



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: 07-19-2024

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:	CMA 0315 0315 OGC2300000001 3	Procurement Folder:	1059030
Document Name:	Court Reporting Services	Reason for Modification:	Change Order 2: to renew contract
Document Description:	Court Reporting Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-11
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-07-10

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000161400	Requestor Name:	Susan W Rose
SARGENTS COURT REPORTING SERVICE INC 210 MAIN ST		Requestor Phone:	(304) 926-0499
JOHNSTOWN PA 159011509		Requestor Email:	susan.w.rose@wv.gov
US			
Vendor Contact Phone:	814-536-8908	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

2025
 FILE LOCATION

INVOICE TO	SHIP TO
304-926-0499 EXT 1656 OIL AND GAS COMMISSION 601 57TH STREET, SE CHARLESTON WV 25304	304-926-0499 EXT 1656 OIL AND GAS COMMISSION 601 57TH STREET, SE CHARLESTON WV 25304

7/23/24 GC

Total Order Amount:	Open End
----------------------------	----------

Purchasing Division's File Copy

4MM 7/22/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara [Signature]* 7/22/24
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

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

7/23/2024

Extended Description:

Change Order

Change Order No. 2 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 dates of renewal 7/11/2024 to 7/10/2025.

Renewal Years Remaining 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82111603				0.000000
	Service From	Service To		Service Contract Amount	
	2022-07-11	2025-07-10		0.00	

Commodity Line Description: Court Reporting Services

Extended Description:

See Exhibit A Pricing Page



Sargent's Court Reporting Service, Inc.

210 Main Street • Johnstown, Pennsylvania 15901 • (814) 536-8908 • www.sargents.com

PENNSYLVANIA OFFICES

Clearfield
(814) 765-8711

Erie
(814) 459-0551

Greensburg
(724) 837-8714

Harrisburg
(717) 234-5751

Hollidaysburg
(814) 696-4391

Indiana
(724) 349-6631

Oil City
(814) 677-6329

Philadelphia
(215) 564-9727

Pittsburgh
(412) 232-3882

Reading
(610) 374-5891

Somerset
(814) 445-7286

State College
(814) 861-3560

Wilkes-Barre
(570) 826-7066

Williamsport
(570) 601-4077

WEST VIRGINIA OFFICES

Charleston, WV
(304) 346-0826

Martinsburg, WV
(304) 579-4886

Morgantown, WV
(304) 413-0125

MARYLAND OFFICE

Hagerstown, MD
(240) 329-0355

KENTUCKY OFFICES

Lexington, KY
(859) 495-2306

Pikeville, KY
(606) 432-0087

Sara A. Sargent, President
sally@sargents.com

July 7, 2024

Susan Rose
Oil and Gas Commission
601 57th Street SE
Charleston, WV 25304

RE: CMA OGC23*01


Dear Ms. Rose:

Sargent's Court Reporting Service, Inc. agrees to renew contract CMA OGC23*01 - Court Reporting Services, effective 7/11/2024 to 7/10/2025 according to the terms, conditions, specifications and pricing per the original contract.

Sargent's looks forward to working with you and the WV OGC for another year. Please let me know if there is anything else I can do for you.

Very truly yours,


Sara A. Sargent


7-7-24

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Sargent's Court Reporting Service, Inc.

Authorized Signature: *Michael Sargent* Date: 7/18/24

State of Pa

County of Cambria, to-wit:

Taken, subscribed, and sworn to before me this 18 day of July, 2024

My Commission expires December 29, 2026.

AFFIX SEAL
Commonwealth of Pennsylvania - Notary Seal
Kimberly I. Faidley, Notary Public
Cambria County
My Commission Expires December 29, 2026
Commission Number 1047454

NOTARY PUBLIC

Kimberly I. Faidley

Purchasing Affidavit (Revised 07/19/2018)

You are viewing this page over a secure connection. Click here for more information.

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.

SARGENT'S COURT REPORTING SERVICES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/13/2006		7/13/2006	Foreign	Profit			

Organization Information			
Business Purpose	5614 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Business Support Services (document prep, call centers, telemarketing, collection agencies, credit, repossession, court reporting, stenotype)		
Capital Stock			
Charter County	Kanawha	Control Number	86712
Charter State	PA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares	0	Young Entrepreneur	Not Specified



Addresses

Type	Address
Local Office Address	179 SUMMERS STREET, SUITE 617 CHARLESTON, WV, 25301
Mailing Address	210 MAIN STREET JOHNSTOWN, PA, 15901 USA
Notice of Process Address	SARA ANN SARGENT 210 MAIN STREET JOHNSTOWN, PA, 15901
Principal Office Address	210 MAIN STREET JOHNSTOWN, PA, 15901 USA
Type	Address

Officers

Type	Name/Address
Director	SARA ANN SARGENT 210 MAIN STREET JOHNSTOWN, PA, 15901
President	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Secretary	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Treasurer	SARA ANN SARGENT 200 WHISPERING PINES JOHNSTOWN, PA, 15905
Type	Name/Address

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
Date filed

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

Monday, July 22, 2024 — 11:41 AM

© 2024 State of West Virginia



Important Reqs and Certs Update [Show Details](#)
Jul 18, 2024



[See All Alerts](#)

Entity Validation Processing [Show Details](#)
Jul 16, 2024



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words ▾

e.g. 1606N020Q02



Select Domain
All Domains



Filter By



Keyword Search

For more information on how to use our keyword search, visit our help guide [🔗](#)

Simple Search

Search Editor

- Any Words [i](#)
- All Words [i](#)
- Exact Phrase [i](#)

e.g. 1606N020Q02

"sargent's court reporting service inc" [×](#)

Federal Organizations

Enter Code or Name



Status



Active



Inactive

Reset



No matches found

Your search did not return any results.

To view Entity Registrations, you must sign in.

[Sign In](#)

Would you like to include inactive records in your search results?

[Yes](#)

[Go Back](#)



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Terms of Use](#)

[Privacy Policy](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Entity Status](#)

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>CMTR</u> Date: <u>7/22</u> Solicitation No. <u>CO#2</u> <u>Renew</u>	Agency: <u>Oil and Gas Conservation Commission</u> Procurement Officer Submitting Requisition: <u>Susan Rose</u> Requisition No. <u>OGC 23* 01</u> PF No.: <u>1059030</u>
---	--

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>

**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: Aileen Rose Tavares