


Purchase Change Request			 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			Order # MU17BOOKSTORE		
FY 26	Buyer LL	Date 07/10/2025	Account Varies	P.O. Date 07/01/2016	Contract MU17BOOKSTORE			
Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement				Document Action <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error </div> <div> <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other </div> </div>				
Vendor Name, Address, Phone #, etc.			Vendor Code 362369161		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			
Follett Corporation dba Follett Higher Education Group, LLC 3 Westbrook Corporate Center Suite 200 Westchester, IL 60154 Ph# 800-365-5388 Fax FEIN# 36-2369161								
Item#	Quantity	Description of Change			Unit Price	Extended Price		
		<p style="text-align: center;">Change Order # 12</p> <p style="text-align: center;">Campus-wide Bookstore</p> <p>To renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.</p> <p>1. To renew the contract</p> <p>Contract Effective Date(s): July 1, 2025 - June 30, 2026 Renewal #9 of 9 Renewals Remaining: Zero (0)</p> <p>Vendor contact: Moira Forret, mforret@follett.com, 708-884-2136</p>						
Reason for Change: 1. To renew the contract				Previous Total		\$ Open-End		
				Increase		\$ -		
				Decrease		\$ -		
				New Total		\$ Open-End		

Approved: Michelle M. Keeler July 11, 2025
 Authorized Signature Date

N/A
 Attorney General **if** required Date



Office of Purchasing

Renewal Letter

June 5, 2025

VIA ELECTRONIC MAIL: seagle@follett.com and cvance-joseph@follett.com

Mr. Steve Eagle
Ms. Courtney Vance
Follett Higher Education Group, Inc.
3 Westbrook Corporate Center, Suite 200
Westchester, IL 60154

Re: Contract Renewal for MUI7BOOKSTORE

Dear Mr. Eagle and Ms. Vance,

The above referenced contract expires on June 30, 2025. There is a provision for renewal upon written mutual agreement of the parties.

Please annotate on the bottom of this letter, with your signature and date, if you agree to renew contract, **MUI7BOOKSTORE** effective July 1, 2025, through June 30, 2026, under the same terms and conditions as the original contract including all approved change orders.

Please note that this is the last renewal available on this contract. Marshall University's Office of Purchasing will evaluate these services and the contract for bid.

Formal solicitations are posted to the [Office of Purchasing website](#) and in the Bonfire portal. We highly recommend all interested vendors register as a vendor in Bonfire. You can register using this link [Bonfire Login & Vendor Registration – Office of Purchasing \(marshall.edu\)](#). Once you have created an account, you can sign up to receive automatic notices alerting that Marshall has posted a bidding opportunity.

Please return the executed letter via email at your earliest convenience. If you have any questions, please feel free to call me at 304-696-3056.

Sincerely,

Leeann Lemon

Leeann Lemon
Contract Specialist

I agree to the current **MUI7BOOKSTORE** for an additional one (1) year period under the same terms and conditions as the original contract.

☒ Yes ☐ No

☐ Yes, subject to the following changes indicated below or in the attached letter.

Mark Spoart
E04FA922BB1E49B...

Signature

7/2/2025

Date

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Follett Higher Education Group, LLC

Authorized Signature: [Signature] Date: July 7, 2025

State of Illinois

County of Cook, to-wit:

Taken, subscribed, and sworn to before me this 7th day of July, 2025. ^{BDE}

My Commission expires February 5, 2029. ^{BDE}

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000179428	FOLLETT HIGHER EDUCATION GROUP LLC		Active	Active	

From 1 to 1 of 1 First Prev Next Last [Attachments](#)

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▼ General Info

Vendor/Customer : 000000179428

Legal Name : FOLLETT HIGHER EDUCATI

Alias/DBA :

Vendor Active Status : Active

Vendor Approval Status : Complete

Customer Active Status : Active

Customer Approval Status : Complete

Location Name :

First Name :

Middle Name :


Last Name :


Company Name : FOLLETT HIGHER EDUCATI

Previous Name :

Previous Street :

Previous City :

Previous State/Province : 

Previous Country : 

Restrict Use by Department : ☐

Miscellaneous Account : ☐

Internal Account : ☐

Third Party Only : ☐

Third Party Vendor : ☐

Third Party Customer : ☐

Inventory Customer : ☐

Healthcare Provider : ☐

Never Archive : ☐

Restrict VSS Access : No

Discontinue - No New Business : ☐


Prevent MA Reference : ☐

PunchOut Enabled : ☐


Re-PunchOut Enabled : ☐

Electronic Order Enabled : ☐


W-9 Received : ☒


W-9 Received Date : 12/16/2022 

W-8 Received : ☐


W-8 Received Date : 


Accepts Credit Cards : ☐

Active From : 08/16/2000 

Active To : 

Last Usage Date : 07/10/2025

Department : 

Unit : 

▶ Headquarters

▶ Organization

▶ Disbursement Options

▶ Prenote/EFT

▶ Remittance Advice

▶ Vendor Terms


▶ Accounts Receivable

▶ eMALL

▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt : ☐

Registration Application Date : 

Registration Effective Date :

Registration Expiration Date :

Pre-Registration Code :

Tax Clearance : ☐

Unemployment Insurance : ☐

Worker's Compensation : ☐

Secretary of State Registration : ☐

Federal Debarred : ☐

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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