



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

State of West Virginia  
**Contract**

Order Date: 06-09-2025

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:	CCT 0214 4251 SUR2400000001 4	Procurement Folder:	1369270
Document Name:	Point of Sale Inventory System Maintenance and Support	Reason for Modification:	Change Order No. 3 - is issued to reduce the per the attached documentation.
Document Description:	Maintenance and Support		
Procurement Type:	Central Sole Source		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-02-28

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000002355 Web Data Corporation PO Box 428  Gordonsville VA 22942-0428 US Vendor Contact Phone: 520-297-3623 Extension: 1  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Dana S Hoffman Requestor Phone: (304) 766-2626 Requestor Email: dana.s.hoffman@wv.gov  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV 25064-2236 US	ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV 25064 US

ar 6/10/25

Total Order Amount: \$25,000.00

Purchasing Division's File Copy

CH 6/9/25

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya 6/10/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>C-17-25</i> ELECTRONIC SIGNATURE ON FILE
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6/10/2025

**Extended Description:**

Change Order

Change Order No. 03 is issued to reduce the contract by \$1,200.00 for the one-time payment for GSD SF123 Documentation Software Upgrade since the agency no longer needs the product, per attached document:

Original Contract Total: \$12,500.00  
CO1 increase: \$ 1,200.00  
CO2 renew: \$12,500.00  
CO3 decrease: \$ 1,200.00

New Contract Total: \$ 25,000.00

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43230000	0.00000		0.000000	\$12,500.00
Service From	Service To	Manufacturer		Model No	
2024-03-01	2025-02-28				

**Commodity Line Description:** Point of Sale Inventory System Maintenance and Support

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43230000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2024-08-16	2025-02-27				

**Commodity Line Description:** One Time Payment - GSA SF123 Documentation Software Upgrade

**Extended Description:**

Removed from contract by Change Order No. 3

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43230000	0.00000		0.000000	\$12,500.00
Service From	Service To	Manufacturer		Model No	
2025-03-01	2026-02-28				

**Commodity Line Description:** Point of Sale Inventory System Maintenance and Support

**Extended Description:**

Year 2 Maintenance and Support Renewal



Burns McDonnell, Jessica L. &lt;jessica.l.burnsmcdonnell@wv.gov&gt;

**RE: Amount owed**

1 message

Gordon Bennett &lt;gordon@webdatacorporation.com&gt;

Fri, May 2, 2025 at 1:13 PM

To: "Burns McDonnell, Jessica L." &lt;jessica.l.burnsmcdonnell@wv.gov&gt;

Hi Jessica,

I have attached the latest invoice for annual support and maintenance for the period February 28th, 2025, to February 27th, 2026.

I copied this line from our corporate bank statement to show payment was made on March 6<sup>th</sup>, 2025. Also attached as an image.**Deposits, credits and interest**

DATE	DESCRIPTION	AMOUNT(\$)
03/06	VENDOR WVTREASURY Web Data Corpor CUSTOMER ID VS0000002355	12,500.00

All payments to Web Data Corporation are up to date. Nothing is outstanding.

Will this be sufficient for your needs?

Regards,

GB

**SURPLUS  
PROPERTY  
SOFTWARE**

A DIVISION OF WEB DATA CORPORATION

*Professional Software for Surplus Property Professionals*Gordon Bennett  
Web Data Corporation  
P.O. Box 428  
Gordonsville, VA 22942

Phone: (520) 404-3292

The content of this email is confidential and meant only for the person or persons to whom it is sent. All aspects of the Surplus Property Software application are copyrighted in the name of Web Data Corporation, and may not be copied or otherwise distributed without written consent of the Corporation. © 2004 – 2024 Web Data Corporation. All rights reserved.

From: Burns McDonnell, Jessica L. &lt;jessica.l.burnsmcdonnell@wv.gov&gt;

Sent: Friday, May 2, 2025 12:11 PM

To: Gordon Bennett &lt;gordon@webdatacorporation.com&gt;

Subject: Amount owed

Gordon,

Is there any way you can send me something saying that we are completely paid up with you? I'm having an internal issue here and to get something straightened out I need something saying that we currently do not owe you anything.

Thank you,

**Jessica Burns-McDonnell**  
*WVSASP Manager / Assistant Purchasing Director*  
304-356-2425 • [Jessica.L.BurnsMcDonnell@wv.gov](mailto:Jessica.L.BurnsMcDonnell@wv.gov)




*West Virginia State Agency for Surplus Property*

2700 Charles Ave • Dunbar, WV 25064  
(304) 766-2626 • [WVSASP@wv.gov](mailto:WVSASP@wv.gov)

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**2 attachments**

 [WV\\_Payemnt\\_To\\_WDC\\_3\\_6\\_2025.jpg](#)  
14K

 [Revised\\_Invoice\\_Annual\\_Support\\_and\\_Maintenance\\_2025\\_to\\_2026.docx](#)  
20K



Lyle, Tara L <tara.l.lyle@wv.gov>

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**webdata**

1 message

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**Burns McDonnell, Jessica L** <jessica.l.burnsmcdonnell@wv.gov>  
To: Tara L Lyle <tara.l.lyle@wv.gov>

Fri, May 2, 2025 at 2:18 PM

Tara,

I've been looking at Surplus documents in Oasis and I saw that we had 1200 encumbered with webdata on CCT SUR24\*1. This is for a product that I do not intend to purchase. What would you need to allow me to unencumbered that money?

Thank you,

***Jessica Burns-McDonnell***  
*WVSASP Manager / Assistant Purchasing Director*  
*304-356-2425 • Jessica.L.BurnsMcDonnell@wv.gov*



**West Virginia State Agency for Surplus Property**

2700 Charles Ave • Dunbar, WV 25064  
(304) 766-2626 • WVSASP@wv.gov

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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.*

#### WEB DATA CORPORATION

##### Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	11/21/2018		11/21/2018	Foreign	Profit			

##### Organization Information

<b>Business Purpose</b>	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services			<b>Capital Stock</b>	
<b>Charter County</b>			<b>Control Number</b>	0	
<b>Charter State</b>	VA		<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>	P.O. BOX 428 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942
<b>Mailing Address</b>	P O BOX 428 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942 USA
<b>Notice of Process Address</b>	GORDON BENNETT 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942
<b>Principal Office Address</b>	P O BOX 428 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	MELINDA MALLON P.O. BOX 428 GORDONSVILLE, VA, 22942
<b>Director</b>	BRIAN MALLON P.O. BOX 428 GORDONSVILLE, VA, 22942
<b>President</b>	BRIAN MALLON P O BOX 428 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942
<b>Secretary</b>	MELINDA MALLON P.O. BOX 428 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	

2022
2021
2020
2019
<b>Date filed</b>

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

Monday, June 9, 2025 — 10:08 AM

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Filter By

### Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

☐ Any Words <sup>i</sup>

☐ All Words <sup>i</sup>

☐ Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"web data corporation" x

Entity

Location

Status

☒ Active

☐ Inactive

Reset ↺

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



## No matches found

Your search did not return any results for active records.  
Would you like to include inactive records in your search results?

Search Inactive

Go Back

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husead</u> Date: <u>6/9/25</u> Solicitation No. <u>CCT Sur 24*01</u>	Agency: WV Surplus Property Procurement Officer Submitting Requisition: Dana Hoffman Requisition No. CCT SUR24*01 - Co#3 PF No.: 1369270
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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
<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: Christal Husted