



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: 04-03-2025

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 0705 0705 LOT2300000003 3	Procurement Folder:	1204140
Document Name:	BLANKET BONDING FOR LIMITED VIDEO LOTTERY	Reason for Modification:	
Document Description:	BLANKET BONDING FOR LIMITED VIDEO LOTTERY	Change Order No. 2 - To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000014789	Requestor Name:	Thomas P Hymes
HAMILTON INSURANCE GROUP INC		Requestor Phone:	304-558-2350
1669 LEXINGTON AVE STE B		Requestor Email:	thymes@wvlottery.com
MANSFIELD	OH	<div>2025</div> <div>FILE LOCATION _____</div>	
US	44907		
Vendor Contact Phone:	4195264700		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

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

4/7/25 66

Purchasing Division's File Copy

Total Order Amount: Open End

PURCHASING DIVISION AUTHORIZATION

DATE: *4/3/2025*

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *4/9/2025*

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *4-9-25*

ELECTRONIC SIGNATURE ON FILE

Extended Description:
Change Order

Change Order No. 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: 07/01/25 - 06/30/26

Renewals Remaining: 0

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	84000000			EA	5.450000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Blanket Bonding of Permit Holders

Extended Description:
Cost per \$1,000.00 of coverage - \$0.00 deductible.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	84000000			EA	5.400000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Blanket Bonding of Permit Holders

Extended Description:
Cost per \$1,000.00 of coverage - \$10,000.00 deductible.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	84000000			EA	5.350000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Blanket Bonding of Permit Holders

Extended Description:
Cost per \$1,000.00 of coverage - \$25,000.00 deductible.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	84000000			EA	5.300000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Blanket Bonding of Permit Holders

Extended Description:
Cost per \$1,000.00 of coverage - \$50,000.00 deductible.



P.O. BOX 2067
CHARLESTON, WV 25327

JOHN A. MYERS
DIRECTOR

PHONE: 304.558.0500
wvlottery.com

March 13, 2025

Mr. Michael Hamilton
Hamilton Insurance Group, Inc.
1669 Lexington Avenue
Suite B
Mansfield OH, 44907

Subject: Change Order #2 – Renewal – CMA LOT2300000003 – Blanket Bonding for Limited Video Lottery

Subject to the approval of the West Virginia Purchasing Division and the Attorney General's Office, the West Virginia Lottery is offering the last optional renewal for year three (3) of 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, 2025, through June 30, 2026.

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

Thank You,

A handwritten signature in black ink, appearing to read "Thomas Hymes", written over a horizontal line.

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, conditions and pricing in the original contract.

MICHAEL HAMILTON

Sign by:
MICHAEL HAMILTON
3501E8F80000D1...

Name/Signature

Director/Vice President

Title

michael@hamiltonins.net

Email

3/24/2025 | 14:15 PDT

Date

614-475-4786

Phone Number

You are viewing this page over a secure connection. Click here for more information.

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.

HAMILTON INSURANCE GROUP, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/7/2023		5/4/2023	Foreign	Profit			

Organization Information		
Business Purpose	5242 - Finance and Insurance - Insurance Carriers and Related Activities - Agencies, Brokerages and Other Insurance Related Activities (claims adjusting, third-party administration)	Capital Stock
Charter County		Control Number
Charter State	OH	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur No

Addresses	
Type	Address
Local Office Address	1669 LEXINGTON AVE MANSFIELD, OH, 44907
Mailing Address	1669 LEXINGTON AVE MANSFIELD, OH, 44907 USA
Notice of Process Address	REGISTERED AGENTS INC 110 MAIN ST BECKLEY, WV, 25801
Principal Office Address	1669 LEXINGTON AVE MANSFIELD, OH, 44907 USA
Type	Address

Officers	
Type	Name/Address
President	NEIL HAMILTON 1669 LEXINGTON AVE MANSFIELD, OH, 44907
Vice-President	MICHAEL HAMILTON 1669 LEXINGTON AVE MANSFIELD, OH, 44907
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	

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Search

All Words

e.g. 1606N020Q02



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Keyword SearchFor more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"HAMILTON INSURANCE GROUP, INC." 

Entity

Location

Status

- ☒ Active
- ☐ Inactive

Reset 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10 - Brandon Barr</u> Date: <u>4/3/2025</u> Solicitation No. <u>CMA LOT23*03</u>	Agency: Lottery Procurement Officer Submitting Requisition: Thomas Hymes Requisition No. CMA LOT2300000003 PF No.: 1204140
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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: _____

4/3/25



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

John A. Myers

Agency Head

4/3/25

Date

Cabinet Secretary/Department Head

Date

Governor's Office Representative

Date

From: John Myers <JMyers@wvlottery.com>

Sent: Thursday, April 3, 2025 11:11 AM

To: Thomas Hymes <THymes@wvlottery.com>

Cc: Crystal Crouch <ccrouch@wvlottery.com>

Subject: RE: Contract Renewal - CMA LOT2300000003 - Hamilton Insurance Group Inc. - Blanket Bonding for LVL Permit Holders

I have attached the 100k spend approval form with my signature to submit to Purchasing.

Thanks,

John



Barr, Brandon L <brandon.l.barr@wv.gov>

FW: Contract Renewal - CMA LOT2300000003 - Hamilton Insurance Group Inc. - Blanket Bonding for LVL Permit Holders

Barr, Brandon L <brandon.l.barr@wv.gov>
To: Thomas Hymes <THymes@wvlottery.com>

Thu, Apr 3, 2025 at 12:23 PM

Thomas,

Do you need the LOT's cabinet secretary to sign off on the governor's office approval form?

[Quoted text hidden]

--

Brandon Barr

Buyer, Purchasing Division

304-558-2652 • *Brandon.L.Barr@wv.gov*



Procurement Excellence Through Collaboration and Service

2019 Washington St. E. • Charleston, WV 25305
(304) 558-2306 • Purchasing.Division@wv.gov



Barr, Brandon L <brandon.l.barr@wv.gov>

FW: Contract Renewal - CMA LOT2300000003 - Hamilton Insurance Group Inc. - Blanket Bonding for LVL Permit Holders

Thomas Hymes <THymes@wvlottery.com>
To: "Barr, Brandon L" <brandon.l.barr@wv.gov>

Thu, Apr 3, 2025 at 12:29 PM

Brandon,

According to Lottery Director no, the total spend for the first 2-years is under \$100k.

--Best Regards

Thomas Hymes
Procurement Specialist, Senior
WV Lottery - Finance Division
PO Box 2067
900 Pennsylvania Ave.
Charleston, WV 25302
thymes@wvlottery.com
Main Line: 304-558-0500
Direct Line: 304-352-1831

Please Reply-All for a quicker response, Thank You

Electronic Funds Transfer (EFT) Payments

All vendors doing business with the State of West Virginia are urged to sign up for EFT.

Click [here](#) for the eVendor Agreement (Setup) form. If you have questions, contact the West Virginia State Auditor's Office, ePayments Division, at 800-500-4079.

[Quoted text hidden]

[Redacted signature block]