



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 TEMP21F 4	Procurement Folder:	751414
Document Name:	STATEWIDE CONTRACT: TEMP21F	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:	00000228419			Requestor Name:	Mark A Atkins
EXPRESS SERVICES INC				Requestor Phone:	(304) 558-2307
47 RHL BLVD				Requestor Email:	mark.a.atkins@wv.gov
SOUTH CHARLESTON		WV	25309	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	999-999-9999	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

[Handwritten Signature]
 6/22/2023

Purchasing Division's File Copy

Total Order Amount:	Open End
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ENTERED

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark A. Atkins* 6/13/2023
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: *John L. Gray*
ELECTRONIC SIGNATURE ON FILE
LePore 6/26/2023

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

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
	Service From	Service To		Service Contract Amount	
				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

Tom Wirts, Owner & General Manager
Express Services, Inc.
47 RHL Boulevard
South Charleston, WV 25305

Subject: WV Statewide Contract No.: CMA 0212 TEMP21F Temporary Staffing Services

Dear Mr. Wirts:

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.

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>Tom Wirts</u>	<u></u>	<u>Owner - G.M.</u>	<u>5/17/23</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