

Purchase Change Request					Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	Order # MU20VENDSN co10													
FY 26	Buyer LL	Date 10/08/2024	Account VARIES	P.O. Date 07/01/2019	Contract MU20VENDSN														
Document ☐ Requisition (Cancellation only) ☐ Regular Purchase Order ☐ Contract Purchase Order ☒ Open End Contract Purchase ☐ Agreement			Document Action ☐ Cancellation ☐ Increase/Decrease ☐ Unused Balance ☐ Freight ☐ Renewal ☐ Extension Error ☐ Error in Total Amount ☐ Change of Account ☐ Change of Vendor Name/Address ☒ Other																
Vendor Name, Address, Phone #, etc. AVI FOODSYSTEMS INC 2590 ELM RD NE WARREN, OH 44483			Vendor Code 340939177		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100														
Ph# 304-766-8846		Fax		FEIN# 340939177															
Item#	Quantity	Description of Change			Unit Price	Extended Price													
		Change Order # 10 VENDING SERVICES To extend contract MU20VENDSN all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders by issuing an emergency extension and increasing contract pricing. 1. MU20VENDSN co8, emergency extension 1, extended the contract July 1, 2025 - July 31, 2025. 2. MU20VENDSN co9, emergency extension 2, extended the contract August 1, 2025 - August 31, 2025. 3. To issue a third emergency extension due to the lead time for the new vendor to acquire and install the required equipment. Effective Dates: September 1, 2025 - November 30, 2025. Renewals Remaining: 0 (Emergency Extension 3) Vendor contact: Jeremy VanNess jvanness@avifoodsystems.com phone: 330.372.0488 or 330.885.7702																	
Reason for Change: 1. MU20VENDSN co8, emergency extension 1, extended the contract July 1, 2025 - July 31, 2025. 2. MU20VENDSN co9, emergency extension 2, extended the contract August 1, 2025 - August 31, 2025. 3. To issue a third emergency extension due to the lead time for the new vendor to acquire and install the required equipment.					<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">Previous Total</td> <td style="width:10%; text-align: center;">\$</td> <td style="width:40%; border-bottom: 1px solid black;">Open-end</td> </tr> <tr> <td>Increase</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;">-</td> </tr> <tr> <td>Decrease</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;">-</td> </tr> <tr> <td>New Total</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 1px solid black;">Open-end</td> </tr> </table>			Previous Total	\$	Open-end	Increase	\$	-	Decrease	\$	-	New Total	\$	Open-end
Previous Total	\$	Open-end																	
Increase	\$	-																	
Decrease	\$	-																	
New Total	\$	Open-end																	

Approved:


 Authorized Signature

October 13, 2025

Date

N/A

Attorney General if required

Date

From: [Carter, Tootie](#)
To: [Craighead, Jessie](#)
Cc: [Lemon, Leeann](#)
Subject: RE: Equipment Update / Transition
Date: Thursday, October 9, 2025 10:48:44 AM

Thanks for the quick response — I really appreciate it!
Tootie

WILLIAM "TOOTIE" CARTER
Director, Business Operations

Marshall University
Memorial Student Center | Suite MSC 2W5
One John Marshall Drive
Huntington, WV 25755
304-696-2528 / cell 304-208-1742
carterw@marshall.edu / www.marshall.edu

From: Craighead, Jessie <Jessie.Craighead@compass-usa.com>
Sent: Thursday, October 9, 2025 10:33 AM
To: Carter, Tootie <carterw@marshall.edu>
Subject: Re: Equipment Update / Transition

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Morning Tootie,

Spoke with our operations team and we'll be targeting that mid-November time frame for transition. As soon as we receive equipment confirmations to the warehouse, we should be able to give firm dates to work with your current provider. More to come soon.

Thanks,

Jessie Craighead

Get [Outlook for iOS](#)

From: Carter, Tootie <carterw@marshall.edu>

Sent: Thursday, October 9, 2025 10:18 AM

To: Craighead, Jessie <jessie.craighead@compass-usa.com>

Subject: [External] Equipment Update / Transition

External:

This message came from outside your organization.

Here's a polished version
of your message for

[Report Suspicious](#)

grammar and clarity:

Good morning, Jessie,

I hope you're doing well! I have a quick question for you. Since it's been a couple of weeks since our last meeting, I wanted to check in to see if there's an update on the vending equipment order and installation.

The reason I ask is that Purchasing needs to extend our agreement with AVI and must include an estimated installation date. Are you thinking mid-November, or possibly December 1?

Leeann is hoping to get this information to AVI by the end of business today, so if possible, it would be great to finalize this.

Thanks so much!

Tootie

WILLIAM "TOOTIE" CARTER
Director, Business Operations

Marshall University
Memorial Student Center | Suite MSC 2W5
One John Marshall Drive
Huntington, WV 25755
304-696-2528 / cell 304-208-1742
carterw@marshall.edu / www.marshall.edu

Vendor/Customer

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Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000176381	AVI FOOD SYSTEMS INC		Active	Inactive	

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▼ General Info

Vendor/Customer :	000000176381	Restrict Use by Department :	☐
Legal Name :	AVI FOOD SYSTEMS INC	Miscellaneous Account :	☐
Alias/DBA :		Internal Account :	☐
Vendor Active Status :	Active ▼	Third Party Only :	☐
Vendor Approval Status :	Complete	Third Party Vendor :	☐
Customer Active Status :	Inactive ▼	Third Party Customer :	☐
Customer Approval Status :	Incomplete	Inventory Customer :	☐
Location Name :		Healthcare Provider :	☐
First Name :		Never Archive :	☐
Middle Name :		Restrict VSS Access :	No ▼
Last Name :		Discontinue - No New Business :	☐
Company Name :	AVI FOOD SYSTEMS INC	Prevent MA Reference :	☐
Previous Name :		PunchOut Enabled :	☐
Previous Street :		Re-PunchOut Enabled :	☐
Previous City :		Electronic Order Enabled :	☐
Previous State/Province :		W-9 Received :	☐
Previous Country :		W-9 Received Date :	
		W-8 Received :	☐
		W-8 Received Date :	
		Accepts Credit Cards :	☐
		Active From :	07/28/1988 
		Active To :	
		Last Usage Date :	04/20/2025
		Department :	
		Unit :	

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▶ eMALL

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Fee Exempt :	☐	Tax Clearance :	☐
Registration Application Date :	09/23/2013 	Unemployment Insurance :	☐
Registration Effective Date :	09/23/2013	Worker's Compensation :	☐
Registration Expiration Date :	11/01/2014	Secretary of State Registration :	☐
Pre-Registration Code :		Federal Debarred :	☐

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