



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: 11-08-2024

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CMA 0802 5020 DMV2500000001 2	<b>Procurement Folder:</b>	1507642
<b>Document Name:</b>	Self-inking stamps and replacement ink pads	<b>Reason for Modification:</b>	Change Order 1 To correct service dates
<b>Document Description:</b>	Self-inking stamps and replacement ink pads		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2025-04-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2026-03-31

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000010150			<b>Requestor Name:</b>	Georgina L Davis
Rodzina Industries Inc				<b>Requestor Phone:</b>	(304) 957-9339
3518 Fenton Rd				<b>Requestor Email:</b>	georgina.davis@wv.gov
Flint	MI	48507-1567			
US					
<b>Vendor Contact Phone:</b>	810-235-2341	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

2025

FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200  CHARLESTON WV 25304  US	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200 CHARLESTON WV 25317  US

CR 11-14-24

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

JE 11/12/24

<b>PURCHASING DIVISION AUTHORIZATION</b>
DATE: <i>JA 11.13.24</i>
ELECTRONIC SIGNATURE ON FILE

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

<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>12-18-24</i>
ELECTRONIC SIGNATURE ON FILE

12/18/2024

**Extended Description:**

Change Order 1

Change Order 1 is issued to correct the effective dates of 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 04/01/2025 through 03/31/2026.

Renewal Years/Months Remaining:3

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4910 Self Inking stamp

**Extended Description:**

Customized Stamps per the attached pricing page exhibit A.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4911 Self Inking stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4912 Self Inking stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4913 Self Inking stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4915 Self Inking stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4925 Self Inking stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4926 Self Inking stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4927 Self Inking stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4928 Self Inking stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 46025 Self Inking round stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 46030 Self Inking round stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 46050 Self Inking round stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 5430 Self Inking stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 5440 Self Inking stamp

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4910 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TRODAT 4911 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 4912 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 4913 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 4915 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 4925 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 4926 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 4927 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 4928 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 46025 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 46030 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 46050 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 5430 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	60121701			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TRODAT 5440 Replacement Ink Pad

**Extended Description:**

Replacement ink pads per the attached pricing page exhibit A



Davis, Georgina <georgina.davis@wv.gov>

**Re: Automatic reply Re: CSSD DMV25\*01**

1 message

**Estep, John W** <john.w.estep@wv.gov>

Fri, Nov 1, 2024 at 1:34 PM

To: "Davis, Georgina" <georgina.davis@wv.gov>

We will have to do a change order to change the start Dates.  
Do CO #1 and send it thur . We can get it changed that way

**John Estep**

Senior Buyer, Purchasing Division  
304-558-2566 • John.W.Estep@wv.gov



On Fri, Nov 1, 2024 at 1:28 PM Davis, Georgina <georgina.davis@wv.gov> wrote:  
Putting this back at the top of your inbox since I haven't heard anything from you.  
Thanks  
Georgie

----- Forwarded message -----

From: **Davis, Georgina** <georgina.davis@wv.gov>  
Date: Fri, Oct 25, 2024 at 10:10 AM  
Subject: Re: Automatic reply Re: CSSD DMV25\*01  
To: Estep, John W <john.w.estep@wv.gov>

Good morning

CMA DMV25\*01 is now final.

However I talked with Josh last week regarding the start date and if I could change it to April 1, 2025 and he agreed since we currently have another CMA in place with this vendor for the exact same service that doesn't expire until 3/31/25. I modified the start and end dates and submitted it for approval, it was then modified after it left 0802 and changed back to 11/1/24. If we cannot modify the start date, we will lose 5 months on our current contract.

Please help!

Thanks

Georgie

On Thu, Oct 3, 2024 at 7:57 AM Estep, John W <john.w.estep@wv.gov> wrote:

I will be out of the office Monday 09/30/24 till Friday 10/04/24. If you need immediate assistants please contact Josh Hager at 304-558-8801. or joseph.e.hageriii@wv.gov If you have any questions about solicitations or If you are sending documents that were requested please send them to Josh.

--

*Georgie*

Georgina Davis

Division Manager

West Virginia Division of Motor Vehicles

5707 MacCorkle Avenue, S.E. Suite 50

Charleston, WV 25304

(304) 352-5691

[georgina.davis@wv.gov](mailto:georgina.davis@wv.gov)

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*Georgie*

Georgina Davis

Division Manager

West Virginia Division of Motor Vehicles

5707 MacCorkle Avenue, S.E. Suite 50

Charleston, WV 25304

(304) 352-5691

[georgina.davis@wv.gov](mailto:georgina.davis@wv.gov)





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 2, 2024

Rodzina Industries, Inc.  
3518 Fenton RD  
Flint, MI 48507-1567

**RE: CMA DMV2500000001– Self Inking Stamps and Replacement Pads**

The West Virginia Division of Motor Vehicles currently has a contract, CMA DMV2100000004 in place for the self-inking stamps and replacement pads that does not expire until 03/31/2025. We are requesting to modify the start date on CMA DMV2500000001 and make it effective 04/01/2025. If you agree to this modification, please sign below and return to me.

You can return the signed document to me at [Georgina.davis@wv.gov](mailto:Georgina.davis@wv.gov). Please let me know if you have any questions.

Thank You.

Georgie Davis

*We agree to modify the effective start date as stated above under the same terms and conditions as in the original purchase order and any change orders thereto.*

Rodzina Industries, Inc.

ROBERT CROSS / Robert Cross  
Name/Signature

PRES.  
Title

12-9-24  
Date

WV Division of Motor Vehicles

[Signature]  
Name/Signature

Director, Management Services  
Title

12/10/2024  
Date