



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: 06-13-2023

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 0212 0212 TEMP21C 4	Procurement Folder:	749858
Document Name:	STATEWIDE CONTRACT: TEMP21C	Reason for Modification:	CO#03: Issued to renew the original contract.
Document Description:	TEMPORARY STAFFING SERVICES (Original PF: 738312)		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-07-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-07-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	00000206538			Requestor Name:	Mark A Atkins
SAUNDERS STAFFING INC				Requestor Phone:	(304) 558-2307
PO BOX 211				Requestor Email:	mark.a.atkins@wv.gov
BLUEFIELD	WV	24701		<div style="font-size: 2em; font-weight: bold; text-align: center;">23</div> <div style="text-align: center;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	304-325-3369	Extension:	1007		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

*6/13/2023*

Purchasing Division's File Copy

Total Order Amount:	Open End
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*Bob* *6/13/23*

**ENTERED**

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark Attkin - 6/13/2023*  
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION  
*Beverly Tolson*  
 DATE: *6-26-23*  
 ELECTRONIC SIGNATURE ON FILE

*6/26/2023*

**Extended Description:**

Change Order #03 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: 07/15/2023 through 07/14/2024.

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80111600			HOUR	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TEMPORARY EMPLOYEE STAFFING SERVICES

**Extended Description:**

See attached Synopsis Award Spreadsheets for Contract Pricing.



MARK D. SCOTT  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS  
DIRECTOR

May 17, 2023

Connie Saunders, President  
Saunders Staffing, Inc.  
POB 4211 / 400 North Street  
Bluefield, WV 24701

Subject: WV Statewide Contract No.: CMA 0212 TEMP21C Temporary Staffing Services

Dear Ms. Saunders:

The State of West Virginia is offering to renew the subject contract under the original terms, conditions, pricing, and authorized change orders. The renewal dates are July 15, 2023 through July 14, 2024. Please mark your renewal position on the corresponding statement and complete the signature information below. Then return this letter to my attention as soon as possible. You may return via email to [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov).

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

We do not agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

<u>Connie Saunders</u>	<u>Connie Saunders</u>	<u>President</u>	<u>5/19/23</u>
Print Name	Signature	Title	Date

Please call if you have any questions.

Very truly yours,

*Mark A. Atkins, CPPB*

**Buyer Supervisor, Statewide Contracts**  
West Virginia Department of Administration  
Purchasing Division  
2019 Washington Street, East  
POB 50130  
Charleston, WV 25305-0130  
Phone: 304.558.2307  
Email: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)

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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.*

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

Addresses