Years/Months Remaining: 1

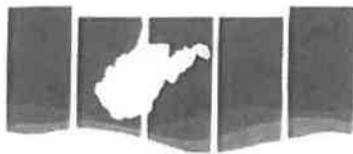
No other changes.

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|--------------|----------------|--------------|----------|------------|-------------------------|
| 1 | 56121011 | | | EA | 0.000000 |
| Service From | | | | Service To | Service Contract Amount |
| | | | | | 0.00 |

Commodity Line Description: Audio/Visual Materials

Extended Description:

Reference Exhibit A Pricing Page for Discount Percentage (0%)



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

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

March 06, 2024

Midwest Tape LLC
P.O. Box 820
Holland, OH 43528

REF: Change Order #3 - CMA DCH220000006 – Open End Contract for Library Audio Materials

To Whom it May Concern:

The above referenced contract expires on April 14, 2024. The West Virginia Department of Arts, Culture and History is offering to renew the contract for one (1) year under the same pricing, specifications, and terms and conditions. The renewal term of the contract will be April 15, 2024 through April 14, 2025. *** If you agree to renew this contract, please sign below, and return to Charles Thompson via Charles.L.Thompson@wv.gov at your earliest convenience before the contract expiration date.***

Best regards,

Charles Thompson 3/6/24
Charles Thompson
Procurement Officer

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

Sue Bascuk

Name

Vice President

Title

Sue Bascuk
Signature

3-6-2024

Date

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|--|--|
| <i>Purchasing Division Use:</i> Buyer: <u>LM/TZ</u> Date: <u>3/13/24</u> Solicitation No. <u>CO#3</u> <u>Renewal</u> | Agency: WVDACH Procurement Officer Submitting Requisition: Charles L. Thompson Requisition No. LIB DCH22*06 PF No.: 1010502 |
|--|--|

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 [CRQM → 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"/> |

| | Compliance Check Type | Required | Provided, if Required | Not Required | Purch. Div. Confirmation |
|-----------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 10 | Insurance requirements | | | | |
| | Commercial General Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Automobile Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Workers' Compensation/Employer's Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Cyber Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Builder's Risk/Installation Floater | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Professional Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Other (specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11 | Office of Technology CIO pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Treasurer's Office (banking) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FOR CHANGE ORDERS/RENEWALS:


| | | | | | |
|----------|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 1 | Two-party agreement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | Standard change order language | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | Office of Technology CIO approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | n/a |
| 4 | Justification for price increases/backdating/other | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | n/a |
| 5 | Bond Rider (Construction) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | n/a |
| 6 | Secretary of State Verification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7 | State debarment verification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 | Federal debarment verification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____



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Business Organization Detail

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MIDWEST TAPE, LLC

| Organization Information | | | | | | | | |
|---------------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| LLC Limited Liability Company | 2/14/2018 | | 2/14/2018 | Foreign | Profit | | | |

| Organization Information | | | |
|---------------------------|----|---------------------------|---------------|
| Business Purpose | | Capital Stock | |
| Charter County | | Control Number | 9AL60 |
| Charter State | OH | Excess Acres | |
| At Will Term | A | Member Managed | MGR |
| At Will Term Years | | Par Value | |
| Authorized Shares | | Young Entrepreneur | Not Specified |

| Addresses | |
|---------------------------------|--|
| Type | Address |
| Mailing Address | P.O. BOX 820 HOLLAND, OH, 43528 USA |
| Principal Office Address | 1417 TIMBERWOLF DRIVE HOLLAND, OH, 43528 USA |
| Type | Address |

| Officers | |
|-----------------|---|
| Type | Name/Address |
| Manager | SHEREF ABOU-DONIA 1417 TIMBERWOLF DRIVE HOLLAND, OH, 43528 USA |
| Member | JOHN ELDRED 1417 TIMBERWOLF DRIVE HOLLAND, OH, 43528 USA |
| Member | JEFF JANKOWSKI 1417 TIMBERWOLF DRIVE HOLLAND, OH, 43528 USA |
| Type | Name/Address |

| Annual Reports | |
|-----------------------|--|
| Filed For | |
| 2023 | |
| 2022 | |
| 2021 | |
| 2020 | |
| 2019 | |
| Date filed | |

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