



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: 02-24-2026

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 0212 0212 SYSFURN23 5	Procurement Folder:	1158415
Document Name:	SYSFURN23: Districts 1, 2, 3, & 4	Reason for Modification:	CO#4 ADMINISTRATIVE CHANGE ORDER to publish the 2026 HON Catalog effective 03/01/2026.
Document Description:	Statewide Contract for Systems Furniture & Accessories		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-02-28

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000200768	Requestor Name:	Mark A Atkins		
CAPITOL BUSINESS INTERIORS 711 INDIANA AVE		Requestor Phone:	(304) 558-2307		
CHARLESTON WV 25302		Requestor Email:	mark.a.atkins@wv.gov		
US		<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 5px 0;">FILE LOCATION _____</div>			
Vendor Contact Phone:	304-343-7551			Extension:	
Discount Details:					
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

CR 2-25-26

Total Order Amount:	Open End
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Purchasing Division's File Copy

MA copy/proc
PURCHASING DIVISION AUTHORIZATION
 DATE: *[Signature]* 2/29/26
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *[Signature]*
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ENCUMBRANCE CERTIFICATION
 DATE: *[Signature]* 2-26-26
 ELECTRONIC SIGNATURE ON FILE

2/26/2026

Extended Description:

ADMINISTRATIVE CHANGE ORDER

Change Order No. 04 is an ADMINISTRATIVE CHANGE ORDER issued to publish the updated 2026 HON Catalog. The 3% Catalog Surcharge is NOT APPLICABLE to this Contract.

Catalog Effective Date: 03/01/2026.

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

NO OTHER CHANGES

The Vendor, Capitol Business Interiors, is awarded the following districts: ALL

District 1, District 2, District 3, and District 4.

Catalog Percentage Discount is the same for all 4 districts:

System: 76.50 %

System Accessories: 76.5 %

PDU: 76.5 %

Seating (STC, STG, SCG): 60%

FSF: 60%

CG: 60%

FC: 60%

The Vendor shall provide systems furniture items at the discount percentage provided on their pricing pages, in the Item Type, and from the catalog listed on the attached summary.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	56000000			LS	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: HON Systems Furniture, by Separate Quote by Catalog Discount

Extended Description:

HON Systems Furniture, by Separate Quote by Catalog Discount

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	56000000			HOUR	50.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Systems Furniture, Reconfiguration Design, Hourly Rate

Extended Description:

All inclusive, 24/7 hourly rate for reconfigurations of systems furniture

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	56000000			HOUR	50.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Systems Furniture, Reconfiguration Labor, Regular Rate

Extended Description:

All-inclusive hourly rate for labor to reconfigure systems furniture, M-F, between 7:00am and 5:00pm

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	56000000			HOUR	75.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Systems Furniture, Reconfiguration Labor, Overtime Rate

Extended Description:

All-inclusive hourly rate for labor to reconfigure systems furniture after hours, on weekends, or on State holidays

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Business Organization Detail

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CAPITOL BUSINESS EQUIPMENT, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/13/1958		8/13/1958	Domestic	Profit			

Organization Information			
Business Purpose	4532 - Retail Trade - Miscellaneous Store Retailers - Office Supplies, Stationery and Gift Stores	Capital Stock	25000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	25.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	2450-90 FIRST AVE HUNTINGTON, WV, 25703
Notice of Process Address	JUSTIN CARPENTER PO BOX 2968 HUNTINGTON, WV, 25728
Principal Office Address	711 INDIANA AVENUE CHARLESTON, WV, 25302 USA
Principal Office Mailing Address	ATTN: JUSTIN CARPENTER PO BOX 2968 HUNTINGTON, WV, 25728 USA
Type	Address

Officers	
Type	Name/Address
Director	MARSHALL REYNOLDS P O BOX 4040 HUNTINGTON, WV, 25729
Director	JUSTIN CARPENTER P O BOX 4040 HUNTINGTON, WV, 25729
Incorporator	JAMES C. DYER 319 24TH STREET DUNBAR, WV, 25064 USA
Incorporator	RAY HOWARD CUMBERLAND ROAD BLUEFIELD, WV, 24701 USA
President	JANET JOSEPH CLAYMAN 711 INDIANA AVENUE CHARLESTON, WV, 25302
Secretary	GREG ADKINS 2450-90 FIRST AVE HUNTINGTON, WV, 25703
Vice-President	JUSTIN CARPENTER P O BOX 2968 HUNTINGTON, WV, 25728
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CAPITOL BUSINESS INTERIORS	TRADENAME	5/14/1998	
DISCOUNT OFFICE CENTER (DIVISION OF CAPITOL BUSINESS)	TRADENAME	4/7/1995	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
5/18/1998	MERGER: MERGING CBE ACQUISITION COMPANY, INC., A WV CORP WITH AND INTO CAPITOL BUSINESS EQUIPMENT, INC., A WV CORP, THE SURVIVOR.
12/19/1994	MERGER: MERGING DISCOUNT OFFICE CENTERS, INC., A QUAL WV CORP, WITH AND INTO CAPITOL BUSINESS EQUIPMENT, INC., A QUAL WV CORP, THEO SURVIVOR.
9/19/1966	INCREASE TO \$50,000; 2,000 SHARES AT \$25.00; BOOK 249, PAGE 247.
Date	Amendment

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Tuesday, February 24, 2026 — 1:59 PM

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