



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: 02-24-2026

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 5	<b>Procurement Folder:</b>	1158415
<b>Document Name:</b>	SYSFURN23: Districts 1, 2, 3, & 4	<b>Reason for Modification:</b>	CO#4 ADMINISTRATIVE CHANGE ORDER to publish the 2026 HON Catalog effective 03/01/2026.
<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; margin: 0;">2026</div> <div style="font-weight: bold; margin: 5px 0;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	304-343-7551			<b>Extension:</b>	
<b>Discount Details:</b>					
<b>#1</b>	No	0.0000	0		
<b>#2</b>	No				
<b>#3</b>	No				
<b>#4</b>	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 2-25-26*

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

*MA copy from*  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *[Signature]* 2/29/26  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *[Signature]* 2-26-26  
 ELECTRONIC SIGNATURE ON FILE

*2/26/2026*

**Extended Description:**

ADMINISTRATIVE CHANGE ORDER

Change Order No. 04 is an ADMINISTRATIVE CHANGE ORDER issued to publish the updated 2026 HON Catalog. The 3% Catalog Surcharge is NOT APPLICABLE to this Contract.

Catalog Effective Date: 03/01/2026.

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

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**Business Organization Detail**

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**CAPITOL BUSINESS EQUIPMENT, INC.**

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>Designated Office Address</b>	2450-90 FIRST AVE HUNTINGTON, WV, 25703
<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
<b>Principal Office Mailing Address</b>	ATTN: JUSTIN CARPENTER PO BOX 2968 HUNTINGTON, WV, 25728 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, THEO 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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