



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Contract**

Order Date: 06-03-2024

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>	CCT 0323 9621 WWV1900000001 11	<b>Procurement Folder:</b>	494638
<b>Document Name:</b>	CO#1 Decrease and Close Direct Award for Data File Transfer	<b>Reason for Modification:</b>	Change Order No. 1 to decrease and close this contract in its entirety and liquidate the remaining funds associated with the contract.
<b>Document Description:</b>	CO#1 Decrease and Close Direct Award for Data File Transfer		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>	Michelle L Childers		
<b>Telephone:</b>	(304) 558-2686		
<b>Email:</b>	michelle.childers@k12.wv.us		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2018-10-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2019-10-14

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000103695			<b>Requestor Name:</b>	Debra K Morgan
KONICA MINOLTA BUSINESS SOLUTIONS USA INC 100 WILLIAMS DR				<b>Requestor Phone:</b>	(304) 558-2631
RAMSEY NJ 07446 US				<b>Requestor Email:</b>	debra.k.morgan@wv.gov
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>		<b>24</b> FILE LOCATION _____	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
FISCAL AND ADMINISTRATIVE MANAGEMENT - 5301 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD, EAST BLDG 3, 3RD FLOOR, SUITE 300 CHARLESTON WV 25305 US	OFFICE OF ADMIN SUPPORT - 5302 WORKFORCE WEST VIRGINIA 1900 KANAWHA BLVD E BLDG 3, 8TH FLOOR CHARLESTON WV 25305 US

6-14-24 6C

<b>Total Order Amount:</b>	\$5,197.50
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Purchasing Division's File Copy

*[Signature]*  
6/13/2024

<b>PURCHASING DIVISION AUTHORIZATION</b> <i>[Signature]</i> DATE: 6/14/2024	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <i>[Signature]</i> DATE: 6/14/2024	<b>ENCUMBRANCE CERTIFICATION</b> <i>[Signature]</i> DATE:
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ELECTRONIC SIGNATURE ON FILE

ELECTRONIC SIGNATURE ON FILE

ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 1 is issued to decrease and close this contract in its entirety and liquidate the remaining funds associated with the contract.

Effective date of decrease and close: 04/11/2024

Original delivery order amount: \$143,000.00

Total amount released: \$137,802.50

New total: \$5,197.50

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112201	0.00000		0.000000	\$5,197.50
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2018-10-15	2019-10-14				

Commodity Line Description: DATA TRANSFER SERVICES

**Extended Description:**

Direct Award for Data File Transfer Services- per the SOW attached herein

April 5, 2024

Konica Minolta Business Solutions USA Inc.  
100 Williams Drive  
Ramsey, NJ 07446

**RE: Change Order #1 – Decrease and Close**  
**CCT: WWV1900000001 – Data File Transfer Services**

Dear Vendor:

WorkForce West Virginia is requesting the subject Centralized Contract (CCT: WWV1900000001) be decreased and closed by **\$137,802.50**, the expiration date was 10/14/2019. Our records indicate as of 10/14/2019 all invoices have been processed and paid. The new total after decrease will be **\$5,197.50**. If your company agrees to this decrease and close, please sign below and email to [debra.k.morgan@wv.gov](mailto:debra.k.morgan@wv.gov) as soon as possible. Failure to respond to this decrease and close, either by agreeing or written exception, by April 19, 2024, will also constitute your concurrence with our plan to decrease and close the Centralized Contract.

This decrease and close does not impact current or future contracts which you may have with this office. It pertains to this specific contract only.

Please call if you have any questions.

Sincerely,



Debbie Morgan  
Procurement Manager

**We agree to the decrease and close of the centralized contract as stated above.**

	Manager, IIM Business Operations	4/11/2024
<b>Name/ Signature</b>	<b>Title</b>	<b>Date</b>

1900 Kanawha Blvd. East \* Building 3 Suite 808 \* Charleston, WV 25305

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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

[www.workforcewv.org](http://www.workforcewv.org)

Participating in the American Job Center network

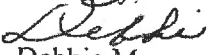
May 31, 2024

West Virginia Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305

RE: Decrease and Closure of Purchase Orders

In preparation for Year End Close, WorkForce West Virginia was reviewing outstanding procurement documents to determine if they should be liquidated or rolled. Upon review, we discovered many documents that were aged beyond one year of expiration. Staffing shortages and personnel changes were the main causes of these processes being overlooked. Moving forward, the agency plans to review the procurement reports and complete any necessary change orders in a timely manner.

Sincerely,

  
Debbie Morgan  
Procurement Manager

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10 - Brandon Barr</u> Date: <u>6/13/2024</u>  Solicitation No. <u>CCT WWV19*01</u>	Agency: WorkForce West Virginia  Procurement Officer Submitting Requisition: Debra Morgan  Requisition No. CCT WWV1900000001  PF No.: 494638
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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
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: \_\_\_\_\_

*[Handwritten Signature]* 6/13/2024

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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.*

#### KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	10/3/2003		10/3/2003	Foreign	Profit				

Organization Information			
<b>Business Purpose</b>	4532 - Retail Trade - Miscellaneous Store Retailers - Office Supplies, Stationery and Gift Stores		<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>	60281
<b>Charter State</b>	NY	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	209 WEST WASHINGTON ST CHARLESTON, WV, 25302
<b>Mailing Address</b>	100 WILLIAMS DRIVE RAMSEY, NJ, 07446 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	100 WILLIAMS DRIVE RAMSEY, NJ, 07446 USA
Type	Address

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	ATSUTOSHI BANNO 100 WILLIAMS DRIVE RAMSEY, NJ, 07446
<b>Director</b>	HOLLY DESANTIS 100 WILLIAMS DRIVE RAMSEY, NJ, 07446
<b>President</b>	SALVATORE ERRIGO 100 WILLIAMS DRIVE RAMSEY, NJ, 07446
<b>Secretary</b>	STEPHEN F. HERBES 100 WILLIAMS DRIVE RAMSEY, NJ, 07446
<b>Treasurer</b>	HOLLY DESANTIS 100 WILLIAMS DRIVE RAMSEY, NJ, 07446
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
KONICA MINOLTA PREMIER FINANCE	TRADENAME	11/13/2008	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

<b>Mergers</b>				
<b>Merger Date</b>	<b>Merged</b>	<b>Merged State</b>	<b>Survived</b>	<b>Survived State</b>
3/27/2006	R.A. SIMMONS CO., INC.	PA	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	NY
4/1/2010	KONICA MINOLTA HUGHTES-CALIBAN CORPORATION	AZ	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	NY
4/1/2010	KONICA MINOLTA ALBIN, INC.	MI	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	NY
4/1/2010	FRONTIER BUSINESS SERVICES, INC.	DE	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	NY
5/24/2010	KONICA MINOLTA DANKA IMAGING COMPANY	DE	KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC.	NY
<b>Merger Date</b>	<b>Merged</b>	<b>Merged State</b>	<b>Survived</b>	<b>Survived State</b>

<b>Date</b>	<b>Amendment</b>
<b>5/24/2010</b>	MERGER: MERGING KONICA MINOLTA DANKA IMAGING COMPANY, A QUALIFIED DE CORPORATION WITH AND INTO KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC., A QUALIFIED NY CORPORATION, THE SURVIVOR
<b>4/1/2010</b>	MERGER: MERGING KONICA MINOLTA HUGHTES-CALIBAN CORPORATION, A NON-QUALIFIED AZ ORGANIZATION, KONICA MINOLTA ALBIN, INC., A QUALIFIED MI CORPORATION, FRONTIER BUSINESS SERVICES, INC., A QUALIFIED DE CORPORATION WITH AND INTO KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC., A QUALIFIED NY CORPORATION, THE SURVIVOR
<b>3/27/2006</b>	MERGER: MERGING R.A. SIMMONS CO., INC., A QUALIFIED PA CORPORATION WITH AND INTO KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC., A QUALIFIED NY CORPORATION, THE SURVIVOR
<b>Date</b>	<b>Amendment</b>





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e.g. 1606N020Q02



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Entities

Disaster Response Registry

Responsibility / Qualification

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Simple Search

Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

"KONICA MINOLTA BUSINESS SOLUTIONS U.S.A., INC."

Entity

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