



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: 06-12-2024

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 0210 4448 ISC2200000002 4	Procurement Folder:	876766
Document Name:	CO3: B&W Printers w/ Maintenance and Clicks (OT24146)	Reason for Modification:	Change Order 3 is issued to renew contract for one (1) year.
Document Description:	CO3: B&W Printers w/ Maintenance and Clicks (OT24146)		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-05-23
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-05-22

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000210166	Requestor Name:	Andrew C Lore
KOMAX LLC		Requestor Phone:	304-352-4944
500 D ST		Requestor Email:	andrew.c.lore@wv.gov
SOUTH CHARLESTON	WV 25303		
US			
Vendor Contact Phone:	304-744-7440 Extension:		
<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	STATE OF WEST VIRGINIA
OFFICE OF TECHNOLOGY	JOBSITE - SEE SPECIFICATIONS
1900 KANAWHA BLVD E, BLDG 5 10TH FLOOR	
CHARLESTON WV 25305	No City WV 99999
US	US

6-13-2466

Purchasing Division's File Copy

Total Order Amount:	Open End
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Tue 6/13/24

<b>PURCHASING DIVISION AUTHORIZATION</b>
DATE: <i>Muelberg - 6/13/2024</i>
ELECTRONIC SIGNATURE ON FILE

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>6-25-24</i>
ELECTRONIC SIGNATURE ON FILE

*6/24/2024*

**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: 5/23/2024 - 5/22/2025

Renewals Remaining: 1

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	43212100			EA	76054.680000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** 3.1.1 Black and White Printers

**Extended Description:**

3.1.1 - Two Printers, Installation, and Training Services

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81112306			MO	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** 3.1.2 Maintenance Services for One Black and White Printer

**Extended Description:**

3.1.2 - Monthly Maintenance Services for One of the Printers.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81112306			MO	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** 3.1.3 Maintenance Services for One Black and White Printer

**Extended Description:**

3.1.3 - Monthly Maintenance Services for One of the Printers.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82121500			EA	0.003800
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** 3.1.4 Click Charges for One Black and White Printer

**Extended Description:**

3.1.4 - Click Charges for One of the Printers

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82121500			EA	0.003800
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** 3.1.5 Click Charges for One Black and White Printer

**Extended Description:**

3.1.5 - Click Charges for One of the Printers.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81112306			MO	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Maintenance Services for One Black and White Printer-YR2

**Extended Description:**

3.1.2 - Monthly Maintenance Services for One of the Printers.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81112306			MO	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Maintenance Services for One Black and White Printer-Y2

**Extended Description:**

3.1.3 - Monthly Maintenance Services for One of the Printers.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82121500			EA	0.003800
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Click Charges for One Black and White Printer-YR2

**Extended Description:**

3.1.4 - Click Charges for One of the Printers

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82121500			EA	0.003800
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Click Charges for One Black and White Printer-YR2

**Extended Description:**

3.1.4 - Click Charges for One of the Printers

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	81112306			MO	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Maintenance Services for One Black and White Printer-YR3

**Extended Description:**

3.1.2 - Monthly Maintenance Services for One of the Printers.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	81112306			MO	0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Maintenance Services for One Black and White Printer-YR3

**Extended Description:**

3.1.2 - Monthly Maintenance Services for One of the Printers.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	82121500			EA	0.003800
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Click Charges for One Black and White Printer-YR3

**Extended Description:**

3.1.4 - Click Charges for One of the Printers

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	82121500			EA	0.003800
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Click Charges for One Black and White Printer-YR3

**Extended Description:**

3.1.4 - Click Charges for One of the Printers

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	81112306			MO	0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Maintenance Services for One Black and White Printer-YR4

**Extended Description:**

3.1.2 - Monthly Maintenance Services for One of the Printers.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	81112306			MO	0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Maintenance Services for One Black and White Printer-YR4

**Extended Description:**

3.1.2 - Monthly Maintenance Services for One of the Printers.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	82121500			EA	0.003800
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Click Charges for One Black and White Printer-YR4

**Extended Description:**

3.1.4 - Click Charges for One of the Printers

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	82121500			EA	0.003800
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Click Charges for One Black and White Printer-YR4

**Extended Description:**

3.1.4 - Click Charges for One of the Printers



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

April 22, 2024

Dave Humphrey  
Komax  
[dhumphrey@komaxwv.com](mailto:dhumphrey@komaxwv.com)

Subject: Renewal of agreement CMA ISC22\*02, Black and White Printer Maintenance Renewal

Dear Mr./Ms. Humphrey:

Provisions were included, in the original contract documents, to renew subject contract under the same terms, conditions and pricing. The renewal dates are May 23, 2024 through May 22, 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  
WV Office of Technology  
1900 Kanawha Blvd. E., Bldg. 5, 10<sup>th</sup> Floor  
Charleston, WV 25305

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

4/25/2024

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/ Alack  
Mun/Abbott  
6/19/2024*

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

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

**SUBJECT:** CMA ISC22\*02 Change Order 3 – Komax Printer Renewal

**DATE:** June 12, 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 paperwork.

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

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



**Addresses**

Type	Address
<b>Designated Office Address</b>	500 D STREET SOUTH CHARLESTON, WV, 25303
<b>Mailing Address</b>	500 D STREET SOUTH CHARLESTON, WV, 25303
<b>Notice of Process Address</b>	ROBERT B. MAXWELL, JR. 500 D STREET SOUTH CHARLESTON, WV, 25303
<b>Principal Office Address</b>	500 D STREET SOUTH CHARLESTON, WV, 25303
Type	Address

**Officers**

Type	Name/Address
<b>Member</b>	ROBERT B MAXWELL JR 678 TROTTERS LANE CHARLESTON, WV, 25312
<b>Organizer</b>	ROBERT B. MAXWELL, JR. 128 POPLAR POINT E. POCA, WV, 25159
<b>Organizer</b>	PHILIP A. ASSEFF & 2 OTHERS 2933 MACON STREET SOUTH CHARLESTON, WV, 25303
Type	Name/Address

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

**Annual Reports**

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, June 12, 2024 — 11:34 AM

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komax



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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TW-09</u> Date: <u>6/13/24</u>  Solicitation No. <u>CMA ISC 22 002</u>	Agency: WVOT  Procurement Officer Submitting Requisition: Andrew Lore  Requisition No. CMA ISC22*02 Change Order 3  PF No.: 876766
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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:  \_\_\_\_\_