



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: 12-18-2024

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 0802 5020 DMV2300000006 5	Procurement Folder:	1157937
Document Name:	Secure Paper Printing	Reason for Modification:	Change Order 4 To renew Contract
Document Description:	Secure Paper Printing		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code: 000000178499				Requestor Name:	John A Springer
RR DONNELLEY & SONS COMPANY				Requestor Phone:	(304) 792-7116
3801 GANTZ RD				Requestor Email:	john.a.springer@wv.gov
GROVE CITY		OH	43123	<div style="font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____	
US					
Vendor Contact Phone:	614-477-6808	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV 25304 US	WAREHOUSE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE S.E. SUITE 50 CHARLESTON WV 25304 US

CR 1-8-25

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

JE 1/3/25

PURCHASING DIVISION AUTHORIZATION
DATE: <i>JA 1-3-25</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>John L. Gray</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>Cody Y...</i>
ELECTRONIC SIGNATURE ON FILE

1/10/2025

Extended Description:

Change Order 4

Change Order No 4 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 date of renewal: 4/1/25-3/31/26

Renewal Years Remaining: One (1)

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			PM	201.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Cut Sheet Motor Vehicle Title

Extended Description:

CO1 - Unit price: \$0.201 PM to \$201.00 PM

Cut Sheet Motor Vehicle Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82121500			PM	164.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Continuous Feed Motor Vehicle Title

Extended Description:

CO1 - Unit price: \$0.164000 PM to \$164.00 PM

Continuous Feed Motor Vehicle Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82121500			PM	467.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Non-Repairable Title

Extended Description:

CO1 - Unit price: \$0.467000 PM to \$467.00 PM

Non-Repairable Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82121500			PM	375.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Secure Power of Attorney

Extended Description:

CO1 -Unit price: \$0.375000 PM to \$375.00 PM

Secure Power of Attorney

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82121500			PM	92.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: TM-5 Dealer Reassignment

Extended Description:

CO1 - Unit price: \$0.092000 PM to \$92.00 PM

TM-5 Dealer Reassignment

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82121500			PM	0.061000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued		0.00

Commodity Line Description: Cut Sheet Motor Vehicle Registration

Extended Description:

Line Discontinued - see Commodity Line 8

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82121500			PM	0.020000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued		0.00

Commodity Line Description: Continuous Feed Motor Vehicle Registration

Extended Description:

Line Discontinued - See Commodity Line 9

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82121500			PM	61.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Cut Sheet Motor Vehicle Registration

Extended Description:

CO1 - Unit price: \$0.610000 PM to \$61.00 PM

Cut Sheet Motor Vehicle Registration

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82121500			PM	20.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Continuous Feed Motor Vehicle Registration

Extended Description:

CO1 - Unit price: \$0.020000 PM to \$20.00 PM

Continuous Feed Motor Vehicle Registration



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast
Post Office Box 17300
Charleston, West Virginia 25317-0010 • (304) 558-3900
TDD: (800) 742-6991 • (800) 642-9066

Everett J. Frazier
Commissioner
Division of Motor Vehicles

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

December 11, 2024

RR Donnelley & Sons Company
3801 Gantz Rd.
Grove City, OH 43123

RE: CMA DMV2300000006–Secure Paper Printing Renewal Notice

The West Virginia Division of Motor Vehicles is requesting to renew our current contract under the same terms, conditions and pricing as stated in the original contract. The renewal effective dates are April 1, 2025 through March 31, 2026. If you agree to this renewal, please sign below and return to me.

You can return the signed document to me at Georgina.davis@wv.gov. Please let me know if you have any questions.

Thank You.

Georgie Davis

We agree to renew the contract for the period stated above under the same terms and conditions as in the original purchase order and any change orders thereto.

RR Donnelley & Sons Company

Lisa C. Pruett

Lisa C. Pruett (Dec 17, 2024 13:24 EST)

Name/Signature

President, Packaging and Labels

Title

12/17/2024

Date

WV Division of Motor Vehicles

Steve Monroe
Name/Signature

Director, Management Services
Title

12/18/2024
Date

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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.

R. R. DONNELLEY & SONS COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/17/2012		7/17/2012	Foreign	Profit			

Organization Information			
Business Purpose	3231 - Manufacturing - Printing and Related Support Activities - Printing and Related Support Activities (commercial printing, books)		Capital Stock
Charter County	Kanawha	Control Number	99VWE
Charter State	DE	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	5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 25313
Mailing Address	35 W. WACKER DRIVE ATTN: LEGAL CHICAGO, IL, 60601 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	35 W WACKER DRIVE 36TH FLOOR CHICAGO, IL, 60601 USA
Type	Address

Officers	
Type	Name/Address
Director	THOMAS QUINLAN III 35 W WACKER DR 36TH FL CHICAGO, IL, 60601
Director	GENE CASTAGNA 35 W. WACKER DR., STE. 3600 CHICAGO, IL, 60601
President	THOMAS QUINLAN III 35 W WACKER DR 36TH FL CHICAGO, IL, 60601
Secretary	DEBORAH STEINER 35 W WACKER DRIVE CHICAGO, IL, 60601
Treasurer	ERIC HESS 35 W. WACKER DRIVE CHICAGO, IL, 60601
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
RR DONNELLEY	TRADENAME	2/17/2021	
DBA Name	Description	Effective Date	Termination

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	7810 SOLUTION CENTER	CHICAGO	IL	606777008	
Payment	POSTAGE BCS	BOSTON	MA	02284 2313	MIKE ROSS
Payment	35 W WACKER DR	CHICAGO	IL	60601	
Ordering	3801 GANTZ RD	GROVE CITY	OH	43123	JEFFREY LAUER
Ordering	PO BOX 312	WINFIELD	WV	25213-0312	MICHAEL ROSS
Ordering	600 RIVER AVENUE	PITTSBURGH	PA	15212	ANN BECKERT
Ordering	10300 EATON PLACE #300	FAIRFAX	VA	22033	CHERYL STEELE
Ordering	1341 G STREET NW 4TH FLR	WASHINGTON	DC	20005	CHERYL STEELE
Payment	PO BOX 312	WINFIELD	WV	25213-0312	MICHAEL ROSS
Payment	PO BOX 905151	CHARLOTTE	NC	282905151	A J SAGEN

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000178499

RR DONNELLEY & SONS COMPANY

Active From : 04/26/2018

Active To :

Address Type : Payment

Default Record :

Division/Department :

Mail Returned :

Additional Address Info :

Active Address : Yes

Prevent New Spending :

Default Currency : USD - US Dollar

Address Information

Address ID : AD000006

Country Phone Code : 1

Street 1 : 7810 SOLUTION CENTER

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : CHICAGO

County :

State/Province : IL

County Name :

Zip/Postal Code : 606777008

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

Top

Modify Existing Record Add New Address

Master Address Master Contacts Languages

Vendor Transaction History

Search

All Words

▼ All Words



Select Domain
All Domains



Filter By



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](#)

Keyword Search

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

Simple Search

Search Editor

Any Words

All Words

Exact Phrase

Federal Organizations

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>1/3/25</u>	Agency: Division of Motor Vehicles
Solicitation No. <u>CMA DMV 23*06</u> <u>CO#4</u>	Procurement Officer Submitting Requisition: Kristy James
	Requisition No. CMA DMV 23*06 CO4
	PF No.: 1157937

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:

	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1 Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5 Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7 Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8 Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

FOR CHANGE ORDERS/RENEWALS:

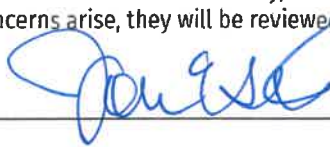
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.