



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: 08-22-2025

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 0702 7811 TAX2400000002 4	Procurement Folder:	1282443
Document Name:	2025 INCOME TAX BOOK Printing and Distribution	Reason for Modification:	Change Order No. 3 - TO RENEW CONTRACT
Document Description:	2025 INCOME TAX BOOK Printing and Distribution		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

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: Wanda Branham Requestor Phone: (304) 558-8700 Requestor Email: wanda.l.branham@wv.gov <h1>2026</h1> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748 CHARLESTON WV 25339-1748 US	WAREHOUSE TAX DIVISION OF 1315 HANSFORD ST CHARLESTON WV 25301-1447 US

CR 8-25-25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: *Tina* 8/25/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *9/22/25*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Cathy* 8-27-25
ELECTRONIC SIGNATURE ON FILE

8/27/2025

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. ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

EFFECTIVE DATE OF RENEWAL: 10/01/2025 THROUGH 09/30/2026

RENEWALS REMAINING: 1 YEAR

NO OTHER CHANGES.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			EA	0.423100
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: PRINTING IT-140 2021 WV PERSONAL INCOME TAX BOOKLET**Extended Description:**

As Per Section 3.1.1. Quantities are estimates and for bid purposes only.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	44121505			EA	0.097800
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: PRINTING & INSERTING OF ENVELOPES INTO THE IT-140**Extended Description:**

As Per Section 3.1.2. Quantities are estimates and for bid purposes only.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80141800			EA	0.018300
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: DIRECT & BULK MAILING OF THE IT-140 2017 INCOME TAX BOOKLET**Extended Description:**

As Per Section 3.1.3. Quantities are estimates and for bid purposes only.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82121500			PM	603.790000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: ALTERNATIVE PRICING PER THOUSAND FOR EXACT RERUN**Extended Description:**

As Per Section 3.1.4. Quantities are estimates and for bid purposes only.

Life	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80141800				0.000000
Service From		Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Postal Permit

Extended Description:
Postal permit at actual cost to vendor



Eric Nelson
Secretary of Revenue

WEST VIRGINIA
TAX DIVISION

Matthew Irby
Tax Commissioner

August 13, 2025

V G Reed and Sons, Inc.
Jon Atherton
1002 S 12th St.
Louisville, KY 40210

Re: CMA TAX24*2 Renew 2

Dear Mr. Atherton,

The West Virginia State Tax Division, Tax Account Administration, would like to renew their contract with you for an additional year. If agreed and approved, the dates of services for this renewal will be October 1, 2025, through September 30, 2026.

Please sign below in acceptance of the renewal of this contract for one year at the same prices, terms, and conditions as the original contract.

Upon acceptance, please return to me via email to Tammy.L.Lambert@wv.gov or via U.S. Mail at: WV State Tax Division, Attn: Operations Division, P.O. Box 11748, Charleston, WV 25301-1748.

If you should have any questions or need additional information, please contact me at (304) 558-0764.

Sincerely,

Tammy Lambert

Tammy L. Lambert, Procurement Specialist
Operations Division

Company Name: V G Reed and Sons, Inc.
Signature: *[Handwritten Signature]*
Title: Senior Account Executive
Date: 8/13/25

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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**

2025

2024

2023

2022

2021
2020
2019
2018
2017x
2017
2016
2015
2014
Date filed

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

Thursday, August 21, 2025 — 1:19 PM

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e.g. 1606N020Q02



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e.g. 123456789, Smith Corp

"V. G. REED & SONS, INCORPORATED" Entity Location Status ☒ Active☐ InactiveReset Entity Information 

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qu



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JA</u> Date: <u>8/21/25</u> Solicitation No. <u>C0#3</u>	Agency: TAX DIVISION Procurement Officer Submitting Requisition: TAMMY LAMBERT Requisition No. CMA TAX24*2 PF No.: 1282443
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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 type="checkbox"/>	<input checked="" type="checkbox"/> NA
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> NA
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> NA
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: _____

James Atkins II