



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: 12-16-2025

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 0212 0212 SYSFURN23 4	<b>Procurement Folder:</b>	1158415
<b>Document Name:</b>	SYSFURN23: Districts 1, 2, 3, & 4	<b>Reason for Modification:</b>	CO#3 To renew the Contract. No Other Changes.
<b>Document Description:</b>	Statewide Contract for Systems Furniture & Accessories		
<b>Procurement Type:</b>	Statewide MA (Open End)		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-03-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2027-02-28

VENDOR		DEPARTMENT CONTACT																					
<b>Vendor Customer Code:</b>	000000200768	<b>Requestor Name:</b>	Mark A Atkins																				
CAPITOL BUSINESS INTERIORS 711 INDIANA AVE		<b>Requestor Phone:</b>	(304) 558-2307																				
CHARLESTON WV 25302		<b>Requestor Email:</b>	mark.a.atkins@wv.gov																				
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>																					
<b>Vendor Contact Phone:</b>	304-343-7551 Extension:																						
<b>Discount Details:</b>																							
	<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>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		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No	0.0000	0																				
#2	No																						
#3	No																						
#4	No																						

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

*CR 12-18-25*

**Total Order Amount:** Open End

Purchasing Division's File Copy

*MA 12/16/2025*  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *12/18/25*  
 ELECTRONIC SIGNATURE ON FILE

*John S. Gray*  
**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *12/18/2025*  
 ELECTRONIC SIGNATURE ON FILE

*Cody Brown*  
**ENCUMBRANCE CERTIFICATION**  
 DATE: *12-19-25*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CHANGE ORDER

Change Order No. 03 is issued to renew the original contract according to all terms, conditions, specifications, and discount pricing percentages contained in the original contract including all authorized change orders.

Effective date of renewal 03/01/2026 through 02/28/2027.

Renewal Years Remaining: (0)

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

NO OTHER CHANGES

The Vendor, Capitol Business Interiors, is awarded the following districts: ALL

District 1, District 2, District 3, and District 4.

Catalog Percentage Discount is the same for all 4 districts:

System: 76.50 %

System Accessories: 76.5 %

PDU: 76.5 %

Seating (STC, STG, SCG): 60%

FSF: 60%

CG: 60%

FC: 60%

The Vendor shall provide systems furniture items at the discount percentage provided on their pricing pages, in the Item Type, and from the catalog listed on the attached summary.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	56000000			LS	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** HON Systems Furniture, by Separate Quote by Catalog Discount

**Extended Description:**

HON Systems Furniture, by Separate Quote by Catalog Discount

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	56000000			HOUR	50.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Systems Furniture, Reconfiguration Design, Hourly Rate

**Extended Description:**

All inclusive, 24/7 hourly rate for reconfigurations of systems furniture

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	56000000			HOUR	50.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Systems Furniture, Reconfiguration Labor, Regular Rate

**Extended Description:**

All-inclusive hourly rate for labor to reconfigure systems furniture, M-F, between 7:00am and 5:00pm

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	56000000			HOUR	75.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Systems Furniture, Reconfiguration Labor, Overtime Rate

**Extended Description:**

All-inclusive hourly rate for labor to reconfigure systems furniture after hours, on weekends, or on State holidays



ERIC L. HOUSEHOLDER  
CABINET SECRETARY

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

SAMANTHA L. WILLIS  
DIRECTOR

December 16, 2025

Ms. Kelli Bragg, Sr. Sales  
Capital Business Interiors  
711 Indiana Avenue  
Charleston, WV 25302

Subject: WV Statewide Contract No.: CMA 0212 SYSFURN23

Dear Ms. Bragg:

The State of West Virginia is offering to renew the subject contract under the same terms, conditions, and discount pricing percentages in the original contract. The renewal dates are March 01, 2026 through February 28, 2027. If your company agrees to this renewal, please sign below and return this document 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.*

Kelli Bragg  
Print Name

Kelli Bragg  
Signature

Sr. Sales  
Title

12/16/25  
Date

Please call if you have any questions.

Regards,

*Mark A. Atkins, CPPB*  
Buyer Supervisor

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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**Business Organization Detail**

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**CAPITOL BUSINESS EQUIPMENT, INC.** \* SEE DBA

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	8/13/1958		8/13/1958	Domestic	Profit				

Organization Information			
<b>Business Purpose</b>	4532 - Retail Trade - Miscellaneous Store Retailers - Office Supplies, Stationery and Gift Stores	<b>Capital Stock</b>	25000.0000
<b>Charter County</b>	Kanawha	<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>	25.000000
<b>Authorized Shares</b>	1000	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	2450-90 FIRST AVE HUNTINGTON, WV, 25703
<b>Mailing Address</b>	ATTN: JUSTIN CARPENTER PO BOX 2968 HUNTINGTON, WV, 25728 USA
<b>Notice of Process Address</b>	JUSTIN CARPENTER PO BOX 2968 HUNTINGTON, WV, 25728
<b>Principal Office Address</b>	711 INDIANA AVENUE CHARLESTON, WV, 25302 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	MARSHALL REYNOLDS P O BOX 4040 HUNTINGTON, WV, 25729
<b>Director</b>	JUSTIN CARPENTER P O BOX 4040 HUNTINGTON, WV, 25729
<b>Incorporator</b>	JAMES C. DYER 319 24TH STREET DUNBAR, WV, 25064 USA
<b>Incorporator</b>	RAY HOWARD CUMBERLAND ROAD BLUEFIELD, WV, 24701 USA
<b>President</b>	JANET JOSEPH CLAYMAN 711 INDIANA AVENUE CHARLESTON, WV, 25302
<b>Secretary</b>	GREG ADKINS 2450-90 FIRST AVE HUNTINGTON, WV, 25703
<b>Vice-President</b>	JUSTIN CARPENTER P O BOX 2968 HUNTINGTON, WV, 25728
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CAPITOL BUSINESS INTERIORS	TRADENAME	5/14/1998	
DISCOUNT OFFICE CENTER (DIVISION OF CAPITOL BUSINESS)	TRADENAME	4/7/1995	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
5/18/1998	MERGER: MERGING CBE ACQUISITION COMPANY, INC., A WV CORP WITH AND INTO CAPITOL BUSINESS EQUIPMENT, INC., A WV CORP, THE SURVIVOR.
12/19/1994	MERGER; MERGING DISCOUNT OFFICE CENTERS, INC., A QUAL WV CORP, WITH AND INTO CAPITOL BUSINESS EQUIPMENT, INC., A QUAL WV CORP, THEQ SURVIVOR.
9/19/1966	INCREASE TO \$50,000; 2,000 SHARES AT \$25.00; BOOK 249, PAGE 247.
Date	Amendment

Annual Reports	
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2025	

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

Tuesday, December 16, 2025 — 1:25 PM

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ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

**CONTRACT APPROVAL MEMORANDUM**

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**STATEWIDE CONTRACT:**

**CMA 0212 SYSFURN23 – Change Order - Renewal**

**Office System Furniture and Accessories.**

This is the final renewal of the Contract.


**This is an OPEN-END agreement that provides “at need” Office System Furniture and Accessories for state agencies and political subdivisions.**

**No quantities are guaranteed or implied.**

**Previous spend averages is less than 2 million per year.**

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The Accompanying Request has been reviewed and approved by the following:

  
\_\_\_\_\_  
Agency Head

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Cabinet Secretary/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governor’s Office Representative

\_\_\_\_\_  
Date