



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Contract

Order Date: 02-26-2026

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:	CCT 0225 0225 PEI2000000001 10	Procurement Folder:	632858
Document Name:	IMAGING SYSTEM	Reason for Modification:	Change Order No. 2 - to renew and decrease the per the attached documentation.
Document Description:	IMAGING SYSTEM		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Jessica L Riley		
Telephone:	304-558-0246		
Email:	jessica.l.riley@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-01-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000210166	Requestor Name:	Samuel H Revercomb																				
KOMAX LLC 500 D ST SOUTH CHARLESTON WV 25303 US		Requestor Phone:	(304) 558-7850																				
Vendor Contact Phone:	304-744-7440	Requestor Email:	Samuel.H.Revercomb@wv.gov																				
Discount Details:		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
	<table border="1"> <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>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No			0.0000	0																		
#2	Not Entered																						
#3	Not Entered																						
#4	Not Entered																						

INVOICE TO	SHIP TO
PUBLIC EMPLOYEES INSURANCE STE 2 601 57TH ST SE CHARLESTON WV 25304 US	PUBLIC EMPLOYEES INSURANCE STE 2 601 57TH ST, SE CHARLESTON WV 25304 US

3/11/2026

Total Order Amount:	\$145,764.00
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Purchasing Division's File Copy

JP

2/20/26

PURCHASING DIVISION AUTHORIZATION <i>Tara</i> DATE: <i>3/9/2026</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>3/17/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cody</i> DATE: <i>3-17-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 2 is issued to renew and decrease the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract is decreased as defined in the attached documentation.

The unit price of \$8,000.00 was taken off Commodity Lines 9, 10 and the unit price of \$8,480.00 was taken off Commodity Lines 16 and 17. If the vendor and agency decide to renew any additional remaining years on the contract, a change order will be processed with two-party agreement and the unit pricing will be included in the change order.

Effective date of renewal 4/1/2026 through 9/30/2026

Renewal Years Remaining: 2 years 6 months

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43230000	0.00000		0.000000	\$17,000.00
Service From	Service To	Manufacturer		Model No	
2020-01-10	2022-03-31				

Commodity Line Description: Scanning System Software + Yr 1 Maintenance/Support

Extended Description:

Scanning System Software + Yr 1 Maintenance/Support

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43230000	0.00000		0.000000	\$28,880.00
Service From	Service To	Manufacturer		Model No	
2020-01-10	2022-03-31				

Commodity Line Description: Image Management Software + Yr 1 Maintenance/Support

Extended Description:

Image Management Software + Yr 1 Maintenance/Support

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43230000	0.00000		0.000000	\$24,900.00
Service From	Service To	Manufacturer		Model No	
2020-05-09	2021-05-08				

Commodity Line Description: Implementation

Extended Description:

Implementation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	43230000	0.00000		0.000000	\$8,000.00
Service From	Service To	Manufacturer		Model No	
2022-04-01	2023-03-31				

Commodity Line Description: Scanning System Software Maintenance - Yr 2

Extended Description:

Scanning System Software Maintenance - Yr 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	43230000	0.00000		0.000000	\$8,000.00
Service From	Service To	Manufacturer		Model No	
2023-04-01	2024-03-31				

Commodity Line Description: Scanning System Software Maintenance - Yr 3

Extended Description:

Scanning System Software Maintenance - Yr 3

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	43230000	0.00000		0.000000	\$8,000.00
Service From	Service To	Manufacturer		Model No	
2024-04-01	2025-03-31				

Commodity Line Description: Scanning System Software Maintenance - Yr 4

Extended Description:

Scanning System Software Maintenance - Yr 4

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	43230000	0.00000		0.000000	\$8,000.00
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-03-31				

Commodity Line Description: Scanning System Software Maintenance - Yr 5

Extended Description:

Scanning System Software Maintenance - Yr 5

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	43230000	0.00000		0.000000	\$4,400.00
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-09-30				

Commodity Line Description: Scanning System Software Maintenance - Renewal with Discount

Extended Description:

Year 6- Renewal with Discount: Vendor and PEIA agreed to a six month extension with a 45% discount. Original commodity value of \$8,000 now reduced to \$4,400.00 per "2026-02-12 Change Order 2 - Renewal Memo"

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	43230000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-03-31				

Commodity Line Description: Scanning System Software Maintenance - 2nd Optional Renewal

Extended Description:

Year 7- Second Optional Renewal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	43230000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-03-31				

Commodity Line Description: Scanning System Software Maintenance -3rd Optional Renewal

Extended Description:

Year 8- Third optional renewal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	43230000	0.00000		0.000000	\$8,480.00
Service From	Service To	Manufacturer		Model No	
2022-04-01	2023-03-31				

Commodity Line Description: Image Management Software Maintenance - Yr 2

Extended Description:

Image Management Software Maintenance - Yr 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	43230000	0.00000		0.000000	\$8,480.00
Service From	Service To	Manufacturer		Model No	
2023-04-01	2024-03-31				

Commodity Line Description: Image Management Software Maintenance - Yr 3

Extended Description:

Image Management Software Maintenance - Yr 3

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	43230000	0.00000		0.000000	\$8,480.00
Service From	Service To	Manufacturer		Model No	
2024-04-01	2025-03-31				

Commodity Line Description: Image Management Software Maintenance - Yr 4

Extended Description:

Image Management Software Maintenance - Yr 4

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	43230000	0.00000		0.000000	\$8,480.00
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-03-31				

Commodity Line Description: Image Management Software Maintenance - Yr 5

Extended Description:

Image Management Software Maintenance - Yr 5

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	43230000	0.00000		0.000000	\$4,664.00
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-09-30				

Commodity Line Description: Image Management Software Maintenance - Renewal w Discount

Extended Description:

Year 6- Renewal with Discount: Vendor and PEIA agreed to a six month extension with a 45% discount. Original commodity value of \$8,480 now reduced to \$4,664.00 per "2026-02-12 Change Order 2 - Renewal Memo"

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	43230000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2025-04-01	2026-03-31				

Commodity Line Description: Image Management Software Maintenance - 2nd optional Renewal

Extended Description:

Year 7- Second Optional Renewal

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	43230000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer	Model No		
2025-04-01	2026-03-31				

Commodity Line Description: Image Management Software Maintenance - 3rd optional renewal

Extended Description:

Image Management Software Maintenance - Yr 2

TO: KOMAX LLC

FROM: Samuel H. Revercomb, Fiscal & Procurement Officer, PEIA

DATE: February 5, 2026

RE: CCT PEI2000000001 Renewal

Change Order No. 2 is issued to renew and decrease the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract is decreased as defined in the attached documentation and listed below.

Effective date of renewal 4/01/2026 through 9/30/2026.

Renewal Years Remaining: 2 years, 6 months

Original Contract Total: \$16,480.00


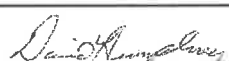
Change Order No. 2: 45% Decrease (\$ 7,416.00)

New Contract Total: \$9,064.00

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

PEIA is renewing the contract for a six-month term rather than one year. The vendor has agreed to a 45% discount for \$9,064.00 for six-month renewal.

WV PEIA		KOMAX LLC	
Date	2/12/26	Date	2-12-2026
Name	Sam Revercomb	Name	David Humphrey
Title	Fiscal & Procurement officer	Title	Government Sales Manager
Signature		Signature	



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: Contract Renewal - Half Term

1 message

Revercomb, Samuel H <samuel.h.revercomb@wv.gov>
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Thu, Feb 26, 2026 at 11:33 AM

Everything looks great to me. Thanks Tara!

Do you want me to submit, or are you submitting on your end?

On Thu, Feb 26, 2026 at 11:06 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Slight change in the paragraph on page 2 - realized the amounts were different on the commodity lines.

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Thu, Feb 26, 2026 at 10:51 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

I can see the light at the end of the tunnel on this one!!!!

I added a blurb in the extended description and removed the unit price from commodity lines 9, 10, 16 and 17. We can add those back in, if you all renew with Komax. I decided to do this rather than discontinue the lines or delete them (which the system wouldn't allow).

See if this works for you. If so, let me know; we'll submit it and get it off our desks.

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Wed, Feb 25, 2026 at 12:09 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

No problem. I don't think the discount option works; I'm finishing up something now. I will be able to work on this shortly.

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Wed, Feb 25, 2026 at 12:07 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:

Sorry for the rapid fire emails, but I just noticed there is a Discount tab on the Commodity line. Would it work better if I left the original contract amounts (\$8,000 and \$8,480, respectively) on the general information tab and then just enter a 45% discount on the discount tab?

On Wed, Feb 25, 2026 at 12:03 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:

I also attached the pricing reference page to the header line. Let me know if I don't need that, and I will remove it.

On Wed, Feb 25, 2026 at 11:51 AM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:

Hi Tara,

Responding to your notes in red in order:

- I couldn't delete any of lines 9, 10, 16, or 17. I kept getting an error message saying "Cannot delete the current line from this version of the document."
- I updated lines 8 and 15 to reflect the renewal with the discount and added extra detail in the extended description section. However, now I'm unable to validate without an error message stating, "Funding Total does not equal Commodity Line Total."
- I deleted lines 18 and 19 without issue.

I just need to figure out how to address the new error message, and then I should be okay to submit. I've already added the required documentation to the procurement folder in oasis.

On Wed, Feb 25, 2026 at 6:29 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Okay, sounds good. I added the renewal letter to the header.

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Tue, Feb 24, 2026 at 4:29 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:

Hi Tara,

Thank you for your responses. I will incorporate those changes to the commodity lines first thing tomorrow and let you know if I have any questions or get stuck. See below for the signed copy of the renewal memo.

On Tue, Feb 24, 2026 at 3:11 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

See my response in red below.

Thanks,

Tara

On Thu, Feb 12, 2026 at 12:36 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:

Hi Tara,

I've worked up the Komax renewal draft and have a couple of items I wanted to draw your attention to. Contract document is CCT PEI2000000001.

- **Header Line > Modification Tab:** I am unable to edit the change order number. The box is gray and won't let me edit it. This should be change order 2. Unfortunately, I don't think we can change that. It should be okay.

- **Commodity Line:** I added two new commodity lines. I copied the "Scanning System Software Maintenance - 1st Option Renewal" line and pasted the new one as "Scanning System Software Maintenance - Renewal w/ Discount" on line 18. I did the same thing using the "Image Management Software Maintenance - 1st Renewal Option" commodity line for the other new commodity, which is line 19. I wasn't sure exactly what to name the new commodities, but I didn't have any room to add onto the end of the original name. So hopefully that works for our

purposes. Is there any way we can do away with the lines 9, 10, 16 and 17. If we decide to renew, we can add the lines back in by change order. I think rather than making two new lines, I would just change lines 8 and 15 and delete lines 18 and 19. You can add a description in the extended description on the commodity line to explain the discount. It's up to you but I think I would do away with the line 18 and 19. Did you get the letter signed by Komax and PEIA? If so, send me a copy of that and we can add it to the HEADER as an attachment.

Also, I'm thinking about my pricing reference page for this renewal. Once we get the new commodity lines added, and we're happy with how they're named, will I need to update that document before submitting so the commodity names match between the pricing reference page and Oasis?

Let me know what you think once you've had time to review.

Thank you,

On Thu, Feb 5, 2026 at 9:37 AM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:
Thank you Tara. I will let you know once I'm getting ready to submit.

On Thu, Feb 5, 2026 at 7:54 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:
Works for me. If you could change that in the letter and get it to the vendor for signature - we'll get it moving once the CO comes back through OASIS.

If you want us to review the DRAFT in OASIS before you submit, we'd be happy to review.

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Tue, Feb 3, 2026 at 2:41 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:

Thank you Tara. You are correct, we miscalculated the cost, using a total cost of exactly \$16,000 rather than \$16,480. The correct cost is \$9,064.

$0.55 \times \$16,480 = \$9,064.$

On Tue, Feb 3, 2026 at 2:30 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Sorry for the delay - I tried to get this finished up on Thursday but Jessica and I noticed something off about the decreased amount. I made a comment on the Word document. See last paragraph below too.

I attached an edited version of your renewal letter. I used the renewal and decrease template from the Change order guide. I think it works since you are getting a decreased price.

That leads into our question about the pricing. In the original contract, Commodity Line 8 shows \$8,000.00 for the first optional renewal for scanning system software maintenance and Commodity Line 15 for \$8,480.00 for the Image Mgmt maintenance for a total of \$16,480.00. I remember seeing this number in Jessica V's previous emails. You have (on the draft renewal letter) a 45% discount at a cost of \$8,800.00 for the six months. Can you show me the math - it's not working out to the same figures the way I'm calculating.

Once we get this worked out and you like the revised renewal letter, you can send it to the vendor for review and signature.

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Wed, Jan 28, 2026 at 3:17 PM Revercomb, Samuel H <samuel.h.revercomb@wv.gov> wrote:
Hey Tara,

We've worked up a renewal draft for Komax using the purchasing standard language as a starting point. Let us know what you think.

Thank you

On Wed, Jan 28, 2026 at 12:05 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:
Thanks for the clarification and contract number.

After review, you can only do the six month renewal with Komax with the reduced pricing by formal change order. Make sure you call it a renewal and not extend. I'll explain that more down below.

Just need a letter noting the renewal period, pricing change and the signatures from both parties for the two-party agreement.

Just some advice - I would leave the remaining renewals on the change order as 2 years, 6 months (just in case you would need to renew for any additional time in case there are issues). If you make the change order sound final with only a 6 month renewal or say extension - it could be harder to do another change order for more time, if needed. Hope I'm making sense.

I can look at the DRAFT change order for the language if you want.

Thanks,
Tara

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Wed, Jan 28, 2026 at 8:46 AM Virtz, Jessica L <jessica.l.virtz@wv.gov> wrote:
I mean it's not the Statewide Contract.

And apologies for the wrong number. The contract in question is CCT PEI2000000001.

Jessica Virtz

WV RHBT Controller



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On Wed, Jan 28, 2026 at 8:04 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:
When you say "our own contract, not through the State" what does that mean?

You have the ability to renew or not renew vendor contracts per the terms of the contract.

We have done partial renewals in the past. Without seeing the contract in full, I'm struggling to give you a definitive answer. I looked up CMA PEI25*01 and it's with VG Reed & Sons for printing/mailing services.

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Tue, Jan 27, 2026 at 12:39 PM Virtz, Jessica L <jessica.l.virtz@wv.gov> wrote:

Following up. Just need to know if I can process a half year renewal for Komax (our own contract, not through the State) at a 45% discount.

Jessica Virtz

WV RHBT Controller



304-741-8646
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Charleston, WV 25304

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On Thu, Jan 22, 2026 at 10:50 AM Virtz, Jessica L <jessica.l.virtz@wv.gov> wrote:

It's our agency contract with Komax.

CMA PEI250000001

Jessica Virtz

WV RHBT Controller



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On Thu, Jan 22, 2026 at 10:49 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Are you talking about the statewide copier contract?

Or, do you have an agency or central contract with Komax? If so, what is the contract number? Helps to see the whole file.

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



WEST VIRGINIA
PURCHASING DIVISION

On Wed, Jan 21, 2026 at 3:18 PM Virtz, Jessica L <jessica.l.virtz@wv.gov> wrote:

CMA PEI2500000001

Tara,

As you know, we're in the middle of our Benefit Administration System (BAS) implementation, which is set to go live on April 1. One of our current contracts that this will be replacing is our current image/scanning contract with Komax. However, the Komax contract ends in March and we'd like a little overlap during implementation to transition the service over.

We would like to renew the Komax contract (which currently has three optional renewals remaining) for six months, and Komax has agreed to a 45% decrease in cost (from \$16,480 to \$9,064) for the six months, since it's not a full year term.

Would this be acceptable to Purchasing?

Jessica Virtz

WV RHBT Controller



PEIA
PUBLIC EMPLOYEES INSURANCE AGENCY

☎ 304-741-8646
🌐 www.peia.wv.gov
📍 601 57th Street SE, Suite 2
Charleston, WV 25304

Sam Revercomb

Fiscal & Procurement Officer



PEIA
PUBLIC EMPLOYEES INSURANCE AGENCY

☎ 304-352-0298
🌐 www.peia.wv.gov
📍 601 57th Street SE, Suite 2
Charleston, WV 25304

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KOMAX, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	6/11/1999		6/11/1999	Domestic	Profit			

Organization Information			
Business Purpose	8112 - Other Services (except Public Administration) - Repair and Maintenance - Electronic and Precision Equipment Repair and Maintenance (consumer electronics, computer, office machine, communications)		Capital Stock
Charter County	Kanawha	Control Number	12870
Charter State	WV	Excess Acres	X Close
At Will Term	A	M	Hi, I'm SOLO! I can help you file your Annual Report.
At Will Term Years	30	Pa	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	500 D STREET SOUTH CHARLESTON, WV, 25303
Notice of Process Address	ROBERT B. MAXWELL, JR. 500 D STREET SOUTH CHARLESTON, WV, 25303
Principal Office Address	500 D STREET SOUTH CHARLESTON, WV, 25303 USA
Principal Office Mailing Address	500 D STREET SOUTH CHARLESTON, WV, 25303
Type	Address

Officers	
Type	Name/Address
Member	ROBERT B MAXWELL JR 678 TROTTERS LANE CHARLESTON, WV, 25312
Organizer	ROBERT B. MAXWELL, JR. 128 POPLAR POINT E. POCA, WV, 25159
Organizer	PHILIP A. ASSEFF & 2 OTHERS 2933 MACON STREET SOUTH CHARLESTON, WV, 25303
Type	Name/Address

DBA	
DBA Name	Description
KOMAX BUSINESS SYSTEMS	TRADENAME
DBA Name	Description

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Date	Amendment

1/30/2017

REMOVED MEMBER REBECCA OFFUTT AND UPDATED ROBER
MAXWELLS' ADDRESS TO 678 TROTTERS LANE CHARLESTON,
25312

Date

Amendment

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

2009

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2007

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2004

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2002

2001

2000

Date filed

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 5, 2026 — 10:56 AM

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Simple Search

Search Editor

Any Words ⁱ

All Words ⁱ

Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"komax llc" x

Entity ∨

Location ∨

Status ∧

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>01-72</u> Date: <u>2/20/25</u> Solicitation No. <u>COA2</u> <u>renew/decrease</u>	Agency: Public Employees Insurance Agency Procurement Officer Submitting Requisition: Samuel H. Revercomb Requisition No. CCT PEI2000000001 PF No.: 632858
------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: _____

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