



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: 06-12-2025

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 0315 0315 OGC2300000001 4	Procurement Folder:	1059030
Document Name:	Court Reporting Services	Reason for Modification:	Change Order 3: to renew contract
Document Description:	Court Reporting Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-11
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-10

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000161400 SARGENTS COURT REPORTING SERVICE INC 210 MAIN ST JOHNSTOWN PA 159011509 US Vendor Contact Phone: 814-536-8908 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: Susan W Rose Requestor Phone: (304) 926-0499 Requestor Email: susan.w.rose@wv.gov <div>2025 FILE LOCATION _____</div>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
304-926-0499 EXT 1656 OIL AND GAS COMMISSION 601 57TH STREET, SE CHARLESTON WV 25304	304-926-0499 EXT 1656 OIL AND GAS COMMISSION 601 57TH STREET, SE CHARLESTON WV 25304

CR 6-17-25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: *Tanya G 6/17/25*

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *6-17-25*

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *6-17-25*

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 3 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 7/11/2025 to 7/10/2026.

Renewal Years Remaining 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82111603				0.000000
Service From		Service To		Service Contract Amount	
2022-07-11		2026-07-10		0.00	

Commodity Line Description: Court Reporting Services

Extended Description:

See Exhibit A Pricing Page



Sargent's Court Reporting Service, Inc.

210 Main Street • Johnstown, Pennsylvania 15901 • (814) 536-8908 • www.sargents.com

PENNSYLVANIA OFFICES

Clearfield
(814) 765-8711

Erie
(814) 459-0551

Greensburg
(724) 837-8714

Harrisburg
(717) 234-5751

Hollidaysburg
(814) 696-4391

Indiana
(724) 349-6631

Oil City
(814) 677-6329

Philadelphia
(215) 564-8727

Pittsburgh
(412) 232-3862

Reading
(610) 374-5891

Somerset
(814) 445-7266

State College
(814) 861-3580

Wilkes-Barre
(570) 828-7066

Williamsport
(570) 601-4077

WEST VIRGINIA OFFICES

Charleston, WV
(304) 346-0626

Martinsburg, WV
(304) 579-4886

Morgantown, WV
(304) 413-0125

MARYLAND OFFICE

Hagerstown, MD
(240) 310-1491

KENTUCKY OFFICE

Pikeville, KY
(606) 432-0087

Sara A. Sargent, President
sally@sargents.com

June 6, 2025

Susan Rose
Oil and Gas Commission
601 57th Street SE
Charleston, WV 25304

RE: CMA OGC23*01

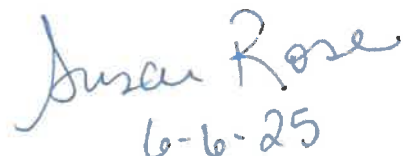
Dear Ms. Rose:

Sargent's Court Reporting Service, Inc. agrees to renew contract CMA OGC23*01 - Court Reporting Services, effective 7/11/2025 to 7/10/2026 according to the terms, conditions, specifications and pricing per the original contract.

Sargent's looks forward to working with you and the WV OGC for another year. Please let me know if there is anything else I can do for you.

Very truly yours,


Sara A. Sargent


6-6-25

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.

SARGENT'S COURT REPORTING SERVICES, INC.

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/13/2006		7/13/2006	Foreign	Profit			

Organization Information

Business Purpose	5614 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Business Support Services (document prep, call centers, telemarketing, collection agencies, credit, repossession, court reporting, stenotype)			Capital Stock				
Charter County	Kanawha			Control Number	86712			
Charter State	PA			Excess Acres				
At Will Term				Member Managed				
At Will Term Years				Par Value				
Authorized Shares	0			Young Entrepreneur	Not Specified			

Addresses

Type	Address
Local Office Address	179 SUMMERS STREET, SUITE 617 CHARLESTON, WV, 25301
Mailing Address	210 MAIN STREET JOHNSTOWN, PA, 15901 USA
Notice of Process Address	SARA ANN SARGENT 210 MAIN STREET JOHNSTOWN, PA, 15901
Principal Office Address	210 MAIN STREET JOHNSTOWN, PA, 15901 USA
Type	Address

Officers	
Type	Name/Address
Director	SARA ANN SARGENT 210 MAIN STREET JOHNSTOWN, PA, 15901
President	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Secretary	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Treasurer	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Type	Name/Address

Annual Reports
Filed For
2025
2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
Date filed

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

Thursday, June 12, 2025 — 3:38 PM

© 2025 State of West Virginia






[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)**Search**


All Words

e.g. 1606N020Q02

Filter By**Keyword Search**For 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

"SARGENT'S COURT REPORTING SERVICES" Classification Excluded Individual Excluded Entity Federal Organizations Exclusion Type 

- ☒ Ineligible (Proceedings Pending)
- ☒ Ineligible (Proceedings Complete)
- ☒ Prohibition/Restriction
- ☒ Voluntary Exclusion

Exclusion Program Location Dates **Reset** 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

[Go Back](#)[Feedback](#)

Our Website

[About This Site](#)
[Our Community](#)
[Release Notes](#)
[System Alerts](#)

Policies

[Terms of Use](#)
[Privacy Policy](#)
[Restricted Data Use](#)
[Freedom of Information Act](#)
[Accessibility](#)

Our Partners

[Acquisition.gov](#)
[USASpending.gov](#)
[Grants.gov](#)
[More Partners](#)

Customer Service

[Help](#)
[Check Entity Status](#)
[Federal Service Desk](#)
[External Resources](#)
[Contact](#)



WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

SAM.gov

An official website of the U.S. General Services Administration

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDermott</u> Date: <u>6/12/25</u> Solicitation No. <u>CMA OGC 23*01 c63</u>	Agency: <u>Oil and Gas Conservation Commission</u> Procurement Officer Submitting Requisition: <u>Susan Rose</u> Requisition No. <u>OGC 23*01</u> PF No.: <u>1059030</u>
---	---

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 type="checkbox"/>	<input checked="" 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 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: _____

[Handwritten Signature]