



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: 2016-03-14

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 0212 0212 TEMP14B               | Procurement Folder: 226  |
| Document Name: CO #4 STATEWIDE CONTRACT TEMP14B   | Reason for Modification:   |
| Document Description: TEMPORARY STAFFING SERVICES | CHANGE ORDER #4<br>TO REVISE PRICING DUE TO WV STATE MINIMUM<br>WAGE RATE INCREASE |
| Procurement Type: Statewide MA (Open End)         |  |
| Buyer Name: April Battle                          |  |
| Telephone: (304) 558-0067                         |  |
| Email: april.e.battle@wv.gov                      |  |
| Shipping Method: Best Way                         | Effective Start Date: 2014-05-19   |
| Free on Board: FOB Dest, Freight Prepaid          | Effective End Date: 2016-05-18   |

| VENDOR   | DEPARTMENT CONTACT  |
|--|---|
| Vendor Customer Code: 000000206538<br>SAUNDERS STAFFING INC<br>PO BOX 211<br><br>400 NORTH ST<br><br>BLUEFIELD WV 24701<br><br>US<br>Vendor Contact Phone: (304) 325-3369 Extension: 1007<br>Discount Percentage: 0.0000<br>Discount Days: 0 | Requestor Name: Robert Kilpatrick<br>Requestor Phone: (304) 558-8802<br>Requestor Email: robert.p.kilpatrick@wv.gov |

| INVOICE TO  | SHIP TO   |
|---|---|
| ALL STATE AGENCIES<br><br>VARIOUS LOCATIONS AS INDICATED BY ORDER<br><br>No City WV 99999<br><br>US | STATE OF WEST VIRGINIA<br><br>VARIOUS LOCATIONS AS INDICATED BY ORDER<br><br>No City WV 99999<br><br>US |

**AGENCY COPY** Total Order Amount Open End

*ceb 3/14/16*

|   |  |  |
|---|--|--|
| <b>PURCHASING DIVISION AUTHORIZATION</b><br>SIGNED BY: <i>[Signature]</i><br>DATE: <i>3/14/16</i><br>ELECTRONIC SIGNATURE ON FILE | <b>ATTORNEY GENERAL APPROVAL AS TO FORM</b><br>SIGNED BY: <i>Robert Rishie</i><br>DATE: <i>3/18/16</i><br>ELECTRONIC SIGNATURE ON FILE | <b>ENCUMBRANCE CERTIFICATION</b><br>SIGNED BY: <i>Beverly Tolson</i><br>DATE: <i>MAR 21 2016</i><br>ELECTRONIC SIGNATURE ON FILE |
|---|--|--|

|         |                                |  |                              |
|---------|--------------------------------|--|------------------------------|
| TEMP14B | <b>Document Phase</b><br>Draft | <b>Document Description</b><br>TEMPORARY STAFFING SERVICES | <b>Page 3</b><br><b>of 3</b> |
|---------|--------------------------------|--|------------------------------|

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

Saunders Staffing, Inc.

Change Order Request

Reg 1

Only positions that were bring paid below 8.75 an hour are listed

| Reg 1         | Wage |     |     | prev. rate | new rate |
|---------------|------|-----|-----|------------|----------|
| Data Entry    | 8.42 | add | .33 | 11.83      | 12.16    |
| Groundskeeper | 8.42 | ad  | .33 | 11.83      | 12.16    |
| Laborer       | 8.35 | add | .40 | 11.53      | 11.93    |
| Mailrunner    | 8.50 | add | .25 | 11.43      | 11.68    |
| Off Asst 2    | 8.28 | add | .47 | 11.11      | 11.58    |
| Off Asst 3    | 8.42 | add | .33 | 11.32      | 11.65    |
| Park Att      | 8.42 | add | .33 | 11.94      | 12.27    |
| Word proc     | 8.52 | add | .23 | 11.46      | 11.69    |

Saunders Staffing, Inc.

Change Order Request

Reg 2

Only positions that were bring paid below 8.75 an hour are listed

| Reg 2         | Wage |         | prev. rate | new rate |
|---------------|------|---------|------------|----------|
| Data Entry    | 8.62 | add .13 | 11.59      | 11.72    |
| Groundskeeper | 8.62 | add .13 | 12.11      | 12.24    |
| Laborer       | 8.50 | add .25 | 11.94      | 12.19    |
| Mailrunner    | 8.70 | add .05 | 11.70      | 11.75    |
| Off Asst 2    | 8.30 | add .45 | 11.16      | 11.61    |
| Off Asst 3    | 8.47 | add .28 | 11.32      | 11.65    |
| Park Att      | 8.52 | add .23 | 11.43      | 11.66    |
| Word proc     | 8.52 | add .23 | 11.43      | 11.66    |

Saunders Staffing, Inc.

Change Order Request

Reg 3

Only positions that were bring paid below 8.75 an hour are listed

| Reg 3         | Wage |     |     | prev. rate | new rate |
|---------------|------|-----|-----|------------|----------|
| Data Entry    | 8.62 | add | .13 | 11.59      | 11.72    |
| Groundskeeper | 8.62 | add | .13 | 12.11      | 12.24    |
| Laborer       | 8.50 | add | .25 | 11.94      | 12.19    |
| Mailrunner    | 8.70 | add | .05 | 11.70      | 11.75    |
| Off Asst 2    | 8.30 | add | .45 | 11.16      | 11.61    |
| Off Asst 3    | 8.47 | add | .28 | 11.32      | 11.60    |
| Park Att      | 8.62 | add | .13 | 11.59      | 11.72    |
| Word proc     | 8.62 | add | .13 | 11.59      | 11.72    |

Saunders Staffing, Inc.

Change Order Request

Reg 4

Only positions that were bring paid below 8.75 an hour are listed

| Reg 4         | Wage |         | prev. rate | new rate |
|---------------|------|---------|------------|----------|
| Data Entry    | 8.72 | add .03 | 11.73      | 11.76    |
| Groundskeeper | 8.42 | add .33 | 11.32      | 11.65    |
| Laborer       | 8.40 | add .35 | 11.97      | 12.32    |
| Mailrunner    | 8.50 | add .25 | 11.70      | 11.95    |
| Off Asst 2    | 8.26 | add .49 | 11.11      | 11.60    |
| Off Asst 3    | 8.42 | add .33 | 11.32      | 11.65    |
| Park Att      | 8.42 | add .33 | 11.32      | 11.65    |
| Word proc     | 8.52 | add .23 | 11.46      | 11.79    |



**SAUNDERS STAFFING**  
INCORPORATED  
888-799-2110  
Matching People with Opportunities

*Personnel Pool of VA*

Call Today: (276) 964-5900

March 8, 2016

April Battle

West Virginia State Purchasing Division

2019 Washington Street, East

West Virginia State Purchasing Division

Charleston, WV 25305

RE: Increase in minimum wage in West Virginia to 8.75 effective January 1, 2016

Dear Ms. Battle:

Saunders Staffing, Inc. was required to increase any wage that was below 8.75 to 8.75 per the minimum wage law effective January 1, 2016. This has been put in place beginning January 1, 2016.

Our new bill rates are attached:

Please back up and remit accordingly for the amounts that have been deducted from our previous billings.

If you have questions, please feel free to call me.

Thank you for your response to approve this change order.

Sincerely yours

*Connie*  
Connie Saunders

President

Bluefield, West Virginia  
Phone: 304-325-3273  
Fax: 304-325-6817

Princeton, West Virginia  
Phone: 304-487-0255  
Fax: 304-325-6817

Beckley, West Virginia  
Phone: 304-256-0560  
Fax: 304-325-6817

*[Signature]*  
Wytheville, Virginia  
Phone: 276-223-2222