



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: 06-24-2025

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 0225 0225 PEI2500000001 2	Procurement Folder:	1425853
Document Name:	PRINTING/MAILING SERVICES	Reason for Modification:	Change Order No. 1 - To add commodity line for an increase and renew the contract per the attached documentation.
Document Description:	PRINTING/MAILING SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-07-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-09

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000218518 V G REED AND SONS INCORPORATED 1002 S 12TH ST LOUISVILLE KY 40210 US Vendor Contact Phone: 502-560-0123 Extension: 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>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Jessica L Virtz Requestor Phone: (304) 558-7850 Requestor Email: jessica.l.virtz@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PUBLIC EMPLOYEES INSURANCE STE 2 601 57TH ST SE CHARLESTON WV 25304 US	PUBLIC EMPLOYEES INSURANCE STE 2 601 57TH ST, SE CHARLESTON WV 25304 US

CR 6-25-25

Total Order Amount:

Open End

Purchasing Division's File Copy

12/6/24/15

PURCHASING DIVISION AUTHORIZATION

DATE: 6/24/25

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 6/25/2025

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 6-25-25

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 is issued to:

1. Add commodity line to contract to pay one time for higher than anticipated page counts for 2 benefit books for Fiscal Year 2026. PEIA has both a new design vendor and a new Communications Director as of the past two months. In the process of changing over a significant vendor and staff position, the design for the annual Summary Plan Descriptions was created around 16 pages higher than the current contract pricing page arranged for and is unable to be redesigned in time to print and mail the job timely. Despite the unexpected book size being outside of the agreed upon pricing, the vendor has agreed to print and mail the books at a price equivalent to the 140-144 + cover price, on a price per page basis.

Total Estimated Cost of Page Increase \$ 9,574.57

2. Renew the original contract according to all other terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 07/10/2025 through 7/9/2026

Renewals Remaining: 2 Years

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	Manufacturer	Model No	Unit	Unit Price
1	82121506			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: BENEFIT BOOKS - BASIC VDP

Extended Description:

See Exhibit A Pricing Pages for all lines.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82121506			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: LETTERS - BASIC VDP

Extended Description:

SPECIFICATIONS - 3.1.2.2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82121506			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: LETTERS - FULL VDP

Extended Description:

SPECIFICATIONS - 3.1.2.3

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82121506			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: INVOICE - FULL VDP

Extended Description:

SPECIFICATIONS - 3.1.2.4

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: NEWSLETTERS - BASIC VDP

Extended Description:
SPECIFICATIONS - 3.1.2.5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: PREMIUM AND BENEFIT ASSISTANCE APPLICATIONS - BASIC VDP

Extended Description:
SPECIFICATIONS - 3.1.2.6

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: POSTCARDS - BASIC VDP

Extended Description:
SPECIFICATIONS - 3.1.2.7

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: ADD-ON OPTIONS

Extended Description:
SPECIFICATIONS - 3.1.2.9

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: BENEFIT BOOKS - BASIC VDP (ONE TIME JOB)

Extended Description:
See Amendment 1 Memorandum



Public Employees Insurance Agency

WV Toll-free: 1 (888) 680-7342

Phone: 1 (304) 558-7850

Fax: 1 (877) 233-4295

Website: www.wvpeia.com

TO: PURCHASING DIVISION
FROM: JESSICA VIRTZ, FISCAL & PROCUREMENT OFFICER, PEIA
RE: CHANGE ORDER FOR CMA PEI2400000001

Change Order

Change Order No. 1 is issued for the following:

1. Add commodity line to contract to pay one time for higher than anticipated page counts for 2 benefit books for Fiscal Year 2026.

PEIA has both a new design vendor and a new Communications Director as of the past two months. In the process of changing over a significant vendor and staff position, the design for the annual Summary Plan Descriptions was created around 16 pages higher than the current contract pricing page arranged for and is unable to be redesigned in time to print and mail the job timely. Despite the unexpected book size being outside of the agreed upon pricing, the vendor has agreed to print and mail the books at a price equivalent to the 140-144 + cover price, on a price per page basis.

Total Estimated Cost of Page Increase

\$ 9,574.57

2. Renew the original contract according to all other terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 07/10/2025 through 7/9/2026

Renewals Remaining: 2

No other changes

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

WV PEIA

Signed:

Name:

Jessica L. Virtz

Title: *Fiscal & Procurement Officer*

Date:

6/17/2025

V G Reed

Signed:

Name:

J. M. Atchison

Title: *Senior Account Executive*

Date:

6/17/25

Attachment: Full Pricing Calculation

601 - 57th Street, SE • Suite 2 • Charleston, WV 25304-2345

An equal opportunity employer.



Public Employees Insurance Agency

WV Toll-free: 1 (888) 680-7342
Phone: 1 (304) 558-7850
Fax: 1 (877) 233-4295
Website: www.wvpeia.com

Attachment: Full Pricing Calculation

Summary Plan Description – Plans A/B/D (Estimated 87,000 books)

Current Project Cost @ \$0.65 per book x 144 pages (0.01667 per page)	\$56,550.00
New Project Cost @ \$0.74 per book x 160 pages (0.01667 per page)	<u>\$64,628.57</u>
Difference	\$ 8,078.57

Summary Plan Description – Plan C (Estimated 4,400 books)

Current Project Cost @ \$2.40 per book (0.017143 per page)	\$10,560.00
New Project Cost @ 2.74 per book (0.017143 per page)	<u>\$12,056.00</u>
Difference	\$ 1,496.00

Total Estimated Project Cost Increase \$ 9,574.57



Virtz, Jessica L <jessica.l.virtz@wv.gov>

Change Order/Renewal**Virtz, Jessica L** <jessica.l.virtz@wv.gov>

Tue, Jun 17, 2025 at 9:42 AM

To: "jon.atherton@vgreed.com" <jon.atherton@vgreed.com>

Cc: Michelle Bauer <michelle.bauer@wv.gov>

Per conversations regarding the Summary Plan Description pricing due to the increased page count, and with the first year of the contract coming to an end, attached is the Change Order Memorandum, to be signed by VG Reed and PEIA. The Amendment details the pricing agreement between the two companies for a higher page count SPD at the same per-page cost as the 140-144 + cover price, plus a one-year renewal of the contract.

If you have any questions, please let me know. Otherwise, please return this to me as quickly as possible so that I can get it pushed through Purchasing and we can get the job completed.

Thanks,

**JESSICA VIRTZ****Fiscal/Procurement Officer**

☎ 304-741-8646

🌐 www.peia.wv.gov

📍 601 57th St SE Ste 2, Charleston, WV 25304

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**2026 Renewal & Change Order.docx**

110K



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

Question - potential emergency purchase

1 message

Virtz, Jessica L <jessica.l.virtz@wv.gov>

Tue, Jun 10, 2025 at 12:54 PM

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

Tara,

I've been notified by my communications director that we've run into an issue with our current printing contract, CMA PEI2500000001. We recently got a new graphic design vendor, and our Summary Plan Description book is now larger than our printing contract has pricing for. They've provided pricing for the new higher page counts, but my communications director also wants us to have the books printed and mailed by 6/29.

Given the limitations, does it seem possible to do the individual job as an emergency purchase due to unforeseen problems as a result of a recent vendor change while I get an official amendment underway for the annual renewal and to add additional pricing lines to it in general, since it's likely we'll have the same issue in future years.

This would be a one-time printing of two Benefit Book types - current estimate is 87,000 for Plans A/B/D and 4,400 for Plan C, which according to this pricing would be around \$88,000.

I'm not sure what other info you need to help me figure out what steps I need to take - let me know, or feel free to call me if you want to talk it through.

Thanks!!!



JESSICA VIRTZ

Fiscal/Procurement Officer

☎ 304-741-8646

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

Re: CMA PEI2500000001 CO Draft

1 message

Virtz, Jessica L <jessica.l.virtz@wv.gov>

Tue, Jun 17, 2025 at 3:05 PM

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

Tara,

This has been submitted, and is just waiting on my CFO to approve to you guys. Hopefully it can get through the approvals quickly so that we can get the books out on time.

The signed memo (with the email you requested included, page 3 of the memo attachment) and the purchasing checklist are attached. In Oasis, the memo is attached to the document header and the procurement folder contains the checklist and the required verification documents.

Please let me know if you need anything else at all.

Thanks,



JESSICA VIRTZ

Fiscal/Procurement Officer

304-741-8646
www.peis.wv.gov
601 57th St SE Ste 2, Charleston, WV 25304

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On Mon, Jun 16, 2025 at 3:13 PM Virtz, Jessica L <jessica.l.virtz@wv.gov> wrote:

Tara,

I've drafted a Change Order Memo for the purpose of adding a commodity line for a slightly different pricing of our SPD's as discussed last week, plus a standard one year renewal of the contract. Can you please look this over and see if you think it is sufficient to explain our need, the amendment request, and that the standard renewal language is accurate? I want to make sure before I send it to the Vendor to sign.

Thank you!!!



JESSICA VIRTZ

Fiscal/Procurement Officer

☎ 304-741-8646

🌐 www.peia.wv.gov

📍 601 57th St SE Ste 2, Charleston, WV 25304

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2 attachments



2025-06-17 Purchasing Requisition Checklist.pdf
230K



Change Order 1 Memorandum.pdf
535K

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Business Organization Detail

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V. G. REED & SONS, INCORPORATED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/1/2012		10/1/2012	Foreign	Profit			

Organization Information		
Business Purpose	3231 - Manufacturing - Printing and Related Support Activities - Printing and Related Support Activities (commercial printing, books)	Capital Stock
Charter County		Control Number
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	1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Mailing Address	1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210 USA
Notice of Process Address	ROBERT REED JR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Principal Office Address	1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210 USA
Type	Address

Officers	
Type	Name/Address
Director	ROBERT REED, SR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Director	CHRISTOPHER G REED 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
President	ROBERT REED, SR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Secretary	ROBERT REED JR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Vice-President	CHRISTOPHER G REED 1002 S 12TH STREET LOUISVILLE, KY, 40210
Type	Name/Address

Annual Reports	
Filed For	
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2024	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, June 19, 2025 — 4:11 PM

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

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"v g reed & sons incorporated" 

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>05/ITC</u> Date: <u>6/24/25</u> Solicitation No. <u>CO# 1</u> <u>Renewal increase</u>	Agency: PEIA Procurement Officer Submitting Requisition: Jessica L Vitz Requisition No. CMA PEI250000001 PF No.: 1425853
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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 checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: _____