



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: 12-20-2024

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 0613 9905 VNF2400000005 2	Procurement Folder:	1346437
Document Name:	Housekeeping Services	Reason for Modification:	Change Order No. 01 To Renew Contract
Document Description:	Housekeeping		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-02-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-01-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206538	Requestor Name:	Michael A Clevenger
SAUNDERS STAFFING INC		Requestor Phone:	304-626-1600
1116 SMITH STREET		Requestor Email:	michael.a.clevenger@wv.gov
CHARLESTON	WV 25302	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	3043256817 Extension:		
Discount Details:			

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS	VETERAN'S NURSING FACILITY
1 FREEDOMS WAY	1 FREEDOMS WAY
CLARKSBURG WV 26301	CLARKSBURG WV 26301
US	US

1/4/25 62

Total Order Amount: _____ Open End

Purchasing Division's File Copy

DDP 1/9/25

PURCHASING DIVISION AUTHORIZATION
 DATE: *JA 1-9-25*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *1-16-25*
 ELECTRONIC SIGNATURE ON FILE

1/14/2025

Extended Description:

Change Order

Change Order No. 01 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 2/1/2025 through 1/31/2026.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	91111601				0.000000
	Service From	Service To		Service Contract Amount	
	2024-02-01	2026-01-31		94020.50	

Commodity Line Description: Housekeeping Services

Extended Description:

See Exhibit "A" Pricing Page

Housekeeping Services for the WVVNF



*West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301*

December 16, 2024

Connie Saunders
Saunders Staffing Inc
1116 Smith St
Charleston, WV 25301

RE: Renewal CMA 0613 9905 VNF24*05

Dear Ms. Saunders,

Provisions were included in the original contract documents to renew the referenced contract under the same terms, conditions, and pricing. The renewal dates are 2/1/2025 to 1/31/2026. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

If you have any questions or concerns, feel free to contact me at (304) 626-1600.

Regards,

Michael Clevenger
Procurement Supervisor

We agree to renew the contract for the period stated above under the same terms, conditions, and pricing as in the original Purchase Order and any subsequent Change Orders.

X Rick Wellons Jr
SIGNATURE

12/19/2024
DATE

RICK WELLONS JR
PRINT NAME

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>01/06/2024</u>	Agency: WVNF
Solicitation No. <u>CMA VNF24*05</u>	Procurement Officer Submitting Requisition: Michael Clevenger
	Requisition No. CMA VNF24*05
	PF No.: 1346437

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>
9	Fleet Management Division 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
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<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:

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: David Pauline

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Business Organization Detail

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SAUNDERS STAFFING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	3/2/1989		3/2/1989	Domestic	Profit			

Organization Information			
Business Purpose	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)	Capital Stock	3000.0000
Charter County	Mercer	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	30.000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	400 NORTH ST BLUEFIELD, WV, 24701
Mailing Address	P.O. BOX 211 BLUEFIELD, WV, 24701 USA
Notice of Process Address	CONNIE SAUNDERS 37 COLLEGE DRIVE BLUEFIELD, VA, 24805
Principal Office Address	400 NORTH STREET BLUEFIELD, WV, 24701 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	DEBRA ARCHER P.O. BOX 5708 PRINCETON, WV, 24740
President	CONNIE SAUNDERS 400 NORTH ST BLUEFIELD, WV, 24701
Secretary	W R. WELLONS JR 400 NORTH STREET BLUEFIELD, WV, 24701
Treasurer	W R. WELLONS JR. 400 NORTH STREET BLUEFIELD, WV, 24701
Vice-President	R. M. SAUNDERS 400 NORTH ST BLUEFIELD, WV, 24701
Type	Name/Address

DBA			X Close
DBA Name	Description	Effective Date	
DUST BUNNIES OF BLUEFIELD	TRADENAME	9/10/1997	Hi, I'm SOLO! I can help you file your Annual Report.
DBA Name	Description	Effective Date	

Name Changes

Date	Old Name
8/14/2002	SAUNDERS EMPLOYMENT SERVICES, INC.

Date	Amendment
8/14/2002	NAME CHANGE: FROM SAUNDERS EMPLOYMENT SERVICES, INC.
1/19/1996	CHANGE OF NAME FROM SAUNDERS TEMPORARY SERVICES, INC. TO SAUNDERS EMPLOYMENT SERVICES, INC.

Annual Reports	
Filed For	Date filed
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, January 6, 2025 — 8:23 AM

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Dec 18, 2024



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- All Words
- Exact Phrase

e.g. 1606N020Q02

"saunders staffing, inc"

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- Inactive

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
Ordering	1116 SMITH STREET	CHARLESTON	WV	25302	CONNIE SAUNDERS
Payment	PO BOX 211	BLUEFIELD	WV	247010211	PRISCILLA LEEDY
Ordering	PO BOX 211	BLUEFIELD	WV	24701	CONNIE SAUNDERS

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000206538

Active From : 01/17/2024

SAUNDERS STAFFING INC

Active To :

Address Type : Ordering

Default Record :

Division/Department :

Mail Returned :

Additional Address Info. :

Active Address : Yes

Prevent New Spending :

Default Currency : USD - US Dollar

Address Information

Address ID : AD000002

Country Phone Code : 1

Street 1 : 1116 SMITH STREET

Phone : 304-325-6817

Street 2 : SUITE 314

Phone Extension :

City : CHARLESTON

County :

State/Province : WV

County Name :

Zip/Postal Code : 25302

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

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Modify Existing Record Add New Address

Master Address

Master Contacts

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