



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: 05-28-2021

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 TEMP21C 2	<b>Procurement Folder:</b>	749858
<b>Document Name:</b>	STATEWIDE CONTRACT: TEMP21C	<b>Reason for Modification:</b>	Change Order #1 to renew contract
<b>Document Description:</b>	TEMPORARY STAFFING SERVICES (Original PF: 738312)		
<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>	2022-07-14

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	00000206538	<b>Requestor Name:</b>	Mark A Atkins
SAUNDERS STAFFING INC PO BOX 211		<b>Requestor Phone:</b>	(304) 558-2307
BLUEFIELD WV 24701		<b>Requestor Email:</b>	mark.a.atkins@wv.gov
US			
<b>Vendor Contact Phone:</b>	304-325-3369	<b>Extension:</b>	1007
<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		

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 WV 99999	No City WV 99999
US	US

**Total Order Amount:** Open End

**PURCHASING DIVISION AUTHORIZATION**  
  
 DATE:  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
  
 DATE:  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
  
 DATE:  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order #1 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: 07/15/2021 through 07/14/2022.

Renewal Years Remaining: 2

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>			

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

**Extended Description:**

See attached Synopsis Award Spreadsheets for Contract Pricing.



ALLAN MCVEY  
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 14, 2021

Connie Saunders, President  
Saunders Staffing, Inc.  
POB 4211 / 400 North Street  
Bluefield, WV 24701

Subject: WV Statewide Contract No.: CMA 0212 TEMP21C Temporary Staffing Services

Dear Ms. Saunders:

The State of West Virginia is offering to renew subject contract under the same terms, conditions, and pricing. The renewal dates are July 15, 2021 through July 14, 2022. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible. You may return all renewal documents via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

Also attached is an **Affidavit** that is to be part of the purchase order and is required to be signed, dated, and notarized.

*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.*

<i>Connie Saunders</i>	<i>Connie Saunders Pres</i>	<i>5/18/21</i>
_____	_____	_____
Print Name	Signature	Title
		Date

Please call if you have any questions.

Very truly yours,

*Mark A. Atkins, CPPB*

**Senior Buyer, 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)

Attachment(s)