



State of West Virginia  
 Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# Purchase Order

PURCHASE ORDER NO  
 RECMGT11

PAGE  
 1

BLANKET RELEASE  
 00

CORRECT PURCHASE ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS PUR-  
 CHASE ORDER SHOULD BE DIRECTED  
 TO THE BUYER AS NOTED BELOW.

INVOICE  
 ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

CHANGE ORDER  
 13 1

FILE LOCATION 24197

ORDER  
 \*310105515 304-346-8878  
 CORNERSTONE RECORDS MANAGEMENT  
 1545 HANSFORD ST  
 CHARLESTON WV 25311

SHIP TO  
 ALL STATE AGENCIES  
 AND POLITICAL SUBDIVISIONS  
 VARIOUS LOCALES AS INDICATED  
 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
10/26/2012		NET 30		264237101			
SHIP VIA		FOB		FREIGHT TERMS		ACCOUNT NUMBER	
BEST WAY		DESTINATION		PREPAID		MUL-MUL	
LINE	QUANTITY	UOP	VENDOR ITEM NO	UNIT PRICE		AMOUNT	
	DELIVERY DATE	CAT NO	ITEM NUMBER				
			CHANGE ORDER #01				
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: 12/01/2012 THROUGH 11/30/2013							
RENEWALS REMAINING: 1							
ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.							
BACKGROUND CHECK: IN ACCORDANCE WITH W. VA. CODE PREVIOUS PO TOTAL ==> OPEN END PO NET CHANGE (+) ==>							

**SCANNED**

RETURNED TO BUYER  
 DATE: NOV 19 2012

PURCHASING DIVISION  
 CERTIFIED ENCUMBERED  
 NOV 14 2012  
*[Signature]*

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

APPROVED FOR  
 ONE FISCAL YEAR  
*[Signature]*  
 APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

11-7-12  
 ✓

BY *[Signature]*  
 PURCHASING DIVISION AUTHORIZED SIGNATURE  
 304-558-8802

OPEN END  
 TOTAL

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	15-2D-3, THE DIRECTOR OF THE DIVISION OF PROTECTIVE SERVICES MAY REQUIRE ANY SERVICE PROVIDER WHOSE EMPLOYEES ARE REGULARLY EMPLOYED ON THE GROUNDS OR IN THE BUILDINGS OF THE CAPITOL COMPLEX OR WHO HAVE ACCESS TO SENSITIVE OR CRITICAL INFORMATION TO SUBMIT TO A FINGERPRINT-BASED STATE AND FEDERAL BACKGROUND INQUIRY THROUGH THE STATE REPOSITORY. THE SERVICE PROVIDER IS RESPONSIBLE FOR ANY COSTS ASSOCIATED WITH THE FINGERPRINT-BASED STATE AND FEDERAL BACKGROUND INQUIRY.						
	AFTER THE CONTRACT FOR SUCH SERVICES HAS BEEN APPROVED, BUT BEFORE ANY SUCH EMPLOYEES ARE PERMITTED TO BE ON THE GROUNDS OR IN THE BUILDINGS OF THE CAPITOL COMPLEX OR HAVE ACCESS TO SENSITIVE OR CRITICAL INFORMATION, THE SERVICE PROVIDER SHALL SUBMIT A LIST OF ALL PERSONS WHO WILL BE PHYSICALLY PRESENT AND WORKING AT THE CAPITOL COMPLEX TO THE DIRECTOR OF THE DIVISION OF PROTECTIVE SERVICES FOR PURPOSES OF VERIFYING COMPLIANCE WITH THIS PROVISION.						
	THE STATE RESERVES THE RIGHT TO PROHIBIT A SERVICE PROVIDER'S EMPLOYEES FROM ACCESSING SENSITIVE OR CRITICAL INFORMATION OR TO BE PRESENT AT THE CAPITOL COMPLEX BASED UPON RESULTS ADDRESSED FROM A CRIMINAL BACKGROUND CHECK.						
	SERVICE PROVIDERS SHOULD CONTACT THE WEST VIRGINIA DIVISION OF PROTECTIVE SERVICES BY PHONE AT (304)						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE



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	DELIVERY DATE	CAT NO	ITEM NUMBER				
0001	12/31/2011	LS	962-69		.00000		
	558-9911 FOR MORE INFORMATION. OFF SITE STORAGE AND RECORDS MANAGEMENT						

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

TOTAL

APPROVED AS TO FORM BY  
 ASSISTANT ATTORNEY GENERAL

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
P.O. BOX 50130  
CHARLESTON, WEST VIRGINIA 25305-0130

EARL RAY TOMBLIN  
GOVERNOR

ROSS TAYLOR  
ACTING CABINET SECRETARY  
DAVID TINCHER  
DIRECTOR

October 15, 2012

Ed Bridgette  
1545 Hansford Street  
Charleston, WV 25311

RE: Renewal for RECMGT11

Dear Mr. Bridgette

The above reference statewide contract expires on 12/1/2012. Under the provisions of the original contract, this contract may be renewed upon mutual written consent of both parties. The State wishes to exercise the renewal option. If you are in agreement to renew this contract under the same specifications, terms, conditions, and pricing as the original contract, please sign and date below.

The vendor, Corner Stone Records Management, agrees to renew the original contract according to all specifications, terms, conditions, and prices contained in the original contract including all authorized change orders. Effective dates of the renewal shall be Date through Date.

ED BRIDGETTE  
Name (please print)

Ed Bridgette, General Manager  
Signature/Title

10/16/2012  
Date

The contact information on file for this contract is: Ed Bridgette (P)304-346-8878( F)304-346-8982

Please confirm that this information is correct.  Yes  No

Please change contact information to:

SAME  
Name/Title (please print)

SAME  
Phone Number

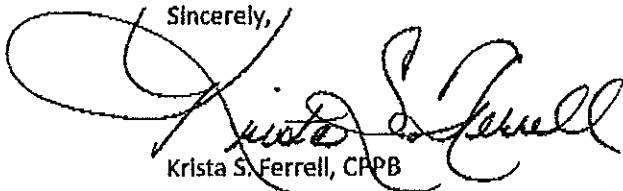
SAME  
Fax Number

ebridgette@cornerstone-rm.com  
Email Address

This information is required in order to process a renewal for this contract. Renewals will be issued by formal Change Order issued by the West Virginia Division of Purchasing. Please return this document no later than {Date}. Failure to return this document within this time frame may result in the inability to renew this contract.

Should you have any questions concerning this request, please do not hesitate to contact me.

Sincerely,



Krista S. Ferrell, CPPB

Buyer Supervisor

West Virginia State Purchasing Division

Phone: 304-558-2596

Fax: 304-558-4115

Email: [krista.s.ferrell@wv.gov](mailto:krista.s.ferrell@wv.gov)

Cc' Contract File