



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: 05-15-2024

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 0511 0511 HHR240000003 2	Procurement Folder:	1196917
Document Name:	DIGITAL MAIL MACHINES	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	DIGITAL MAIL MACHINES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-08-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-07-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000218728	Requestor Name:	Heather M White
CENTRAL BUSINESS SYSTEMS INC		Requestor Phone:	(304) 352-3926
3138 Custer DR STE 210		Requestor Email:	heather.m.white@wvago.gov
Lexington	KY 40517	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US			
Vendor Contact Phone:	859-276-1690 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

5-23-24 6C

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

CA 5/16/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *May 23 2024*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *5-23-24*
 ELECTRONIC SIGNATURE ON FILE

5/23/2024

Extended Description:

Change Order 01

Change Order No.01 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 8/1/2024 through 7/31/2025.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	44102109			MO	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: DIGITAL MAILING MACHINES

Extended Description:

Pricing included on the Revised Attached Pricing Page



Sherri A. Young, D.O., MBA, FAAFP
DH Cabinet Secretary

Michael J. Caruso
DHF Cabinet Secretary

Cynthia A. Persily, Ph.D.
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES
OFFICE OF SHARED ADMINISTRATION

March 12, 2024

Central Business Systems Inc
3138 Custer Drive
Suite 210
Lexington, KY 40517

Re: CMA 0511 HHR2400000003 Renewal

Dear Sir or Madam

The Department of Health and Human Resources is offering to renew the subject contract under the same terms, conditions, and pricing. The renewal dates are August 8, 2024 to July 31, 2025. If your company agrees to this renewal, please sign below and return to my attention as soon as possible. HMW

Please call if you have any questions.

Heather White
Procurement Specialist, Senior

Agreed

Heather White

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

Printed Name/Signature

Title

Date

Frank Shoaf
Frank Shoaf

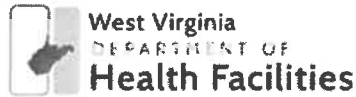
President

4/22/24





Sherri A. Young, D.O., MBA, FAAFP
DH Cabinet Secretary



Michael J. Caruso
DHF Cabinet Secretary



Cynthia A. Persily, Ph.D.
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES
OFFICE OF SHARED ADMINISTRATION

May 15, 2024

TO: Robert Price, Jr.
Administrative Services Manager II
OSA Purchasing

FROM: Heather White
Procurement Specialist, Senior
OSA Purchasing

RE: CMA HHR24*3 Renewal

The Office of Shared Administration, on behalf of the Departments of Health, Human Services, and Health Facilities, is looking to renew CMA HHR24*3 for Digital Mail Machines. These machines allow our field offices the ability to properly post mail to our constituents in a timely fashion without extra trips to the post office. Without these machines, costs to the state would increase in terms of time and travel. It is important that this contract be allowed to renew in a timely fashion.





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

Mark D. Scott
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Curtis Burress, Procurement Associate
Department of Health**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR005430 IS&C NUMBER: 2024-2305**

DATE: May 22, 2024

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for Renewal of CMA HHR24*3, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

NOTE: All portable harddrives must be encrypted to protect the data within. Please contact the service desk when these drives arrive to have them setup.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"central business systems" ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ▼
- Dates ▼

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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.

CENTRAL BUSINESS SYSTEMS, INC.

See Attached

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	5/20/2009		5/20/2009	Foreign	Profit				

Organization Information									
Business Purpose					Capital Stock				
Charter County					Control Number		99ESA		
Charter State		KY			Excess Acres				
At Will Term					Member Managed				
At Will Term Years					Par Value				
Authorized Shares					Young Entrepreneur		Not Specified		

Addresses

Type	Address
Local Office Address	300 CAPITAL ST. # 407 CHARLESTON, WV, 25301
Mailing Address	PO BOX 4450 LEXINGTON, KY, 40544 USA
Notice of Process Address	FRANK SHOAF PO BOX 4450 LEXINGTON, KY, 40544
Principal Office Address	PO BOX 4450 LEXINGTON, KY, 40544 USA
Type	Address

Officers	
Type	Name/Address
President	FRANK SHOAF PO BOX 4450 LEXINGTON, KY, 40544
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
2013	

2012
2011
Date filed

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

Wednesday, May 15, 2024 — 9:17 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Ordering	3138 Custer DR STE 210	Lexington	KY	40517	FRANK SHOAF
Ordering	2670 WILHITE DR	LEXINGTON	KY	405032918	Default Contact Name
Payment	PO BOX 4450	LEXINGTON	KY	405444450	Tammy Tackett
Ordering	PO BOX 4450	LEXINGTON	KY	40544	FRANK SHOAF

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000218728

CENTRAL BUSINESS SYSTEMS INC

Address Type : Ordering

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 04/16/2020

Active To :

Default Record :

Mail Returned :

Active Address : Yes

Address Information

Address ID : AD000005

Country Phone Code : 1

Street 1 : 3138 Custer DR STE 210

Phone : 859-276-1690

Street 2 :

Phone Extension :

City : Lexington

County :

State/Province : KY

County Name :

Zip/Postal Code : 40517

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

Top

Modify Existing Record Add New Address

Master Address

Master Contacts

Languages

Vendor Transaction History

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Huskad</u> Date: <u>5/16/24</u> Solicitation No. <u>CMA HHR24*03</u>	Agency: WV Department of Health & Human Resources Procurement Officer Submitting Requisition: Heather White Requisition No. CMA HHR24*3 CO1 PF No.: 11969717
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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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

Cristine Husband