


<b>Purchase Change Request</b>		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	<b>Order #</b> MU17TEMPS_C
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FY 21	Buyer TB	Date 11/25/2020	Account Various	P.O. Date June 27, 2016	Contract MU17TEMPS_C
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<b>Document</b> <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	<b>Document Action</b> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input type="checkbox"/> Renewal <input type="checkbox"/> Extension Error  <input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input checked="" type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc.    Vendor Code Express Services Inc. Express Employment Professionals PO Box 535434 Atlanta, GA 30353-5434	<b>BOG Unit Name &amp; Address</b> Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
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Ph#	Fax	FEIN# 840909680
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Item#	Quantity	Description of Change	Unit Price	Extended Price
		<b>Change Order # <u>5</u></b>  To add an item to the original contract no. MU17TEMPS_C, to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.  <b>Temporary Services</b>  Add item # 22 Shipping and Receiving  Effective date: July 1, 2020 to June 30, 2021 Renewal # 4 of 4 Renewals remaining: Zero		

Reason for Change: Add new item #22	Previous Total	\$ OPEN-END
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ OPEN-END

Approved: Tracey Grandolini 11/30/2020  
 Authorized Signature Date

N/A  
 Attorney General if required Date

Option 1

**EXPRESS EMPLOYMENT SERVICES**

Item #	Classification	Pay Rate	Bill Rate	Overtime (OT)
<b>OFFICE/CLERICAL</b>				
1	Accounting Assistant I	\$ 13.01	<b>\$ 16.34</b>	\$ 24.51
2	Accounting Assistant II	\$ 13.85	<b>\$ 17.42</b>	\$ 26.13
3	Administrative Assistant I	\$ 14.05	<b>\$ 17.64</b>	\$ 26.46
4	Administrative Assistant II	\$ 15.78	<b>\$ 19.77</b>	\$ 29.66
5	Administrative Assistant Sr.	\$ 15.78	<b>\$ 19.77</b>	\$ 29.66
6	Secretary	SEE MU17TEMPS _B		
7	Administrative Secretary Sr.	\$ 11.51	<b>\$ 14.50</b>	\$ 21.75
8	Clerical Assistant	SEE MU17TEMPS _B		
9	Data Entry Operator	SEE MU17TEMPS _B		
10	Data Technician	\$ 10.21	<b>\$ 12.86</b>	\$ 19.29
11	Receptionist	SEE MU17TEMPS _B		
12	Records Assistant I	SEE MU17TEMPS _B		
13	Records Assistant II	\$ 10.21	<b>\$ 12.86</b>	\$ 19.29
14	Records Clerk (Medical)	SEE MU17TEMPS _B		
15	Cashier I	SEE MU17TEMPS _B		
16	Cashier II	\$ 10.05	<b>\$ 12.68</b>	\$ 19.02
<b>INFORMATION TECHNOLOGY</b>				
17	System Programmer	SEE MU17TEMPS _B		
18	Applications Systems/Analyst Programmer	SEE MU17TEMPS _B		
<b>LIGHT INDUSTRIAL</b>				
19	Campus Service Worker	SEE MU17TEMPS _B		
20	Laborer	SEE MU17TEMPS _B		
21	Parking Attendant	SEE MU17TEMPS _B		
22	Shipping and Receiving	\$ 12.22	<b>\$ 15.75</b>	\$ 23.63

Option 2 - use only when option 1 vendor is unavailable

<b>OFFICE/CLERICAL</b>				
6	Secretary	\$ 9.48	<b>\$ 12.05</b>	\$ 18.08
8	Clerical Assistant	\$ 9.00	<b>\$ 11.51</b>	\$ 17.27
9	Data Entry Operator	\$ 9.48	<b>\$ 12.05</b>	\$ 18.08
11	Receptionist	\$ 9.22	<b>\$ 11.76</b>	\$ 17.64
12	Records Assistant I	\$ 9.00	<b>\$ 11.51</b>	\$ 17.27
14	Records Clerk (Medical)	\$ 9.48	<b>\$ 12.05</b>	\$ 18.08
15	Cashier I	\$ 9.00	<b>\$ 11.51</b>	\$ 17.27
17	System Programmer	\$ 15.78	<b>\$ 20.07</b>	\$ 30.11
18	Applications Systems/Analyst Programmer	\$ 14.78	<b>\$ 18.96</b>	\$ 28.44
19	Campus Service Worker	\$ 9.00	<b>\$ 12.95</b>	\$ 19.43
20	Laborer	\$ 9.48	<b>\$ 13.50</b>	\$ 20.25
21	Parking Attendant	\$ 9.48	<b>\$ 13.50</b>	\$ 20.25

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: Express Employment Professionals

Authorized Signature: [Signature] Date: 6-16-2020

State of \_\_\_\_\_

County of \_\_\_\_\_, to-wit:

Taken, subscribed, and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

My Commission expires \_\_\_\_\_, 20\_\_

**AFFIX SEAL HERE**

**NOTARY PUBLIC** \_\_\_\_\_

## UC Defaulted Accounts Search Results

Sorry, no records matching your criteria were found.

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FEIN: 840909680  
Business name: EXPRESS SERVICES INC  
Doing business as/Trading  
as:

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Please use your browsers back button to try again.

<a href="#">WorkforceWV</a>	<a href="#">Unemployment Compensation</a>	<a href="#">Offices of the Insurance Commissioner</a>
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**QUOTE**

**Express Employment Professionals**

3677 US RT 60 East, Suite 5, Barboursville, WV 25504

Phone 304-733-5627 Fax 304-733-5634

Email

TO Tracey Dolinski-Brown  
 Marshall University  
 1 John Marshall Dr  
 Huntington, WV 25755  
 Phone 304-696-3170

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
Michael Collins	Shipping and Receiving	Due on receipt	

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	Working off contract for Michael Collins.	\$15.75	\$15.75
SUBTOTAL			
SALES TAX			
TOTAL			\$15.75

Quotation prepared by: \_\_\_\_\_

*Tracey Dolinski-Brown*

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**