



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: 08-14-2024

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 0702 7811 TAX2400000002 3	Procurement Folder:	1282443
Document Name:	2023 INCOME TAX BOOK Printing and Distribution	Reason for Modification:	CHANGE ORDER 2 To Renew Contract
Document Description:	2023 INCOME TAX BOOK Printing and Distribution		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000218518	Requestor Name:	Wanda Branham
V G REED AND SONS INCORPORATED		Requestor Phone:	(304) 558-8700
1002 S 12TH ST		Requestor Email:	wanda.l.branham@wv.gov
LOUISVILLE	KY 40210	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	502-560-0123 Extension:		
Discount Details:			
	<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
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748  CHARLESTON WV 25339-1748  US	WAREHOUSE TAX DIVISION OF 1315 HANSFORD ST  CHARLESTON WV 25301-1447  US

Total Order Amount:	Open End
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Purchasing Division's File Copy

*DWP 8/14/24*

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *JA 8.15.24*  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
 DATE: *8.22.24*  
 ELECTRONIC SIGNATURE ON FILE

*8/21/2024*

**Extended Description:**

CHANGE ORDER

CHANGE ORDER 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. ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

EFFECTIVE DATE OF RENEWAL IS OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025.

RENEWALS REMAINING: 2 YEARS

NO OTHER CHANGES.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			EA	0.423100
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** PRINTING IT-140 2021 WV PERSONAL INCOME TAX BOOKLET

**Extended Description:**

As Per Section 3.1.1. Quantities are estimates and for bid purposes only.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	44121505			EA	0.097800
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** PRINTING & INSERTING OF ENVELOPES INTO THE IT-140

**Extended Description:**

As Per Section 3.1.2. Quantities are estimates and for bid purposes only.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80141800			EA	0.018300
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** DIRECT & BULK MAILING OF THE IT-140 2017 INCOME TAX BOOKLET

**Extended Description:**

As Per Section 3.1.3. Quantities are estimates and for bid purposes only.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82121500			PM	603.790000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** ALTERNATIVE PRICING PER THOUSAND FOR EXACT RERUN

**Extended Description:**

As Per Section 3.1.4. Quantities are estimates and for bid purposes only.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80141800				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Postal Permit

**Extended Description:**

Postal permit at actual cost to vendor



Larry Pack  
Secretary of Revenue

Matthew Irby  
State Tax Commissioner

STATE TAX DEPARTMENT

August 7, 2024

V G Reed and Sons, Inc.  
Jon Atherton  
1002 S 12<sup>th</sup> St.  
Louisville, KY 40210

Re: CMA TAX24\*2 Renewal 1

Dear Mr. Atherton,

The West Virginia State Tax Division, Tax Account Administration, would like to renew their contract with you for an additional year. If agreed and approved, the dates of services for this renewal will be October 1, 2024, through September 30, 2025.

Please sign below in acceptance of the renewal of this contract for one year at the same prices, terms, and conditions as the original contract.

Upon acceptance, please return to me via email to Tammy.L.Lambert@wv.gov or via U.S. Mail at: WV State Tax Division, Attn: Operations Division, P.O. Box 11748, Charleston, WV 25301-1748.

If you should have any questions or need additional information, please contact me at (304) 558-0764.

Sincerely,

Tammy L. Lambert

Tammy L. Lambert, Procurement Specialist  
Operations Division

Company Name: V G Reed and Sons, Inc.  
Signature: *Jon M. Atherton*  
Title: Senior Account Executive  
Date: 8/12/24

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>8/14/24</u>  Solicitation No. <u>CMA TAX24*02</u>	Agency: TAX DIVISION  Procurement Officer Submitting Requisition: TAMMY LAMBERT  Requisition No. CMA TAX24*2 RENEWAL 1  PF No.: <u>1282443</u>
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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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#### V. G. REED & SONS, INCORPORATED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	10/1/2012		10/1/2012	Foreign	Profit			

Organization Information	
<b>Business Purpose</b>	3231 - Manufacturing - Printing and Related Support Activities - Printing and Related Support Activities (commercial printing, books)
<b>Charter County</b>	
<b>Charter State</b>	KY
<b>At Will Term</b>	
<b>At Will Term Years</b>	
<b>Authorized Shares</b>	Young Entrepreneur Not Specified
<b>Capital Stock</b>	
<b>Control Number</b>	
<b>Excess Acres</b>	
<b>Member Managed</b>	
<b>Par Value</b>	

Addresses	
Type	Address
Local Office Address	1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Mailing Address	1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210 USA
Notice of Process Address	ROBERT REED JR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Principal Office Address	1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210 USA
Type	Address



Officers	
Type	Name/Address
Director	ROBERT REED, SR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Director	CHRISTOPHER G REED 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
President	ROBERT REED, SR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Secretary	ROBERT REED JR 1002 SOUTH 12TH STREET LOUISVILLE, KY, 40210
Vice-President	CHRISTOPHER G REED 1002 S 12TH STREET LOUISVILLE, KY, 40210
Type	Name/Address

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

Wednesday, August 14, 2024 — 6:56 AM

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**Important Reqs and Certs Update** Show Details  
Jul 18, 2024



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Jul 23, 2024



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