



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: 04-09-2024

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 0705 0705 LOT2200000006 3	<b>Procurement Folder:</b>	1026180
<b>Document Name:</b>	NIGHTLY DRAWING AUDITING SERVICES	<b>Reason for Modification:</b>	Change Order 2 To Renew Contract
<b>Document Description:</b>	NIGHTLY DRAWING AUDITING SERVICES		
<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>	2022-07-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-06-30

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000202390	<b>Requestor Name:</b>	Thomas P Hymes	
SUTTLE & STALNAKER PLLC THE VIRGINIA CTR STE 100		<b>Requestor Phone:</b>	304-558-2350	
CHARLESTON WV 25301		<b>Requestor Email:</b>	thymes@wvlottery.com	
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	304-343-4126			<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			

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE LOTTERY PO BOX 2067  CHARLESTON WV 25327-2067  US	PURCHASING LOTTERY 900 PENNSYLVANIA AVE  CHARLESTON WV 25302  US

4-11-24 61

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

TW 4/11/24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Mindy Cox* 4/11/2024  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
 DATE: *John Gray* 4/17/24  
 ELECTRONIC SIGNATURE ON FILE

4/16/2024

**Extended Description:**

Change Order

Change Order 2 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 dates of renewal: 07/01/24 - 06/30/25

Renewals Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84111500			HOUR	120.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** AUDITING SERVICES

**Extended Description:**

PUBLIC DRAWING AUDIT SERVICES TO WITNESS PUBLIC DRAWINGS, VERIFY DISPOSAL OF INSTANT TICKETS, AND AUDIT TRAVEL KENO DRAWINGS AND CASH POP PER ATTACHED.



P.O. BOX 2067  
CHARLESTON, WV 25327

JOHN A. MYERS  
DIRECTOR

PHONE: 304.558.0500  
wvlottery.com

April 10, 2024

Mr. Chris Lambert  
Suttle & Stalnaker PLLC  
The Virginia Center, Suite 100  
1411 Virginia St. East  
Charleston, WV 25301

Subject: Change Order #2 – Renewal – CMA LOT2200000006 – Nightly Drawing Auditing Services

Subject to the approval of the West Virginia Purchasing Division and the Attorney General’s Office, the West Virginia Lottery is offering to renew the subject contract under the same terms, conditions and pricing as the original contract. This renewal will be for a twelve (12) month period. The renewal dates are from July 1, 2024 through June 30, 2025.

If your company agrees to this renewal, please sign and date below and return to my attention as soon as possible.

Thank You.

Thomas Hymes  
Procurement Specialist, Senior  
West Virginia Lottery

Attachment

*We agree to renew the subject contract for the period as stated above under the same terms and conditions in the original contract.*

Chris Lambert  
Name/Signature

April 10, 2024  
Date

Member  
Title

304.343.4126  
Phone Number

CSLambert@suttlecpas.com  
Email

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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.*

### SUTTLE & STALNAKER, A PROFESSIONAL LIMITED LIABILITY COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	6/23/1997		6/23/1997	Domestic	Profit		6/23/2027	

Organization Information			
<b>Business Purpose</b>	5412 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Accounting/Tax Prep/Bookkeeping/Payroll Services (CPAs)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	T	<b>Member Managed</b>	MGR
<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>	1411 VIRGINIA STREET E SUITE 100 CHARLESTON, WV, 25301
<b>Mailing Address</b>	1411 VIRGINIA STREET, E. SUITE 100 CHARLESTON, WV, 25301 USA
<b>Notice of Process Address</b>	PATRICIA CLARK 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301
<b>Principal Office Address</b>	1411 VIRGINIA ST E SUITE 100 CHARLESTON, WV, 25301 USA
Type	Address

## Officers

Type	Name/Address
<b>Manager</b>	PATRICIA CLARK 1411 VIRGINIA STREET, E. SUITE 100 CHARLESTON, WV, 25301
<b>Member</b>	ROBERT C. NEWTON 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
<b>Member</b>	WALLACE F. SUTTLE, II 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
<b>Member</b>	CHRISTOPHER D. DEWEESE 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
<b>Member</b>	CHRISTOPHER S. LAMBERT (SEE COMMENT SCREEN FOR ADD. MEMBERS) 1411 VIRGINIA STREET E STE 100 CHARLESTON, WV, 25301 USA
<b>Organizer</b>	WALLACE F. SUTTLE DAVID H. STALNAKER, ROBERT C. NEWTON HORACE W. EMERY

**Organizer**

1560 KANAWHA BLVD,EAST,CHAS.WV25311

**Type****Name/Address****DBA**

DBA Name	Description	Effective Date	Termination Date
SUTTLE & STALNAKER PLLC	TRADENAME	1/26/2004	
DBA Name	Description	Effective Date	Termination Date

**Mergers**

Merger Date	Merged	Merged State	Survived	Survived State
8/1/2023	SOMERVILLE & COMPANY, P.L.L.C.	WV	SUTTLE & STALNAKER, A PROFESSIONAL LIMITED LIABILITY COMPANY	WV
Merger Date	Merged	Merged State	Survived	Survived State

**Annual Reports****Filed For**

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

Wednesday, April 10, 2024 — 2:34 PM

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Simple Search

Search Editor

Any Words (i)

All Words (i)

Exact Phrase (i)

e.g. 123456789, Smith Corp

"suttle & stalnaker pllc" ×

Entity ∨

Location ∨

Status ∧

Active

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>MS/TL</u> Date: <u>4/10/24</u>	Agency: Lottery
Solicitation No. <u>Coff 2</u> <span style="margin-left: 150px;"><u>Renewal</u></span>	Procurement Officer Submitting Requisition: Thomas Hymes
	Requisition No. CMA LOT2200000006
	PF No.: 1026180

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
<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: \_\_\_\_\_

*Turay*