



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: 06-16-2025

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 0433 4728 LIB2200000006 5	Procurement Folder:	1010502
Document Name:	Open-End Contract for Library Audio Materials	Reason for Modification:	
Document Description:	Open-End Contract for Library Audio Materials	Change Order 04 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-04-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-04-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000181083 MIDWEST TAPE LLC 1417 TIMBERWOLF DR  HOLLAND OH 43528 US Vendor Contact Phone: 800-875-2785 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: Brent A Epling Requestor Phone: 304-558-2041 Requestor Email: brent.a.epling@wv.gov  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
LIBRARY COMMISSION CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0620 US	LIBRARY COMMISSION CULTURE CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0620 US

CR 6-17-25

Total Order Amount:

Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: *Tina H 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. 04 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 date of renewal April 15, 2025 through April 14, 2026.

Renewal Years/Months Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	56121011			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:**     Audio/Visual Materials

**Extended Description:**

Reference Exhibit A Pricing Page for Discount Percentage (0%)



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

The Culture Center  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

Randall Reid-Smith, Curator  
Phone 304.558.0220 • [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 • TDD 304.558.3562

February 6, 2025

Midwest Tape LLC  
P.O. Box 820  
Holland, OH 43528

REF: CO4 - CMA DCH2200000006 – Open End Contract for Library Audio Materials

To Whom it May Concern:

The above referenced contract expires on April 14, 2025. The West Virginia Department of Arts, Culture, and History is offering to renew the contract for one (1) year under the same pricing, specifications, and terms and conditions contained in the original contract including all authorized change orders. The renewal term of the contract will be April 15, 2025, through April 14, 2026. If you agree to renew this contract, please sign below and return to Charles Thompson via [Charles.L.thompson@wv.gov](mailto:Charles.L.thompson@wv.gov) at your earlier convenience.\*\*\*

Thank you,

  
Charles Thompson  
Procurement Officer

*\*\*\*We agree to renew the contract for the period as stated above under the same terms and conditions, prices and specifications in the original contract and any other change orders thereto.*

Sue Bascuk

Name

Vice President

Title

  
Signature

2-7-2025

Date



Culture Center • 1900 Kanawha Blvd. E. • Charleston, WV 25305 • Phone: 304.558.2041 • In-State Toll Free: • 1.800.642.9021

Donna B. Calvert, Library Section Director

June 12, 2025

To: Larry McDonnell, WV Purchasing Division  
From: Brent Epling, WVDACH, Library Section  
Subject: CMA LIB2200000006 – Change Order #4 backdate

Larry,

In February 2025, Charles Thompson—who has since left the agency—and I received a countersigned change order for the above contract with Midwest Tape, LLC. The change order was attached to the CMA in OASIS, but the document was never finalized. Due to agency turnover and the transition from DACH to the Department of Tourism, we did not notice this oversight until I started trying to pay Midwest Tape invoices in June 2025.

We ask that you permit the backdating of the change order to accommodate the necessary purchases.

Sincerely,  
Brent Epling

Cc: Samuel Calvert, WVDACH



LIBRARY OF CONGRESS  
**CENTER FOR THE BOOK**  
WEST VIRGINIA AFFILIATE

*Backdate  
approved  
discussed  
2/2/25  
DB*

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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.*

#### MIDWEST TAPE, LLC

##### Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	2/14/2018		2/14/2018	Foreign	Profit			

##### Organization Information

<b>Business Purpose</b>		<b>Capital Stock</b>	
<b>Charter County</b>		<b>Control Number</b>	9AL60
<b>Charter State</b>	OH	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

##### Addresses

Type	Address
<b>Mailing Address</b>	P.O. BOX 820 HOLLAND, OH, 43528 USA
<b>Principal Office Address</b>	1417 TIMBERWOLF DRIVE HOLLAND, OH, 43528 USA
Type	Address

##### Officers

Type	Name/Address
<b>Manager</b>	SHEREF ABOU-DONIA 1417 TIMBERWOLF DRIVE

	HOLLAND, OH, 43528 USA
Member	JOHN ELDRED 1417 TIMBERWOLF DRIVE HOLLAND, OH, 43528 USA
Member	JEFF JANKOWSKI 1417 TIMBERWOLF DRIVE HOLLAND, OH, 43528 USA
Type	Name/Address

Annual Reports
Filed For
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2023
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, June 12, 2025 — 1:43 PM

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e.g. 1606N020Q02

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e.g. 123456789, Smith Corp

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Excluded Entity 

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D McDonnell</u> Date: <u>6/12/25</u>  Solicitation No. <u>CMA LIB22 X06 C04</u>	Agency: WVDACH, Library Section <hr/> Procurement Officer Submitting Requisition: Brent Epling <hr/> Requisition No. CMA LIB2200000006 <hr/> PF No.: 1010502
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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 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"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
<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: \_\_\_\_\_

