



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: 07-15-2024

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 OFFICE23 2	<b>Procurement Folder:</b>	1249245
<b>Document Name:</b>	SWC: CMA 0212 OFFICE23	<b>Reason for Modification:</b>	CO#1 is issued to Renew Contract and Update Vendor Catalog
<b>Document Description:</b>	SWC for Office Supplies		
<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>	2023-08-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-07-31

VENDOR		DEPARTMENT CONTACT																					
<b>Vendor Customer Code:</b>	000000199961	<b>Requestor Name:</b>	Mark A Atkins																				
STATIONERS INC 175 INDUSTRIAL LN  HUNTINGTON WV 25702 US		<b>Requestor Phone:</b>	(304) 558-2307																				
<b>Vendor Contact Phone:</b>	304-528-2780	<b>Requestor Email:</b>	mark.a.atkins@wv.gov																				
<b>Discount Details:</b>		<h1>2025</h1> <p>FILE LOCATION _____</p>																					
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No			0.0000	0																		
#2	No																						
#3	No																						
#4	No																						

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US

7/27/24  
 Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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MA 07/18/2024  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *[Signature]* 7/22/24  
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]* 7-31-24  
 ELECTRONIC SIGNATURE ON FILE

7/30/2024

**Extended Description:**

STATEWIDE CONTRACT: CMA 0212 OFFICE23 - CHANGE ORDER

CHANGE ORDER No.01 is issued to renew the original Contract according to all terms, conditions, and pricing discounts contained in the original Contract, including all authorized change orders AND to update the Vendor's Catalog per Specification Section 5.4 of the Master Agreement.

Effective date of renewal 08/01/2024 through 07/31/2025.

Renewal Years Remaining: (2)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	44120000			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** OFFICE SUPPLIES

**Extended Description:**

Use Exhibit\_A Pricing Pages for Contract Discount Percentages from Vendor Catalog(s).



MARK D. SCOTT  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

SAMANTHA L. WILLIS  
DIRECTOR

July 15, 2024

Mr. Justin Carpenter, President  
Stationers Inc.  
175 Industrial Lane  
Huntington, WV 25702

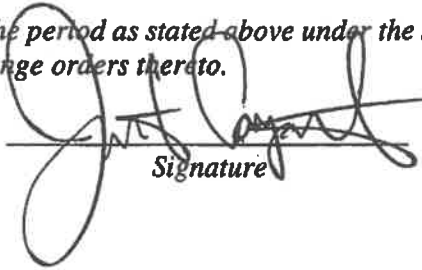
Subject: WV Statewide Contract No.: CMA 0212 OFFICE23

Dear Mr. Carpenter:

The State of West Virginia is offering to renew the subject contract under the same terms, conditions and discount pricing percentages. The renewal dates are August 01, 2024 through July 31, 2025. If your company agrees to this renewal, please sign below and return this letter to my attention via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

*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.*

Justin Carpenter  
Printed Name

  
Signature

President  
Title

7/16/24  
Date

Best regards,

*Mark A. Atkins, CPPB*

**Buyer Supervisor**  
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)

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>08</u> Date: <u>7/18/2024</u>  Solicitation No. <u>CO#1</u>	Agency: WV Purchasing Division  Procurement Officer Submitting Requisition: Mark Atkins  Requisition No. CO#1 CMA OFFICE23  PF No.: 1249245
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

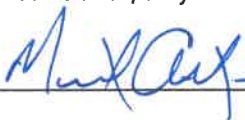
<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_



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Business Organization Detail

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**STATIONERS, INC.**

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	3/3/1916		3/3/1916	Domestic	Profit				

Organization Information			
Business Purpose	4532 - Retail Trade - Miscellaneous Store Retailers - Office Supplies, Stationery and Gift Stores	Capital Stock	10000.0000
Charter County	Cabell	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	2450-90 FIRST AVE HUNTINGTON, WV, 25728
Mailing Address	ATTN: JUSTIN CARPENTER PO BOX 2988 HUNTINGTON, WV, 25728 USA
Notice of Process Address	GREG ADKINS PO BOX 2988 HUNTINGTON, WV, 25728
Principal Office Address	100 INDUSTRIAL LANE HUNTINGTON, WV, 25702 USA
Type	Address

Officers	
Type	Name/Address
Director	MARSHALL T REYNOLDS 2450-90 FIRST AVE HUNTINGTON, WV, 25703
Director	GREG ADKINS 2450-90 FIRST AVE HUNTINGTON, WV, 25703
President	MARSHALL REYNOLDS 2450-90 FIRST AVE HUNTINGTON, WV, 25703
Secretary	GREG ADKINS P O BOX 2988 HUNTINGTON, WV, 25703
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
GARRISON BREWER	TRADENAME	8/30/2001	6/13/2014
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/31/1988	CHANGE OF NAME FROM STATIONER-MORGANS, INC. TO STATIONERS, INC.
3/30/1987	INCREASE TO 100,000 PAR VALUE 100.00
12/20/1982	MERGER: MERGING STATIONERS, INC. WITH AND INTO MORGAN'S INC., THE SURVIVOR, WHICH CHANGED ITS NAME TO STATIONER-MORGANS, INC.
5/23/1946	CHANGE OF NAME FROM SWAN-MORGAN COMPANY TO MORGAN'S INC. (BOOK 108 PAGE 714)
3/16/1939	INCREASE TO 50,000 (BOOK 151 PAGE 562)
12/31/1930	CHANGE OF NAME FROM THE FRANK P. SWAN COMPANY TO SWAN-MORGAN COMPANY (BOOK 108 PAGE 438)
12/21/1918	INCREASE TO 25,000 (BOOK 102 PAGE 305)
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, July 15, 2024 — 11:15 AM

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- Exact Phrase <sup>1</sup>

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"Stationers, Inc." X

Entity

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Status

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- Inactive

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