



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: 06-17-2024

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 0210 4489 ISC2100000006 4	<b>Procurement Folder:</b>	808905
<b>Document Name:</b>	CO3: Post Warranty Toshiba Telephone Maintenance (OT24097)	<b>Reason for Modification:</b>	Change Order 3 is issued to renew the contract for one (1) year.
<b>Document Description:</b>	CO3: Post Warranty Toshiba Telephone Maintenance (OT24097)		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-04-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-03-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000206345	<b>Requestor Name:</b>	Andrew C Lore
ACCESS SYSTEMS		<b>Requestor Phone:</b>	(304) 957-8267
4108 MACCORKLE AVE SE		<b>Requestor Email:</b>	andrew.c.lore@wv.gov
CHARLESTON WV 25304			
US			
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</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		

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION	WV OFFICE OF TECHNOLOGY
OFFICE OF TECHNOLOGY	BLDG 5, 10TH FLOOR
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR	1900 KANAWHA BLVD E
CHARLESTON WV 25305	CHARLESTON WV 25305
US	US

6/18/24 BC

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

Thu 6/17/24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Mark A. [Signature]* 6/18/2024  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
 DATE: *[Signature]* 6-27-24  
 ELECTRONIC SIGNATURE ON FILE

6/27/2024

**Extended Description:**

Change Order 3

Change Order 3 is issued to renew the contract for one (1) year according to all terms and conditions, pricing, and specifications contained in the Original Contract and subsequent Change Orders not modified herein.

Effective Dates: 4/01/2024 - 3/31/2025

Renewals Remaining: 0

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

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81161708			HOUR	140.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Contract Service # 1: Post Warranty Maintenance

**Extended Description:**

The Vendor must provide post-warranty maintenance on all Toshiba phone systems currently being used by the State and any purchased during the life of this contract.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81161708			HOUR	290.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Contract Service # 2: Major Outage Response

**Extended Description:**

The Vendor must respond to major outage request 24 hours a day, 7 days a week, and 365 days out of the year.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81161708			HOUR	200.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Contract Service # 3: Minor Outage Response

**Extended Description:**

The Vendor must respond to minor outage request during Business Hours.



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

Mark D. Scott  
Cabinet Secretary

Heather Abbott  
Chief Information Officer

January 24, 2024

Jason Knapp  
Senior Systems Engineer  
[tech@accesswv.com](mailto:tech@accesswv.com)

Subject: Renewal of agreement CMA ISC21\*06, Toshiba PBX Renewal

Dear Mr./Ms. Knapp:

Provisions were included, in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are April 1, 2024, through March 31, 2025. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please contact me if you have any questions.

Sincerely,

Andrew Lore  
IT Procurement & Business Services Manager/ISMIII  
1900 Kanawha Blvd. E., Bldg. 5, 10<sup>th</sup> Floor  
Charleston, WV 25305  
304-352-4944

Attachment

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

  
\_\_\_\_\_  
Name/Signature

1-25-24  
\_\_\_\_\_  
Date



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

Mark D. Scott  
Cabinet Secretary

Heather Abbott  
Chief Information Officer

*OK per conversation  
w/ Frank w/ Hester  
6/14/2024  
Marty Abbott  
6/18/2024*

**TO:** Toby Welch  
Senior Buyer, Purchasing Division

**FROM:** Andrew Lore *AL*  
IT Procurement & Business Services Manager/ISMIII, West Virginia Office of  
Technology

**SUBJECT:** CMA ISC21\*06 Change Order 3 – Post Warranty Toshiba Maintenance Renewal

**DATE:** June 14, 2024

The WVOT is requesting the above Change Order to renew the subject contract under the same pricing, terms and conditions, and specification contained in the Original Contract and subsequent Change Orders not modified herein. The WVOT recognizes this renewal is late; however, we were waiting for Vendor to have a tax hold lifted.

Please let me know if you need anything further to support this request.

## 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.*

### ACCESS DOCUMENT SYSTEMS CORPORATION

*\* SEE Attached*

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	9/30/1988		9/30/1988	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	5179 - Information - Telecommunications - Other Telecommunication	<b>Capital Stock</b>	5000.0000
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	1.000000
<b>Authorized Shares</b>	5000	<b>Young Entrepreneur</b>	Not Specified

Addresses

Type	Address
<b>Local Office Address</b>	PO BOX 4447 CHARLESTON, WV, 25364
<b>Mailing Address</b>	PO BOX 4447 CHARLESTON, WV, 25364 USA
<b>Notice of Process Address</b>	ROBERT R JONES PO BOX 1654 CHARLESTON, WV, 25326
<b>Principal Office Address</b>	PO BOX 4447 CHARLESTON, WV, 25364 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>Incorporator</b>	ROBERT BURNWORTH 1740 LEGG FORK RD. SISSONVILLE, WV, 25320 USA
<b>President</b>	JANE C JONES 1515 BARBERRY LANE CHARLESTON, WV, 25314
<b>Treasurer</b>	ROBERT JONES 1515 BARBERRY LANE CHARLESTON, WV, 25314
Type	Name/Address

<b>DBA</b>			
DBA Name	Description	Effective Date	Termination Date
ACCESS SYSTEMS	TRADENAME	12/19/1991	
DBA Name	Description	Effective Date	Termination Date

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

Friday, June 14, 2024 — 11:33 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
<input checked="" type="checkbox"/> Payment	PO BOX 4447	CHARLESTON	WV	25364	ROBERT JONES
<input type="checkbox"/> Ordering	4108 MACCORKLE AVE SE	CHARLESTON	WV	25304	ROBERT JONES

First Prev Next Last

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**Vendor/Customer :** 000000206345  
**ACCESS SYSTEMS**  
**Address Type :** Payment  
**Division/Department :**  
**Additional Address Info. :**  
**Prevent New Spending :**  
**Default Currency :** USD - US Dollar

**Active From :** 01/01/1999  
**Active To :**  
**Default Record :**  
**Mail Returned :**  
**Active Address :** Yes

▼ Address Information

**Address ID :** CV30001  
**Street 1 :** PO BOX 4447  
**Street 2 :**  
**City :** CHARLESTON  
**State/Province :** WV  
**Zip/Postal Code :** 25364  
**DUNS :**  
**Extended DUNS :**  
**Unique Entity Identifier :**  
**CAGE Code :**

**Country Phone Code :** 1  
**Phone :** 304-340-4288  
**Phone Extension :**  
**County :**  
**County Name :**  
**Country :** US

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

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Lore, Andrew C <andrew.c.lore@wv.gov>

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**RE: Renewal of CMA ISC21\*06 - Toshiba Phone Systems**

1 message

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**Jason Knapp** <tech@accesswv.com>  
To: "Lore, Andrew C" <andrew.c.lore@wv.gov>

Sat, Jan 27, 2024 at 8:39 AM

I will have bob contact them

As for the discrepancy in address the PO box is our mailing address 4108 is our physical address

*Jason Knapp*

Sr Systems Engineer TCTE

ACCESS Systems

304-340-4288 x101

tech@accesswv.com

**From:** Lore, Andrew C [mailto:andrew.c.lore@wv.gov]  
**Sent:** Friday, January 26, 2024 11:57 AM  
**To:** Jason Knapp  
**Subject:** Re: Renewal of CMA ISC21\*06 - Toshiba Phone Systems

Jason,

Actually, Access's account is on hold with the State Tax Dept. Can you contact them to have the issue resolved? Thanks!

 An official website of the United States government [Here's how you know](#)



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*Mar 1, 2024*



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*May 21, 2024*



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- Exact Phrase (i)

e.g. 123456789, Smith Corp

"access systems" ×

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TW-09</u> Date: <u>6/17/24</u>	Agency: WVOT
Solicitation No. <u>CMA ISC 21 06</u>	Procurement Officer Submitting Requisition: Andrew Lore
	Requisition No. CMA ISC21*06 Change Order 3
	PF No.: 808905

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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

