



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: 10-25-2024

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 TAX2400000003 2	Procurement Folder:	1303449
Document Name:	Cigarette Tax Stamps	Reason for Modification:	CO1 TO RENEW CONTRACT
Document Description:	Cigarette Tax Stamps		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-12-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-12-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000110486			Requestor Name:	Clifton Wilkinson
MEYERCORD REVENUE INC 475 VILLAGE DR				Requestor Phone:	(304) 558-8621
CAROL STREAM	IL	60188		Requestor Email:	cliff.o.wilkinson@wv.gov
US					
Vendor Contact Phone:	16306826272	Extension:			
<b>Discount Details:</b>					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

**2025**  
 FILE LOCATION

INVOICE TO	SHIP TO
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748  CHARLESTON WV 25339-1748  US	TAX ACCOUNT ADMINISTRATION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 3 CHARLESTON WV 25301-1725  US

*CR 10-30-24*

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

*DP 10/29/24*  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *JK 10-30-24*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE  
*10/31/2024*

ENCUMBRANCE CERTIFICATION  
*Cathy R...*  
 DATE: *10-31-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CHANGE ORDER

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. 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 DECEMBER 15, 2024 THROUGH DECEMBER 14, 2025.

RENEWALS REMAINING: 2 YEARS

NO OTHER CHANGES.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			ROLL	0.530000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Contract Item #1 - 3.1.1 Rolls of 30,000 for 20's

**Extended Description:**

Cigarette Tax Stamps in rolls of 30,000 for 20's

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82121500			SH	0.530000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Contract Item #2 - Sheets of 150 for 20's

**Extended Description:**

Cigarette Tax Stamps in sheets of 150 for 20's



**Larry Pack**  
Secretary of Revenue

**Matthew Irby**  
State Tax Commissioner

**STATE TAX DEPARTMENT**

October 9, 2024

Meyercord Revenue, Inc.  
Alexandre Finkel  
475 Village Dr.  
Carol Stream, IL 60188

Re: CMA TAX24\*3 Renewal 1

Dear Mr. Finkel,

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 December 15, 2024, through December 14, 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](mailto: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, Procurement Specialist  
Operations Division

Company Name:                     Meyercord Revenue, Inc.                    

Signature:                     *Alexandre Finkel*                    

Title:                     President                    

Date:                     October 21st 2024

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>10/26/24</u>  Solicitation No. <u>CMA TAX24*3</u>	Agency: TAX DIVISION  Procurement Officer Submitting Requisition: TAMMY LAMBERT  Requisition No. CMA TAX24*3  PF No.: <u>1303449</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
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:**

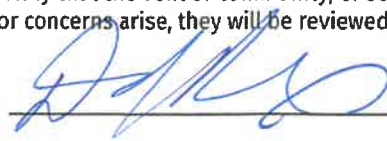
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: \_\_\_\_\_



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**Business Organization Detail**

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**MEYERCORD REVENUE INC.**

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	1/4/2005		1/4/2005	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>Control Number</b>	72596
<b>Charter State</b>	<b>Excess Acres</b>	
<b>At Will Term</b>	<b>Member Managed</b>	
<b>At Will Term Years</b>	<b>Par Value</b>	
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Mailing Address</b>	475 VILLAGE DRIVE CAROL STREAM, IL, 60188 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	475 VILLAGE DRIVE CAROL STREAM, IL, 60188 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	JANE HOLL LUTE 475 VILLAGE DRIVE CAROL STREAM, IL, 60188
<b>Director</b>	GREGORY DUNN 475 VILLAGE DRIVE CAROL STREAM, IL, 60188
<b>President</b>	GREGORY DUNN 475 VILLAGE DRIVE CAROL STREAM, IL, 60188
<b>Secretary</b>	STEPHANIE STINE 475 VILLAGE DRIVE CAROL STREAM, IL, 60188
<b>Treasurer</b>	STEPHANIE STINE 475 VILLAGE DRIVE CAROL STREAM, IL, 60188
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, October 29, 2024 — 2:30 PM

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