



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: 04-04-2024

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 HOUSE22 3	Procurement Folder:	1025985
Document Name:	Statewide Housekeeping Supplies	Reason for Modification:	Change Order #2 to renew the contract per the attached documentation. NO OTHER CHANGES
Document Description:	Statewide Housekeeping Supplies		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-05-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-04-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206075	Requestor Name:	Mark A Atkins
LIBERTY DISTRIBUTORS INC 6015 National Rod		Requestor Phone:	(304) 558-2307
TRIADELPHIA WV 26059		Requestor Email:	mark.a.atkins@wv.gov
US			
Vendor Contact Phone:	304-547-0414	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
ALL STATE AGENCIES VARIOUS 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

452166

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

MA 04/04/2024
 PURCHASING DIVISION AUTHORIZATION
 DATE: 4/4/24
 ELECTRONIC SIGNATURE ON FILE

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

4/5/2024

ENCUMBRANCE CERTIFICATION
 DATE: Dan Dan 4-5-24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

HOUSE22 Statewide Contract

Change Order No. 02 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, 2024 through April 30, 2025

Renewal Remaining: (1) Year

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
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Housekeeping Supplies

Extended Description:

Catalog pricing is at single discount percentage of 22%.



MARK D. SCOTT
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA L. WILLIS
DIRECTOR

April 4, 2024

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

Subject: Contract# CMA 0212 HOUSE22

Mr. Peluchette:

The State of West Virginia is offering to renew the subject contract under the same terms, conditions, and discount percentages. The renewal dates are May 01, 2024 through April 30, 2025. If your company agrees to this renewal, please sign below and email this document 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.

<u>Mark Peluchette</u>	<u></u>	<u>President</u>
Print Name	Signature	Title
<u>4-4-2024</u>		
Date		

Please call if you have any questions.

Sincerely,

Mark A. Atkins, CPPB

Mark A. Atkins, CPPB
Buyer Supervisor, WV Purchasing Division
Mark.A.Atkins@wv.gov
304-558-2307

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>4/4/2024</u> Solicitation No. <u>60#8</u>	Agency: WV Purchasing Division Procurement Officer Submitting Requisition: Mark Atkins Requisition No. CO#2 CMA HOUSE22 PF No.: 1025985
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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 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"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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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LIBERTY DISTRIBUTORS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	11/13/1987		11/13/1987	Domestic	Profit			

Organization Information			
Business Purpose	4241 - Wholesale Trade - Wholesale Trade (Durable Goods - Paper and Paper Product Merchant Wholesalers (printing, writing, stationery, office supplies))	Capital Stock	5000.0000
Charter County	Ohio	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	50.000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	6015 NATIONAL ROAD TRIANGLE, WV, 26059
Mailing Address	PO BOX 498 TRIANGLE, WV, 26059 USA
Notice of Process Address	F. MARK PELLICHETTE PO BOX 498 TRIANGLE, WV, 26059
Principal Office Address	6015 NATIONAL ROAD TRIANGLE, WV, 26059 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	F. MARK PELLICHETTE 416 N. FRONT ST. WHEELING, WV, 26003 USA
President	F. MARK PELLICHETTE 108 HERITAGE WAY WHEELING, WV, 26003
Secretary	PAULE PELLICHETTE 29 BARRONS ROAD WHEELING, WV, 26003
Vice-President	M. DAVID PELLICHETTE 29 BARRONS ROAD WHEELING, WV, 26003
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
LIBERTY SCRAPBOOK SUPPLY	TRADENAME	5/16/2007	
DBA Name	Description	Effective Date	Termination Date

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

Thursday, April 4, 2024 — 9:19 AM

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Search Filter

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"Liberty Distributors, Inc."

Entity

Location

Status

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- Inactive

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MARK D. SCOTT
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

SAMANTHA L. WILLIS
DIRECTOR

Subject: Notice of Contract Document Availability

Procurement Folder No.: 1025985

Awarded Contract/Purchase Order No.: CMA 0212 HOUSE22

CHANGE ORDER No. 02

Dear Vendor,

This email is intended to notify you that important documents have been posted to the West Virginia Purchasing Division's website relating to the above identified solicitation and/or contract. Your firm is receiving this email because it:

Participated in the State of West Virginia's competitive bid process for which a contract has now been awarded to:

Liberty Distributors, Inc.

Obtained a non-competitive contract award.

Holds a contract and is receiving a central delivery order.

Holds a contract and is receiving confirmation of an approved change order.

The award document, delivery order, or change order in question can be accessed at <https://www.state.wv.us/admin/purchase/Awards/awarded.html> within one business day. Please utilize the weblink to obtain a copy of the document for your records as soon as possible. The documents will only remain available on the website for 90 days.

The Purchasing Division appreciates your interest in doing business with the State. If you wish to attain additional details regarding the award of this purchase order/contract, please note that all officially awarded purchase orders/contracts are public information and available for public inspection at the Purchasing Division, 2019 Washington Street East, Charleston, WV 25305.

Sincerely,

Mark A. Atkins, CPPB

Mark Atkins, CPPB
Buyer Supervisor, WV Purchasing Division

PHONE: (304) 558-2306
FAX: (304) 558-4115

WVPurchasing.gov

E.E.O./AFFIRMATIVE ACTION EMPLOYER

Email List for **CMA HOUSE22**

markp@libertydistributors.com

mark.a.atkins@wv.gov