



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: 06-18-2026

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 0225 0225 PEI2500000001 4	Procurement Folder:	1425853
Document Name:	PRINTING/MAILING SERVICES	Reason for Modification:	
Document Description:	PRINTING/MAILING SERVICES	Change Order 3	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-07-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-07-09

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 Virts Requestor Phone: (304) 558-7850 Requestor Email: jessica.l.virtz@wv.gov 2026 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 6-23-26
Purchasing Division's File Copy

Total Order Amount: Open End

JP
PURCHASING DIVISION AUTHORIZATION
DATE: *6/23/26*
ELECTRONIC SIGNATURE ON FILE

6/22/2026
ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: *6/26/2026*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *6-26-26*
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 date of renewal 7/10/2026 through 7/9/2027.

Renewal Years Remaining: 1

No other changes.

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

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

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	82121506			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: POSTAGE REIMBURSEMENT/FREIGHT (ONE TIME REIMBURSEMENT)

Extended Description:
See Amendment 1 Memorandum

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	82121506			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: POSTAGE REIMBURSEMENT/FREIGHT (ONGOING)

Extended Description:
See Amendment 2 Memorandum. Pricing as billed.



601 57th Street SE
Suite 2
Charleston, WV 25304
888-680-7342
peia.help@wv.gov
www.peia.wv.gov

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

Change Order

Change Order No. 3 is issued for the following:

1. 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 07/10/2026 through 07/09/2027

Renewals Remaining: 1

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:

Sam Revercomb

Sam Revercomb

Title:

Fiscal & Procurement Officer

Date:

6/15/26

V.G. Reed

Signed:

Name:

John M. Hilde

Title:

Senior Account Executive

Date:

6/15/26



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Search Editor

- ☐ Any Words 
- ☒ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

V G Reed And Sons Incorporated 

Entity

Location

Status

- ☒ Active
- ☒ Inactive

Reset 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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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
Designated Office Address	1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
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
Principal Office Mailing 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	ROBERT REED JR 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
2026
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.

Monday, June 22, 2026 — 2:11 PM

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ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

B. Willis

Agency Head

6/17/26

Date

Eric Householder

Cabinet Secretary/Department Head

6/18/26

Date

Governor's Office Representative

Date



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Approval Request - Renewal

Pursuant to Executive order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 annually must be reviewed by the Cabinet Secretary and/or Governor's Office in advance. This includes the solicitation of, or change orders for, contracts that are expected to exceed \$100,000 in total annually.

In accordance with this requirement, PEIA requests approval from Cabinet Secretary and/or Governor's Office for a renewal of our contract with V.G. Reed & Sons, Inc. for one year.

Contract	CMA PEI2500000001
Contract Start / End	7/10/2024-7/9/2026
Renewal Term	7/10/2026-7/9/2027
FY2024 Cost	N/A
FY2025 Cost	\$254,637.70
FY2026 Cost	\$259,055.70
Estimated Annual Cost	\$260,000

V.G. Reed & Sons, Inc. provides printing and mailing services to PEIA.

The approval memorandum is attached for the Cabinet Secretary and/or Governor.

Thank you,

Sam Rivercomb

Samuel H. Revercomb
WV PEIA



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

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>6/22/2026</u> Solicitation No. <u>CRFQ - PE1240000001</u>	Agency: WV Public Employees Insurance Agency Procurement Officer Submitting Requisition: Sam Revercomb Requisition No. CMA PE12500000001 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	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	<i>Commercial General Liability</i>	☐	☐	☐	☐
	<i>Automobile Liability</i>	☐	☐	☐	☐
	<i>Workers' Compensation/Employer's Liability</i>	☐	☐	☐	☐
	<i>Cyber Liability</i>	☐	☐	☐	☐
	<i>Builder's Risk/Installation Floater</i>	☐	☐	☐	☐
	<i>Professional Liability</i>	☐	☐	☐	☐
	<i>Other (specify)</i>	☐	☐	☐	☐
11	Office of Technology CIO pre-approval	☐	☐	☐	☐
12	Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☐
4	Justification for price increases/backdating/other	☐	☐	☒	☐
5	Bond Rider (Construction)	☐	☐	☒	☐
6	Secretary of State Verification	☒	☒	☐	☒
7	State debarment verification	☒	☒	☐	☒
8	Federal debarment verification	☒	☒	☐	☒

**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: _____