



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.

Order Number:	CMA 0212 0212 TEMP21F 2	Procurement Folder:	751414
Document Name:	STATEWIDE CONTRACT: TEMP21F	Reason for Modification:	Change order #1 to renew contract
Document Description:	TEMPORARY STAFFING SERVICES (Original PF: 738312)		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-07-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-07-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000228419	Requestor Name:	Mark A Atkins
EXPRESS SERVICES INC		Requestor Phone:	(304) 558-2307
47 RHL BLVD		Requestor Email:	mark.a.atkins@wv.gov
SOUTH CHARLESTON	WV		
US			
Vendor Contact Phone:	999-999-9999	Extension:	1007
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#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	No City
WV 99999	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
	Service From	Service To			

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

Tom Wirts, Owner & General Manager
Express Services, Inc.
47 RHL Boulevard
South Charleston, WV 25305

Subject: WV Statewide Contract No.: CMA 0212 TEMP21F Temporary Staffing Services

Dear Mr. Wirts:

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.

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.

<u>Tom Wirts</u>	<u></u>	<u>Owner</u>	<u>5/17/21</u>
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

Attachment(s)