



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: 09-21-2023

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 0403 0012 DBS2300000004 3	<b>Procurement Folder:</b> 1077871
<b>Document Name:</b> Food, Beverages and Miscellaneous Supplies	<b>Reason for Modification:</b>
<b>Document Description:</b> Food, Beverages and Miscellaneous Supplies	Change Order #2 issued to renew contract.
<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> 2022-08-20
<b>Free on Board:</b> FOB Dest, Freight Prepaid	<b>Effective End Date:</b> 2024-08-19

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000200520 A.F. WENDLING, INC 100 WENDLING PLAZA RT 20 S  BUCKHANNON WV 26201 US <b>Vendor Contact Phone:</b> 304-472-5500 <b>Extension:</b>	<b>Requestor Name:</b> Tabitha J Crist <b>Requestor Phone:</b> (304) 822-4810 <b>Requestor Email:</b> tabitha.crist@k12.wv.us  <div style="text-align: center; font-size: 2em; font-weight: bold;">24</div> FILE LOCATION _____																				
<b>Discount Details:</b> <table border="1" style="width: 100%;"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			
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#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY WV 26757-1894 US	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY WV 26757-1894 US

9-22-23 BAT

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

ENTERED

JJA 9-21-2023

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Mary Ann - 9/20/2023*  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
*Beverly Toler*  
 DATE: *9-22-23*  
 ELECTRONIC SIGNATURE ON FILE

9/22/2023

**Extended Description:**

Change Order

Change Order No. 02 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 August 20, 2023 through August 19, 2024

Renewal Years Remaining: 2  
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	93131607			EA	0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
				0.00	

**Commodity Line Description:** FOOD, Beverages and Miscellaneous Supplies

**Extended Description:**

Vendor Cost + Markup Percentage shall be the price Agencies pay for purchases of the Eligible Item under this Contract. See the attached Exhibit A Pricing Pages for contract category markup percentages.



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

August 11, 2023

Christopher Wendling  
Wendlings Food Service  
900 Virginia St E, Suite 500  
Charleston, WV 25301

Subject: CMA 0403 DBS 2300000004 Contract Renewal – Change Order No. 2  
Food, Beverages and Miscellaneous Supplies

The West Virginia School for the Deaf and Blind is offering to renew the subject contract under the same terms, conditions, pricing and specifications as contained in the original contract and all approved change orders. The renewal dates are August 20, 2023 through August 19, 2024. If you agree to this renewal, please sign below and return to my attention as soon as possible.

Remaining renewals: 2 (two)

Please call if you have any questions.

Very truly yours,

Tabitha J. Crist  
CFO  
West Virginia School for the Deaf and Blind

*\*Vendor signature required below*

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.

A.F. Wendling Inc Row Skinn  
Vendor Name / Signature

8/23/23  
Date

Contract Coordinator  
Title



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

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To: Joseph Hager, Senior Buyer, Purchasing Division  
From: Tabitha Crist, CFO, West Virginia Schools for the Deaf and the Blind  
Date: September 19, 2023  
Subject: Backdate Justification

In working to renew this contract, we did not know that our customer relations contact had changed. The renewal letter took a few weeks to get to the correct person and returned to us.

*D.L.  
W. Crist  
09/20/23*