



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

State of West Virginia
Contract

Order Date: 08-13-2024

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:	CCT 0214 4251 SUR2400000001 2	Procurement Folder:	1369270
Document Name:	Point of Sale Inventory System Maintenance and Support	Reason for Modification:	Change Order No. 1 To Increase Contract
Document Description:	Maintenance and Support		
Procurement Type:	Central Sole Source		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-02-28

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000002355	Requestor Name:	Dana S Hoffman
Web Data Corporation PO Box 428		Requestor Phone:	(304) 766-2626
Gordonsville VA 22942-0428		Requestor Email:	dana.s.hoffman@wv.gov
US			
Vendor Contact Phone:	520-297-3623	Extension:	1
Discount Details:		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Discount Allowed	Discount Percentage Discount Days		
#1 No	0.0000 0		
#2 Not Entered			
#3 Not Entered			
#4 Not Entered			

INVOICE TO	SHIP TO
ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV 25064-2236 US	ADMINISTRATIVE SERVICES MANAGER DEPARTMENT OF ADMINISTRATION SURPLUS PROPERTY 2700 CHARLES AVE DUNBAR WV 25064 US

8/14/24 6L

Total Order Amount: \$13,700.00

Purchasing Division's File Copy

MKP 08/13/2024

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H 8/14/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>8-20-24</i> ELECTRONIC SIGNATURE ON FILE
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8/20/2024

Extended Description:

Change Order

Change Order No. 1 is issued to Increase the original contract as defined in the attached documentation according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Original Contract:	\$12,500.00
Change Order No. 1:	\$ 1,200.00
New Contract Total:	\$13,700.00

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43230000	0.00000		0.000000	\$12,500.00
Service From	Service To	Manufacturer		Model No	
2024-03-01	2025-02-28				

Commodity Line Description: Point of Sale Inventory System Maintenance and Support

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43230000	0.00000		0.000000	\$1,200.00
Service From	Service To	Manufacturer		Model No	
2024-08-16	2025-02-27				

Commodity Line Description: One Time Payment - GSA SF123 Documentation Software Upgrade

Extended Description:

**Web Data Corporation
P.O. Box 428
Gordonsville, VA 22942
(520) 297-3623**

Messrs. Dana Hoffman and Mathew Harper
West Virginia State Agency for Surplus
Property
2700 Charles Avenue
Dunbar, WV 25064 -2236

Invoice Number: 2261
Contract Number: CCT 0214 SUR2400000001
Quotation Date: 07/31/2024
Terms: Net 30
Delivery 8/16/2024
Vendor Customer Code: VS0000002355

INVOICE

Item	Extension
Quote to implement the new GSA SF123 download automation into the West Virginia Federal Surplus System.	\$1,200.00
Total	\$1,200.00

Please remit to the address above. Thank you.

Invoices not paid within 30 days of the invoice date are subject to a 1.5% late penalty.



OK
M. Willis
8/13/2019

JOHN MCHUGH
ACTING CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

WEST VIRGINIA STATE AGENCY FOR SURPLUS PROPERTY

MEMORANDUM FOR CHANGE ORDER

West Virginia State Agency for Surplus property is requesting a Change Order for CCT SUR2400000001.

Web Data (Point of Sale Inventory System Maintenance and Support) CCT SUR2400000001 is implementing the new GSA SF123 download automation into the West Virginia Federal Surplus System. This is a requirement to maintain the functionality of the current system in accordance with the standards of the GSA Federal Program. As you may recall, CCT SUR2400000001 was awarded as a Direct Award contract because no other vendor could provide this service. No other vendor can provide this required download automation.

Sincerely,

Dana S. Hoffman


Procurement Specialist

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

WEB DATA CORPORATION

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	11/21/2018		11/21/2018	Foreign	Profit			

Organization Information		
Business Purpose	5182 - Information - Data Processing, Hosting, and Related Services - Data Processing, Hosting and Related Services	Capital Stock
Charter County		Control Number 0
Charter State	VA	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur Not Specified



Addresses

Type	Address
Local Office Address	P.O. BOX 428 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942
Mailing Address	P O BOX 428 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942 USA
Notice of Process Address	GORDON BENNETT 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942
Principal Office Address	P O BOX 428 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942 USA
Type	Address

Officers

Type	Name/Address
Director	MELINDA MALLON P.O. BOX 428 GORDONSVILLE, VA, 22942
Director	BRIAN MALLON P.O. BOX 428 GORDONSVILLE, VA, 22942
President	BRIAN MALLON P O BOX 428 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942
Secretary	MELINDA MALLON P.O. BOX 428 7651 HAPPY CREEK ROAD GORDONSVILLE, VA, 22942
Type	Name/Address

Annual Reports

Filed For

2024

2023

2022

2021
2020
2019
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, August 13, 2024 — 10:44 AM

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"WEB Data Corporation" x

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 NUP</u> Date: <u>08/06/2024</u> Solicitation No. _____ <i>Change order #1</i>	Agency: Surplus Property Procurement Officer Submitting Requisition: Requisition No. PF No.: 1369270
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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 www.state.wv.us/admin/purchase/TCP.pdf	<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
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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

*MKP
08/06/2024*

**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: *Melissa K. Pettrey, Senior Buyer*