



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: 07-09-2026

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 0613 9905 VNFFOODSER24B 4	Procurement Folder:	1239129
Document Name:	Food Service Cafeteria Workers	Reason for Modification:	Change Order No. 03 To Renew Contract
Document Description:	Food Service Cafeteria Workers		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-08-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-08-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000009010 Wise Medical Staffing Inc 6 Health Drive CHILLICOTHE OH 45601 US Vendor Contact Phone: 7407758066 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: Michael A Clevenger Requestor Phone: 304-626-1600 Requestor Email: michaelclevenger06@gmail.com 2027 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY CLARKSBURG WV 26301 US	VETERAN'S NURSING FACILITY 1 FREEDOMS WAY CLARKSBURG WV 26301 US

CR 7-21-26

Total Order Amount:

Open End

Purchasing Division's File Copy

QR 7/10/2026

PURCHASING DIVISION AUTHORIZATION
DATE: <i>7/20/26</i>
ELECTRONIC SIGNATURE ON FILE

922 S. J. J.

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>7/27/2026</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>7-28-26</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:
Change Order

Change Order No. 03 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 8/15/2026 through 8/14/2027.

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	85101600				0.000000
Service From		Service To	Service Contract Amount		
2023-08-15		2027-08-14	0.00		

Commodity Line Description: Food Service Cafeteria Workers

Extended Description:
See pricing pages for hourly rates for weekday, weekend, holiday and other important dates.



*West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301*

July 1, 2026

Rebecca Wagner
Wise Medical Staffing Inc.
6 Health Dr.
Chillicothe, OH 45601

RE: Renewal CMA 0613 9905 VNFFOODSER24B

Dear Ms. Wagner,

Provisions were included in the original contract documents to renew the referenced contract under the same terms, conditions, and pricing. The renewal dates are 8/15/2026 to 8/14/2027. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

If you have any questions or concerns, feel free to contact me at (304) 626-1600 .

Regards,

Michael Clevenger
Procurement Supervisor

We agree to renew the contract for the period stated above under the same terms, conditions, and pricing as in the original Purchase Order and any subsequent Change Orders.

X Terri Scott
SIGNATURE

07/01/2026
DATE

Terri Scott
PRINT NAME

**ISR Workspace: Increased Contract Volume**[Show Details](#)

Jun 26, 2026

[See All Alerts](#)**Subcontracting Plan Reporting system issues resolved**[Show Details](#)

Jun 10, 2026

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e.g. 1606N020Q02

"Wise Medical Staffing Inc"**Federal Organizations**

Enter Code or Name



Status



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Reset 

All Domains

Contracting

Federal Assistance

Entity Information

Federal Hierarchy

Wage De

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Online Data Services Help

Business Organization Detail

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WISE MEDICAL STAFFING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/19/2001		12/19/2001	Domestic	Profit			

Organization Information			
Business Purpose	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)		Capital Stock 1000.0000
Charter County	Kanawha	Control Number	44748
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	519 C STREET SOUTH CHARLESTON, WV, 25303
Notice of Process Address	JORDAN ODEL 6 HEALTH DRIVE CHILLICOTHE, OH, 45601
Principal Office Address	6 HEALTH DRIVE CHILLICOTHE, OH, 45601 USA
Principal Office Mailing Address	6 HEALTH DR CHILLICOTHE, OH, 45601 USA
Type	Address

Officers	
Type	Name/Address
Director	MORGAN SHEPPARD 6 HEALTH DRIVE CHILLICOTHE, OH, 45601
Director	JORDAN ODEL 6 HEALTH DRIVE CHILLICOTHE, OH, 45601
President	MILTON CLEGG 6 HEALTH DRIVE CHILLICOTHE, OH, 45601
Secretary	JORDAN ODEL 6 HEALTH DRIVE CHILLICOTHE, OH, 45601
Vice-President	MORGAN SHEPPARD 6 HEALTH DRIVE CHILLICOTHE, OH, 45601
Type	Name/Address

Annual Reports	
Filed For	
2026	
2025	
2024	

2023
2022
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2020
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Date filed

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

Thursday, June 25, 2026 — 11:17 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>7/10/2026</u> Solicitation No. <u>CMA-VNFFOODSER24B</u>	Agency: WVNF Procurement Officer Submitting Requisition: Michael Clevenger Requisition No. CMA VNFFOODSER24B PF No.: 1239129
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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:

Provided, if
Required 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				
	Commercial General Liability	☐	☐	☐	☐
	Automobile Liability	☐	☐	☐	☐
	Workers' Compensation/Employer's Liability	☐	☐	☐	☐
	Cyber Liability	☐	☐	☐	☐
	Builder's Risk/Installation Floater	☐	☐	☐	☐
	Professional Liability	☐	☐	☐	☐
	Other (specify)	☐	☐	☐	☐
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: _____