



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: 06-13-2023

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CMA 0212 0212 TEMP21H 4	<b>Procurement Folder:</b>	751419
<b>Document Name:</b>	STATEWIDE CONTRACT: TEMP21H	<b>Reason for Modification:</b>	
<b>Document Description:</b>	TEMPORARY STAFFING SERVICES (Original PF: 738312)	<b>CO#03:</b> Issued to renew the original contract.	
<b>Procurement Type:</b>	Statewide MA (Open End)		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2020-07-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-07-14

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000109245			<b>Requestor Name:</b>	Mark A Atkins
JAYKAY INC				<b>Requestor Phone:</b>	(304) 558-2307
PO BOX 577				<b>Requestor Email:</b>	mark.a.atkins@wv.gov
TAVARES	FL	32778			
US					
<b>Vendor Contact Phone:</b>	352-348-0480	<b>Extension:</b>	1		
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

**23**

**FILE LOCATION**

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	No City
WV 99999	WV 99999
US	US

*John*  
6/13/2023

**Purchasing Division's File Copy**

<b>Total Order Amount:</b>	Open End
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*Bob*

6/13/23

**ENTERED**

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Mark Atkins* - 6/13/2023  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
*Beverly Toles*  
 DATE: 6-26-23  
 ELECTRONIC SIGNATURE ON FILE

*6/26/2023*

**Extended Description:**

Change Order #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: 07/15/2023 through 07/14/2024.

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111600			HOUR	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TEMPORARY EMPLOYEE STAFFING SERVICES

**Extended Description:**

See attached Synopsis Award Spreadsheets for Contract Pricing.



MARK D. SCOTT  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS  
DIRECTOR

May 17, 2023

Purity Ndolo, President/CEO  
JAYKAY, Inc.  
POB 577  
Tavares, FL 32778

Subject: WV Statewide Contract No.: CMA 0212 TEMP21H Temporary Staffing Services

Dear Purity,

The State of West Virginia is offering to renew the subject contract under the original terms, conditions, pricing, and authorized change orders. The renewal dates are July 15, 2023 through July 14, 2024. Please mark your renewal position on the corresponding statement and complete the signature information below. Then return this letter to my attention as soon as possible. You may return via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

*We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

*We do not agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

<u>Purity Ndolo</u>	<u><i>Pndolo</i></u>	<u>CEO</u>	<u>5/30/2023</u>
<i>Print Name</i>	<i>Signature</i>	<i>Title</i>	<i>Date</i>

Please call if you have any questions.

Very truly yours,

**Mark A. Atkins, CPPB**  
**Buyer Supervisor, Statewide Contracts**  
West Virginia Department of Administration  
Purchasing Division  
2019 Washington Street, East  
POB 50130  
Charleston, WV 25305-0130  
Phone: 304.558.2307  
Email: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)