



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 33 - Service - Misc

Proc Folder: 40369

Doc Description: Open End Legal Process Service Contract

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-08-05	2015-08-26 13:30:00	CRFQ 0511 CSE1500000003	1

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

VENDOR

Vendor Name, Address and Telephone Number:

THOMAS E. GUTHRIE INVESTIGATIONS, LLC
 96 OAKBROOK DRIVE
 MINERAL WELLS, W.VA. 26150
 (304) 489-1978



FOR INFORMATION CONTACT THE BUYER

Robert Kilpatrick
 (304) 558-0067
 robert.p.kilpatrick@wv.gov

Signature X *Thomas E. Guthrie*
 THOMAS E. GUTHRIE

FEIN # 35-2379529

DATE 08/18/15

All offers subject to all terms and conditions contained in this solicitation

CERTIFICATION AND SIGNATURE PAGE

By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

THOMAS E. GUTHRIE INVESTIGATIONS, LLC

(Company)



THOMAS E. GUTHRIE, OWNER/PROCESS SERVER

(Authorized Signature) (Representative Name, Title)

(304) 489-1978 N/A 08/18/15

(Phone Number) (Fax Number) (Date)

**ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.:**

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:
(Check the box next to each addendum received)

- | | |
|-----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

THOMAS E. GUTHRIE INVESTIGATIONS, LLC

Company



Authorized Signature **THOMAS E. GUTHRIE**

AUGUST 18, 2015

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

CENTRALIZED REQUEST FOR QUOTATION
Supplemental Process Service
CRFQ 0511 CSE1500000003

11 MISCELLANEOUS:

11.1 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: THOMAS E. GUTHRIE
Telephone Number: (304)489-1978
Fax Number: N/A
Email Address: N/A

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WOOD COUNTY OFFICE 400 FIFTH ST PARKERSBURG WV 26102 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Process Service for Region 2 Wood Co. Parkersburg Office	520.00000	EA	\$40.00	\$20,800.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 2 Wood Co. Parkersburg Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - PLEASANTS COUNTY OFFICE 201 SECOND ST ST MARYS WV 26170 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Process Service for Region 2 Pleasants Co. St Marys Office	25.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 2 Pleasants Co. St Marys Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - RITCHIE COUNTY OFFICE 220 WEST MAIN ST HARRISVILLE WV 26362 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Process Service: Region 2 Ritchie Co. Harrisville Office	34.00000	EA		

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BROOKE COUNTY OFFICE 100 MUNICIPAL PLAZA, STE 600 WEIRTON WV 26062 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Process Service for Region 1 Brooke Co. Wierton Office	68.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 1 Brooke County Wierton Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - HANCOCK COUNTY OFFICE 100 MUNICIPAL PLAZA, STE 600 WEIRTON WV 26062 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Process Service for Region 1 Hancock Co. Weirton Office	130.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 1 Hancock County. Weirton Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MARSHALL COUNTY OFFICE 400 TELETECH DR, STE 2 MOUNDSVILLE WV 26041 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Process Service for Region 1 Marshall Co. Moundsville Office	689.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 1 Marshall Co. Moundsville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - OHIO COUNTY OFFICE 69 16TH ST WHEELING WV 26003 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Process Service for Region 1 Ohio Co. Wheeling Office	275.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 1 Ohio Co. Wheeling Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - TYLER COUNTY OFFICE 210 MAIN ST MIDDLEBOURNE WV 26149 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Process Service: Region 1 Tyler Co. New Martinsville Office	129.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 1 Tyler Co. New Martinsville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WETZEL COUNTY OFFICE 1236 NORTH STATE RT 2 NEW MARTINSVILLE WV 26155 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Process Service: Region 1 Wetzel Co. New Martisville Office	233.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 1 Wetzel Co. New Martisville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MONONGALIA COUNTY OFFICE 118 SOUTH HIGH ST MORGANTOWN WV 26501-3579 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Process Service: Region 1 Monongalia Co. Morgantown Office	232.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 1 Monongalia Co. Morgantown Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - PRESTON COUNTY OFFICE 18351 VETERANS MEMORIAL HWY KINGWOOD WV 26537 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Process Service for Region 1 Preston Co. Kingwood Office	121.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 1 Preston Co. Kingwood Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON US	WV25301-3703	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MASON COUNTY OFFICE 710 VIAND ST PT PLEASANT US	WV 25550

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Process Service for Region 2 Mason Co. Pt Pleasant Office	50.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 2 Mason Co. Pt Pleasant Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON US	WV25301-3703	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WIRT COUNTY OFFICE COURT ST ELIZABETH US	WV 26143

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Process Service for Region 2 Wirt Co. Elizabeth Office	25.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 2 Wirt Co. Elizabeth Office

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 2 Ritchie Co. Harrisville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - ROANE COUNTY OFFICE 677 RIPLEY RD SPENCER WV 25276 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Process Service for Region 2 Roane Co. Spencer Office	25.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 2 Roane Co Spencer Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - JACKSON COUNTY OFFICE 4285 CEDAR LAKES DR RIPLEY WV 25271-6571 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Process Service for Region 2 Jackson Co. Ripley Office	49.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 2 Jackson Co. Ripley Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - CABELL COUNTY OFFICE 2699 PARK AVE, STE 100 HUNTINGTON WV 25704 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Process Service for Region 3 Cabell Co. Huntington Office	112.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 3 Cabell Co Huntington Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - PUTNAM COUNTY OFFICE 3405 WINFIELD RD WINFIELD WV 25213 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Process Service for Region 3 Putnam Co. Winfield Office	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 3 Putnam Co Winfield Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WAYNE COUNTY OFFICE 26452 EAST LYNN RD WAYNE WV 25570 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Process Service for Region 3 Wayne Co. Wayne Office	235.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 3 Wayne Co. Wayne Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Process Service for Region 4 Kanawha Co. State Office	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 4 Kanawha Co. State Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BOONE COUNTY OFFICE RT 3, EAST ROCK CREEK RD FOSTER WV 25081 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Process Service for Region 5 Boone Co. Danville Office	160.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 5 Boone Co. Danville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - LINCOLN COUNTY OFFICE 8209 COURT AVE HAMLIN WV 25523 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Process Service for Region 5 Lincoln Co. Hamlin Office	20.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 5 Lincoln Co. Hamlin Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - LOGAN COUNTY OFFICE 130 STRATTON ST LOGAN WV 25601 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Process Service for Region 5 Logan Co. Logan Office	200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 5 Logan Co. Logan Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MINGO COUNTY OFFICE 203 EAST THIRD AVE WILLIAMSON WV 25661 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Process Service for Region 5 Mingo Co. Williamson Office	187.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 5 Mingo Co. Williamson Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BRAXTON COUNTY OFFICE 1936 SUTTON LN SUTTON WV 26601 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Process Service for Region 6 Braxton Co. Sutton Office	40.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 6 Braxton Co. Sutton Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WEBSTER COUNTY OFFICE 110 NORTH MAIN ST, STE 201 WEBSTER SPRINGS WV 26628 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Process Service for Region 6 Webster Co. Webster Springs	25.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 6 Webster Co. Webster Springs

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - NICHOLAS COUNTY OFFICE 1073 ARBUCKLE RD SUMMERSVILLE WV 26651 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Process Service: Region 6 Nicholas Co. Summersville Office	74.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 6 Nicholas Co Summersville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - CLAY COUNTY OFFICE 131 MAIN ST CLAY WV 25043 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Process Service for Region 6 Clay Co. Clay Office	36.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 6 Clay Co Clay Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - GREENBRIER CO OFFICE 150 MAPLEWOOD AVE LEWISBURG WV 24901 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Process Service: Region 6 Greenbrier Co. Lewisburg Office	66.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 6 Greenbrier Co Lewisburg Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - POCAHONTAS CO OFFICE 704 THIRD AVE MARLINTON WV 24954 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	Process Service for Region 6 Pocahontas Co. Marlinton Office	44.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 6 Pocahontas Co Marlinton Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - FAYETTE COUNTY OFFICE 1400 VIRGINIA ST OAK HILL WV 25901 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	Process Service: Region 6 Fayette Co. Fayetteville Office	172.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 6 Fayette Co. Fayetteville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MONROE COUNTY OFFICE RT 3, 174 UNION WV 24983 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	Process Service for Region 6 Monroe Co. Union Office	44.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 6 Monroe Co Union Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MCDOWELL COUNTY OFFICE 840 VIRGINIA AVE WELCH WV 24801 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
32	Process Service for Region 7 McDowell Co. Welch Office	175.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 7 McDowell Co Welch Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MERCER COUNTY OFFICE 200 DAVIS ST PRINCETON WV 24740 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
33	Process Service for Region 7 Mercer Co. Princeton Office	443.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 7 Mercer Co Princeton Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - RALEIGH COUNTY OFFICE 407 NEVILLE ST, RM 131 BECKLEY WV 25801 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
34	Process Service for Region 7 Raleigh Co. Beckley Office	1047.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 7 Raleigh Co Beckley Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - SUMMERS COUNTY OFFICE 320 SUMMERS ST HINTON WV 25951 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
35	Process Service for Region 7 Summers Co. Hinton Office	9.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 7 Summers Co Hinton Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WYOMING COUNTY OFFICE RT 97 HCR 72, BOX 300 PINEVILLE WV 24874 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
36	Process Service for Region 7 Wyoming Co. Pineville Office	16.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 7 Wyoming Co Pineville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BERKELEY COUNTY OFFICE 433 MID-ATLANTIC CENTER MARTINSBURG WV 25402-9974 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
37	Process Service: Region 8 Berkeley Co. Martinsburg Office	455.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 8 Berkeley Co Martinsburg Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - JEFFERSON COUNTY OFFICE 239 WILLOW SPRING DR CHARLES TOWN WV 25414 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
38	Process Service: Region 8 Jefferson Co. Charles Town Office	169.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 8 Jefferson Co Charles Town Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MORGAN COUNTY OFFICE 64 REGAL COURT BERKELEY SPRINGS WV 25411 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
39	Process Service: Region 8 Morgan Co. Berkeley Springs Offic	51.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 8 Morgan Co Berkeley Springs Of

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - GRANT COUNTY OFFICE 53 KIESS DR PETERSBURG WV 26847 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
40	Process Service for Region 8 Grant Co Petersburg Office	54.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 8 Grant Co Petersburg Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - HAMPSHIRE COUNTY OFFICE 24954 NORTHWESTERN PIKE ROMNEY WV 26757 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
41	Process Service for Region 8 Hampshire Co. Romney Office	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 8 Hampshire Co Romney Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - HARDY COUNTY OFFICE 149 ROBERT C BYRD INDUSTRIAL PARK RD MOOREFIELD WV 26836 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
42	Process Service for Region 8 Hardy Co. Moorefield Office	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 8 Hardy Co Moorefield Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MINERAL COUNTY OFFICE 18 NORTH TORNADO WAY KEYSER WV 26726 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
43	Process Service for Region 8 Mineral Co. Keyser Office	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 8 Mineral Co Keyser Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - PENDLETON COUNTY OFFICE PENDLETON BUSINESS CENTER HC 61, BOX 18 B, STE 200 FRANKLIN WV 26807 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
44	Process Service for Region 8 Pendleton Co. Franklin Office	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 8 Pendleton Co Franklin Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - TUCKER COUNTY OFFICE RR 3 BOX 45 PARSONS WV 26287 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
45	Process Service for Region 9 Tucker Co. Parsons Office	7.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Tucker Co Parsons Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - RANDOLPH COUNTY OFFICE 1027 NORTH RANDOLPH AVE ELKINS WV 26241 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
46	Process Service for Region 9 Randolph Co. Elkins Office	57.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 9 Randolph Co Elkins Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BARBOUR COUNTY OFFICE 209 SOUTH MAIN ST PHILIPPI WV 26416 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
47	Process Service for Region 9 Barbour Co. Phillippi Office	14.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 9 Barbour Co Phillippi Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - DODDRIDGE COUNTY OFFICE 115 MAIN ST WEST UNION WV 26456 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
48	Process Service: Region 9 Doddridge Co. West Union Office	3.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Doddridge Co West Union Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - HARRISON COUNTY OFFICE 633 WEST PIKE ST CLARKSBURG WV 26301 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
49	Process Service: Region 9 Harrison Co. Clarksburg Office	650.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Harrison Co Clarksburg Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - UPSHUR COUNTY OFFICE RT 3, BOX 376-A BUCKHANNON WV 26201 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
50	Process Service for Region 9 Upshur Co. Buckhannon Office	34.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Upshur Co Buckhannon Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MARION COUNTY OFFICE 9349 MIDDLETOWN MALL WHITE HALL WV 26554 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
51	Process Service for Region 9 Marion Co. Fairmont Office	469.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 9 Marion Co Fairmont Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - CALHOUN COUNTY OFFICE 350 MAIN ST GRANTSVILLE WV 26147 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
52	Process Service for Region 9 Calhoun Co. Grantsville Office	6.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 9 Calhoun Co Grantsville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - GILMER COUNTY OFFICE 1493 WV HWY 5E GLENVILLE WV 26351 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
53	Process Service for Region 9 Gilmer Co. Glenville Office	23.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Gilmer Co Glenville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - LEWIS COUNTY OFFICE 91 ARNOLD AVE WESTON WV 26452 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
54	Process Service for Region 9 Lewis Co. Weston Office	36.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Lewis Co Weston Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - TAYLOR COUNTY OFFICE 235 BARRETT ST GRAFTON WV 26354 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
55	Process Service for Region 9 Taylor Co. Grafton Office	200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Taylor Co Grafton Office

CSE150000003	Document Phase Final	Document Description Open End Legal Process Service Contract	Page 24 of 24
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Request for Quotation
 33 - Service - Misc

Proc Folder: 40369

Doc Description: Addendum #1: Open End Legal Process Service Contract

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2015-08-20	2015-08-26 13:30:00	CRFQ 0511 CSE1500000003	2

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

Vendor Name, Address and Telephone Number:

THOMAS E. GUTHRIE INVESTIGATIONS, LLC
 96 OAKBROOK DRIVE
 MINERAL WELLS, W.VA. 26150
 (304) 489-1978

08/25/15 15:59:03
 WV Purchasing Division

FOR INFORMATION CONTACT THE BUYER

Robert Kilpatrick
 (304) 558-0067
 robert.p.kilpatrick@wv.gov

THOMAS E. GUTHRIE

Signature X

FEIN # 35-2379529

DATE 08/25/15

All offers subject to all terms and conditions contained in this solicitation

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BROOKE COUNTY OFFICE 100 MUNICIPAL PLAZA, STE 600 WEIRTON WV 26062 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Process Service for Region 1 Brooke Co. Weirton Office	68.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 1 Brooke County Weirton Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - HANCOCK COUNTY OFFICE 100 MUNICIPAL PLAZA, STE 600 WEIRTON WV 26062 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Process Service for Region 1 Hancock Co. Weirton Office	130.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 1 Hancock County. Weirton Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MARSHALL COUNTY OFFICE 400 TELETECH DR, STE 2 MOUNDSVILLE WV 26041 US
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Process Service for Region 1 Marshall Co. Moundsville Office	689.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 1 Marshall Co. Moundsville Office

INVOICE		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - OHIO COUNTY OFFICE 69 16TH ST WHEELING WV 26003 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Process Service for Region 1 Ohio Co. Wheeling Office	275.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 1 Ohio Co. Wheeling Office

INVOICE		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - TYLER COUNTY OFFICE 210 MAIN ST MIDDLEBOURNE WV 26149 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Process Service: Region 1 Tyler Co. New Martinsville Office	129.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 1 Tyler Co. New Martinsville Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WETZEL COUNTY OFFICE 1236 NORTH STATE RT 2 NEW MARTINSVILLE WV 26155 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Process Service: Region 1 Wetzel Co. New Martisville Office	233.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 1 Wetzel Co. New Martisville Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MONONGALIA COUNTY OFFICE 118 SOUTH HIGH ST MORGANTOWN WV 26501-3579 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Process Service: Region 1 Monongalia Co. Morgantown Office	232.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 1 Monongalia Co. Morgantown Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - PRESTON COUNTY OFFICE 18351 VETERANS MEMORIAL HWY KINGWOOD WV 26537 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Process Service for Region 1 Preston Co. Kingwood Office	121.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 1 Preston Co. Kingwood Office

SHIP TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MASON COUNTY OFFICE 710 VIAND ST PT PLEASANT WV 25550 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Process Service for Region 2 Mason Co. Pt Pleasant Office	50.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 2 Mason Co. Pt Pleasant Office

SHIP TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WIRT COUNTY OFFICE COURT ST ELIZABETH WV 26143 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Process Service for Region 2 Wirt Co. Elizabeth Office	25.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 2 Wirt Co. Elizabeth Office

BUYER TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WOOD COUNTY OFFICE 400 FIFTH ST PARKERSBURG WV 26102 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Process Service for Region 2 Wood Co. Parkersburg Office	520.00000	EA	\$40.00	\$20,800.00

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 2 Wood Co. Parkersburg Office

BUYER TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - PLEASANTS COUNTY OFFICE 201 SECOND ST ST MARYS WV 26170 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Process Service for Region 2 Pleasants Co. St Marys Office	25.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 2 Pleasants Co. St Marys Office

BUYER TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - RITCHIE COUNTY OFFICE 220 WEST MAIN ST HARRISVILLE WV 26362 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Process Service: Region 2 Ritchie Co. Harrisville Office	34.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 2 Ritchie Co. Harrisville Office

Manufacturer	Specification	Model #
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - ROANE COUNTY OFFICE 677 RIPLEY RD SPENCER WV 25276 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Process Service for Region 2 Roane Co. Spencer Office	25.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 2 Roane Co Spencer Office

Manufacturer	Specification	Model #
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - JACKSON COUNTY OFFICE 4285 CEDAR LAKES DR RIPLEY WV 25271-6571 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Process Service for Region 2 Jackson Co. Ripley Office	49.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 2 Jackson Co. Ripley Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - CABELL COUNTY OFFICE 2699 PARK AVE, STE 100 HUNTINGTON WV 25704 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Process Service for Region 3 Cabell Co. Huntington Office	112.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 3 Cabell Co Huntington Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - PUTNAM COUNTY OFFICE 3405 WINFIELD RD WINFIELD WV 25213 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Process Service for Region 3 Putnam Co. Winfield Office	100.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 3 Putnam Co Winfield Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WAYNE COUNTY OFFICE 28452 EAST LYNN RD WAYNE WV 25570 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Process Service for Region 3 Wayne Co. Wayne Office	235.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 3 Wayne Co. Wayne Office

Comm Code	Manufacturer	Specification	Model #
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV 25301-3703 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Process Service for Region 4 Kanawha Co. State Office	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 4 Kanawha Co. State Office

Comm Code	Manufacturer	Specification	Model #
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BOONE COUNTY OFFICE RT 3, EAST ROCK CREEK RD FOSTER WV 25081 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Process Service for Region 5 Boone Co. Danville Office	160.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 5 Boone Co. Danville Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - LINCOLN COUNTY OFFICE 8209 COURT AVE HAMLIN WV 25523 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Process Service for Region 5 Lincoln Co. Hamlin Office	20.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 5 Lincoln Co. Hamlin Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - LOGAN COUNTY OFFICE 130 STRATTON ST LOGAN WV 25601 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Process Service for Region 5 Logan Co. Logan Office	200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 5 Logan Co. Logan Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MINGO COUNTY OFFICE 203 EAST THIRD AVE WILLIAMSON WV 25661 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Process Service for Region 5 Mingo Co. Williamson Office	187.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 5 Mingo Co. Williamson Office

Comm Code	Manufacturer	Specification	Model #
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BRAXTON COUNTY OFFICE 1936 SUTTON LN SUTTON WV 26601 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Process Service for Region 6 Braxton Co. Sutton Office	40.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 6 Braxton Co. Sutton Office

Comm Code	Manufacturer	Specification	Model #
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WEBSTER COUNTY OFFICE 110 NORTH MAIN ST, STE 201 WEBSTER SPRINGS WV 26628 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Process Service for Region 6 Webster Co. Webster Springs	25.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 6 Webster Co. Webster Springs

SHIP TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - NICHOLAS COUNTY OFFICE 1073 ARBUCKLE RD SUMMERSVILLE WV 26851 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Process Service: Region 6 Nicholas Co. Summersville Office	74.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 6 Nicholas Co Summersville Office

SHIP TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - CLAY COUNTY OFFICE 131 MAIN ST CLAY WV 25043 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Process Service for Region 6 Clay Co. Clay Office	36.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 6 Clay Co Clay Office

SHIP TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - GREENBRIER CO OFFICE 150 MAPLEWOOD AVE LEWISBURG WV 24901 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Process Service: Region 6 Greenbrier Co. Lewisburg Office	66.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 6 Greenbrier Co Lewisburg Office

Manufacturer		Specification	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - POCAHONTAS CO OFFICE 704 THIRD AVE MARLINTON WV 24954 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	Process Service for Region 6 Pocahontas Co. Marlinton Office	44.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 6 Pocahontas Co Marlinton Office

Manufacturer		Specification	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - FAYETTE COUNTY OFFICE 1400 VIRGINIA ST OAK HILL WV 25901 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	Process Service: Region 6 Fayette Co. Fayetteville Office	172.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 6 Fayette Co. Fayetteville Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MONROE COUNTY OFFICE RT 3, 174 UNION WV 24983 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	Process Service for Region 6 Monroe Co. Union Office	44.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 6 Monroe Co Union Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MCDOWELL COUNTY OFFICE 840 VIRGINIA AVE WELCH WV 24801 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
32	Process Service for Region 7 McDowell Co. Welch Office	175.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 7 McDowell Co Welch Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MERCER COUNTY OFFICE 200 DAVIS ST PRINCETON WV 24740 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
33	Process Service for Region 7 Mercer Co. Princeton Office	443.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 7 Mercer Co Princeton Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - RALEIGH COUNTY OFFICE 407 NEVILLE ST, RM 131 BECKLEY WV 25801 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
34	Process Service for Region 7 Raleigh Co. Beckley Office	1047.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 7 Raleigh Co Beckley Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - SUMMERS COUNTY OFFICE 320 SUMMERS ST HINTON WV 25951 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
35	Process Service for Region 7 Summers Co. Hinton Office	9.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 7 Summers Co Hinton Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - WYOMING COUNTY OFFICE RT 97 HCR 72, BOX 300 PINEVILLE WV 24874 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
36	Process Service for Region 7 Wyoming Co. Pineville Office	16.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 7 Wyoming Co Pineville Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BERKELEY COUNTY OFFICE 433 MID-ATLANTIC CENTER MARTINSBURG WV 25402-9974 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
37	Process Service: Region 8 Berkeley Co. Martinsburg Office	455.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 8 Berkeley Co Martinsburg Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - JEFFERSON COUNTY OFFICE 239 WILLOW SPRING DR CHARLES TOWN WV 25414 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
38	Process Service: Region 8 Jefferson Co. Charles Town Office	169.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 8 Jefferson Co Charles Town Office

SHIP TO	SHIP TO
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MORGAN COUNTY OFFICE 64 REGAL COURT BERKELEY SPRINGS WV 25411 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
39	Process Service: Region 8 Morgan Co. Berkeley Springs Office	51.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 8 Morgan Co Berkeley Springs Of

SHIP TO	SHIP TO
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - GRANT COUNTY OFFICE 53 KIESS DR PETERSBURG WV 26847 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
40	Process Service for Region 8 Grant Co Petersburg Office	54.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 8 Grant Co Petersburg Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - HAMPSHIRE COUNTY OFFICE 24954 NORTHWESTERN PIKE ROMNEY WV 26757 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
41	Process Service for Region 8 Hampshire Co. Romney Office	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 8 Hampshire Co Romney Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - HARDY COUNTY OFFICE 149 ROBERT C BYRD INDUSTRIAL PARK RD MOOREFIELD WV 26836 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
42	Process Service for Region 8 Hardy Co. Moorefield Office	10.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 8 Hardy Co Moorefield Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MINERAL COUNTY OFFICE 18 NORTH TORNADO WAY KEYSER WV 26726 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
43	Process Service for Region 8 Mineral Co. Keyser Office	5.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 8 Mineral Co Keyser Office

SHIP TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - PENDLETON COUNTY OFFICE PENDLETON BUSINESS CENTER HC 61, BOX 18 B, STE 200 FRANKLIN WV 26807 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
44	Process Service for Region 8 Pendleton Co. Franklin Office	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 8 Pendleton Co Franklin Office

SHIP TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - TUCKER COUNTY OFFICE RR 3 BOX 45 PARSONS WV 26287 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
45	Process Service for Region 9 Tucker Co. Parsons Office	7.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Tucker Co Parsons Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - RANDOLPH COUNTY OFFICE 1027 NORTH RANDOLPH AVE ELKINS WV 26241 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
46	Process Service for Region 9 Randolph Co. Elkins Office	57.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 9 Randolph Co Elkins Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - BARBOUR COUNTY OFFICE 209 SOUTH MAIN ST PHILIPPI WV 26416 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
47	Process Service for Region 9 Barbour Co. Phillippi Office	14.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
Process Service for Region 9 Barbour Co Phillippi Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - DODDRIDGE COUNTY OFFICE 115 MAIN ST WEST UNION WV 26456 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
48	Process Service: Region 9 Doddridge Co. West Union Office	3.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Doddridge Co West Union Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - HARRISON COUNTY OFFICE 633 WEST PIKE ST CLARKSBURG WV 26301 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
49	Process Service: Region 9 Harrison Co. Clarksburg Office	650.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Harrison Co Clarksburg Office

SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US	FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - UPSHUR COUNTY OFFICE RT 3, BOX 376-A BUCKHANNON WV 26201 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
50	Process Service for Region 9 Upshur Co. Buckhannon Office	34.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Upshur Co Buckhannon Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - MARION COUNTY OFFICE 9349 MIDDLETOWN MALL WHITE HALL WV 26554 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
51	Process Service for Region 9 Marion Co. Fairmont Office	469.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 9 Marion Co Fairmont Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - CALHOUN COUNTY OFFICE 350 MAIN ST GRANTSVILLE WV 26147 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
52	Process Service for Region 9 Calhoun Co. Grantsville Office	6.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :
 Process Service for Region 9 Calhoun Co Grantsville Office

FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - GILMER COUNTY OFFICE 1493 WV HWY 5E GLENVILLE WV 26351 US	
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
53	Process Service for Region 9 Gilmer Co. Glenville Office	23.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Gllmer Co Glenville Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - LEWIS COUNTY OFFICE 91 ARNOLD AVE WESTON WV 26452 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
54	Process Service for Region 9 Lewis Co. Weston Office	36.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Lewis Co Weston Office

INVOICE TO		SHIP TO	
FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES CHILD SUPPORT ENFORCEMENT 350 CAPITOL ST, RM 147 CHARLESTON WV25301-3703 US		FISCAL UNIT MANAGER 304-356-4715 HEALTH AND HUMAN RESOURCES BCSE - TAYLOR COUNTY OFFICE 235 BARRETT ST GRAFTON WV 26354 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
55	Process Service for Region 9 Taylor Co. Grafton Office	200.00000	EA		

Comm Code	Manufacturer	Specification	Model #
80121904			

Extended Description :

Process Service for Region 9 Taylor Co Grafton Office

	Document Phase	Document Description	Page
CSE150000003	Final	Addendum #1: Open End Legal Process Service Contract	24 of 24

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ 0511 CSE1500000003
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum #1 issued to provide answers to Vendor-submitted Technical Questions, per Attachment A
Bid Opening Remains August 26, 2015 at 1:30pm EST.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Revised 6/8/2012

CRFQ 0511 CSE150000003
Supplemental Process Service
Addendum # 1
Technical Questions and Answers

Question #1: Are the requested quantities quarterly or yearly? On the last bid I believe they were yearly but I currently have the contract for Jefferson County and the number lists 169. I have more cases than that in my possession now. Please clarify.

Answer #1: These are annual estimates based on previous years. The quantities provide are estimates only, and do imply any guarantee of actual quantity ordered during the life of the Contract.

Question #2: When responding to the bid through WV OASIS it has a column for delivery days? What is this for? The court cases have a set amount of time they are valid for.

Answer #2: The Delivery Days field should **not be required** when responding electronically. But, if it found to be required to submit an electronic response, any contents that WVOasis will accept are acceptable. The field will not be used to evaluate any response.

Question #3: Are the only documents required to be submitted when responding online the purchasing affidavit and the vendor preference certificate?

Answer: If a vendor wishes to request a vendor preference then it must be requested with the bid, thus the Vendor Preference Certificate must be included with the electronic (or paper) response. The Purchasing Affidavit is preferred, but not required, with the electronic (or paper) response.

Question #4: Is there a listed time that the BCSE is required to pay the invoices or will they just be paid in time?

Answer #4: Pursuant to Section 7, Payment, of the Specifications, Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia, which currently contain no provision for payment of interest or fees for late payment. Therefore, there is no prescribed time limit for payment of invoices included in this solicitation. However, the Agency will make every effort to pay invoices in a timely manner.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CSE150000003

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

THOMAS E. GUTHRIE INVESTIGATIONS, LLC

Company
Thomas E. Guthrie
THOMAS E. GUTHRIE

Authorized Signature

08/25/15

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012