

**Purchase
Change Request**



Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Order #
MU20ATHLETICSTR

FY 23	Buyer JH	Date 1/17/2023	Account Various	P.O. Date 1/31/2019	Contract MU20ATHLETICSTR
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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 <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	<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
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Vendor Name, Address, Phone #, etc. Anthony Travel LLC PO Box 1086 Notre Dame, IN 46556 Ph# 574-514-5875 Fax	Vendor Code 473378193 FEIN# 473378193	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
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Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # <u>4</u></p> <p>To renew the contract according to all terms, conditions, prices, and specifications contained in the original contract and all authorized change orders.</p> <p align="center">Travel Management Services for Marshall University Athletics</p> <p>Effective Date(s): February 1, 2023 - January 31, 2024 Renewal: #4 of 4 Renewals Remaining: (0) Zero</p>		

Reason for Change: Contract Renewal	Previous Total	\$ <u>Open-End</u>
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ <u>Open-End</u>

Approved: Angela White Negley 1/17/23
 Authorized Signature Date

N/A _____
 Attorney General if required Date

AGREEMENT

This AGREEMENT is made and entered into as of the 1st of February, 2019, by and between ANTHONY TRAVEL, LLC and Marshall University for and on behalf of its DEPARTMENT OF INTERCOLLEGIATE ATHLETICS ("MARSHALL ATHLETICS").

WITNESSETH:

WHEREAS, ANTHONY TRAVEL, LLC desires to provide travel management services to Marshall Athletics;

WHEREAS, Marshall Athletics desires that ANTHONY TRAVEL, LLC provide travel management services in the facilities of Marshall Athletics;

NOW, THEREFORE, in consideration of the Premises and the mutual terms, covenants, and conditions contained herein, the parties hereto hereby agree as follows:

Section 1. General.

A. Term: The term of this Agreement shall be for a period of one (1) year beginning on February 1, 2019, and expiring on the 31st day of January, 2020. There are four additional one-year renewals available; unless either party notifies the other of an intention not to renew prior to July 1 of any renewal year, the agreement shall automatically renew.

B. Scope. All rights granted to ANTHONY TRAVEL, LLC and services to be performed under this Agreement apply only to Marshall University's Department of Intercollegiate Athletics. This Agreement shall have no force or effect on any other division, department, unit, regional campus or affiliated entity of Marshall University.

C. Services, Maintenance, and Environment. Marshall Athletics shall supply sufficient space in the Athletic Department for the operation of a travel agency to provide travel management services for Marshall Athletics ("Premises"). Marshall Athletics shall supply the following items for use by ANTHONY TRAVEL, LLC: one internet connection to the campus network, one desk, two chairs, file cabinet, campus telephone, two phone lines, and a fax line. Marshall Athletics shall also provide such services, including electricity, heat, local telephone service, and janitorial service, as are necessary for the operation as a travel agency. Marshall Athletics will also allow ANTHONY TRAVEL, LLC use of the copy machine in the business office for no additional charge. All other items are the responsibility of ANTHONY TRAVEL, LLC.

D. Access to the Premises. ANTHONY TRAVEL, LLC and its employees will have access to the Premises at any time.

Section 2. Travel Agency Operations.

A. Regular Hours of Operation. ANTHONY TRAVEL, LLC shall operate a travel agency on the Premises for 40 hours a week during the term from Monday through Friday between the hours of 8:00 o'clock a.m. until 5:00 o'clock p.m. local time. ANTHONY TRAVEL, LLC may extend its hours of operation as it deems necessary or desirable. ANTHONY TRAVEL, LLC may close the travel agency on all legal holidays, bank holidays, and Marshall Athletics holidays. Anthony Travel will provide four full-time Account Managers available until 12 a.m. ET Monday – Friday and from 8 a.m. – 12 a.m. ET Saturday and Sunday to assist our on-site account managers with after-hours emergencies.

B. After Hours Support. ANTHONY TRAVEL, LLC will provide after hours, holiday, and weekend emergency travel support through the contractor of choice by ANTHONY TRAVEL, LLC. In addition, ANTHONY TRAVEL, LLC will provide Marshall Athletics with access to ANTHONY TRAVEL, LLC personnel who can also provide emergency travel assistance from home. Anthony Travel provide Marshall's travelers with access to a 24-hour, toll-free emergency telephone service for after-hours emergencies, with both domestic and international access.

Section 3. Other Rights and Obligations of ANTHONY TRAVEL, LLC and Marshall Athletics.

A. Official Travel Partner of Marshall Athletics. During the term of this Agreement, Marshall Athletics recognizes that the ANTHONY TRAVEL, LLC is the "Official Travel Partner of Marshall University Athletics." No other travel service may use this title. No other travel service may operate on the Premises of Marshall Athletics. No other travel company may be granted any preferred titles or affiliations with Marshall Athletics. ANTHONY TRAVEL, LLC may use this title in advertisements of any kind or in communications with any person or entity. ANTHONY TRAVEL, LLC understands and agrees that Marshall Athletics travel is subject to the policies of the NCAA, Conference USA, or other agencies which may sponsor events in which athletic teams participate and thus may result in the use of other travel agencies due to requirements imposed as a result of those relationships.

B. Services. Throughout the term of this Agreement, ANTHONY TRAVEL, LLC will provide a wide range of individual, team, and group travel services to Marshall Athletics, to include scheduled air services, charter air services, hotel rooms, ground transportation vehicles, international team tours, and other services as needed by Marshall Athletics.

C. Special Event Travel. As the Official Travel Partner for Marshall Athletics, ANTHONY TRAVEL, LLC will exclusively service the Special Event

travel needs of the Athletic Department.

This includes, but is not limited to, any bowl game, the Final Four, and International Team Tours.

A. Personnel. ANTHONY TRAVEL, LLC will secure at its own expense all personnel needed to perform the services under this agreement. Such personnel shall not be employees of, or have any individual contractual relationship with, Marshall Athletics. While on University Premises, all employees will comply with appropriate University policies and will conduct themselves in a manner that will not discredit the University.

ANTHONY TRAVEL, LLC will offer Marshall Athletics the opportunity to participate in the interview and selection process for the on-site travel consultant. ANTHONY TRAVEL, LLC will have the ultimate responsibility for all hiring and employment issues of the employee.

Marshall Athletics agrees not to solicit (directly or indirectly), recruit, or employ any employee of ANTHONY TRAVEL, LLC during the term of this agreement and for two-years after termination of the agreement without the express written approval to do so by ANTHONY TRAVEL, LLC.

B. Back-up support. For short-term absences from the office, ANTHONY TRAVEL, LLC will program the phone, if possible, to roll to its back-up sports travel consultants.

C. Trademarks. ANTHONY TRAVEL, LLC may use Marshall University logos and trademarks in promotional material solely to identify ANTHONY TRAVEL, LLC as Marshall Athletics Official Travel Partner. ANTHONY TRAVEL, LLC may not use these marks on merchandise or particular product advertisements without the advance written consent of Marshall Athletics, other than as granted in the previous sentence.

D. Parking. ANTHONY TRAVEL, LLC and its employees will receive Marshall Athletics parking privileges as is customary for Marshall Athletics staff working in the same location as ANTHONY TRAVEL, LLC. This parking fee shall not exceed \$200 annually to ATI.

E. Reporting. ANTHONY TRAVEL, LLC shall provide comprehensive reports to Marshall Athletics that allow Marshall Athletics to financially manage and audit its travel activities. Both parties shall mutually agree upon the type, content, detail, and periodic delivery of such reports.

Section 4. Management Fees.

A. Base Fee. Marshall Athletics will pay ANTHONY TRAVEL, LLC a monthly management fee of **\$8,666.67 (\$104,000.04 annually)**. Fees will be due and payable by the 15th day of each month in the form of check or wire transfer. This payment cannot be paid by credit card. This fee

will stay the same for the first two years of the agreement, and will increase 3% for each subsequent renewal year. ATI will rebate 3% of the annual management fee to Marshall Athletics at the end of each contract year.

B. Ticketing. All air tickets will be paid for in a manner that is required.

Section 5. Quality Control.

ANTHONY TRAVEL, LLC shall use its best efforts to train the Marshall Athletics staff on departmental travel policy and ANTHONY TRAVEL, LLC operations. ANTHONY TRAVEL, LLC shall send out customer surveys at least once a year to the Marshall Athletics staff requesting feedback on ANTHONY TRAVEL, LLC performance. The management of ANTHONY TRAVEL, LLC shall meet with the appropriate Marshall Athletics business staff at least once a year to discuss feedback and any operational issues.

Marshall Athletics shall provide ANTHONY TRAVEL, LLC with access to the email database for Athletic Department employees. ANTHONY TRAVEL, LLC will utilize this database to send out travel updates as necessary. ANTHONY TRAVEL, LLC will allow Marshall Athletics to review these updates before they are sent, and will include any information submitted by Marshall Athletics.

ANTHONY TRAVEL, LLC will work closely with Marshall Athletics to assure full compliance with travel policy and procedures; furthermore, the agency agrees to book only those fares and/or supplies that are in compliance with the University, NCAA, State of West Virginia and applicable Federal travel policy/regulations. ANTHONY TRAVEL, LLC will report exceptions and granted exceptions to Marshall Athletics as part of the regular reporting process.

Section 6. Confidentiality.

During the term of this Agreement and thereafter, ANTHONY TRAVEL, LLC shall not disclose or use for the benefit of other than Marshall University any confidential or proprietary information disclosed to ANTHONY TRAVEL, LLC as a result of this Agreement. All information supplied to ANTHONY TRAVEL, LLC by Marshall Athletics shall remain the property of Marshall Athletics. ATI represents that it does not have in its possession and has not used for the benefit of Marshall University any confidential information or documents belonging to others. ANTHONY TRAVEL, LLC represents that its retention by Marshall University will not require it to violate any obligation to others, under agreement or otherwise, or to violate any confidence of others. ANTHONY TRAVEL, LLC knows of no written or oral agreement or of any other impediment which would inhibit or prohibit the relationship with Marshall University provided for herein. ANTHONY TRAVEL, LLC represents that it will not, by signing this Agreement or performing the services provided for herein, violate any rights, including but not limited to intellectual property rights such as trademark, trade secret and copyright, of any other individual or entity.

Section 7: Termination.

A. Material Breach. Either party may terminate this Agreement if the other party has materially breached any obligation herein and such breach remains uncured for a period of 90 days after receipt of written notice.

B. Default. Either party may terminate this Agreement if the other party has a filing for petition, voluntary or involuntary, for relief in a court for adjudication of bankruptcy, reorganization or rearrangement, receivership or an assignment for the benefit of creditors.

C. Loss of License. Marshall Athletics may terminate this Agreement if ANTHONY TRAVEL, LLC is unable to obtain or loses any license or other evidence of the right and privilege to conduct business as required under this Agreement

D. Early Termination. This Agreement may be terminated prior to the regular termination date upon the mutual written agreement of both parties.

Section 8. Miscellaneous.

A. Successors and Assigns. Other than an assignment to a corporation, partnership or other entity in which ANTHONY TRAVEL, LLC owns controlling interest this Agreement shall not be assignable by either party without the consent of the other.

Any assignment shall not release or relieve the assigning party from any of its obligations or liabilities under this contract. ANTHONY TRAVEL, LLC may not subcontract any rights or duties under this Agreement without prior Marshall Athletics approval.

B. Severability. Every provision in this Agreement is intended to be severable. In the event that any provision of this Agreement shall be held to be invalid, the same shall not affect in any respect whatsoever the validity of the remaining provisions of this Agreement.

C. Amendment. This Agreement may be changed, modified, or amended only by an instrument in writing duly executed by all of the parties to this Agreement. Any such amendment shall be effective as of such date as may be determined by the parties to this Agreement. Parties agree that this Agreement may be amended at the request of either party if significant changes occur within the travel industry, so long as the other party consents to such amendment.

D. Laws and Ordinances. ANTHONY TRAVEL, LLC agrees at its own cost and expense to comply with all state, county and municipal laws and ordinances and

with Marshall Athletics policy applicable to its travel operations.

E. Nondiscrimination. ANTHONY TRAVEL, LLC shall not discriminate

against any qualified employee or applicant for employment to be employed in the performance of this Agreement, with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of race, religion, color, sex, disability, national origin, or ancestry.

ANTHONY TRAVEL, LLC agrees to comply with all the provisions contained in the Equal Opportunity Clause, quoted in Executive Orders No. 11246 and No. 11375, and contained in the Indiana Civil Rights Law, quoted in IC 1981, 22-9-1-10, as amended; The Americans with Disabilities Act of 1990 (ADA) which are hereby incorporated in this Agreement by reference. As used therein the word "contractor" shall be deemed to mean "ANTHONY TRAVEL, LLC", and the word "contract" shall refer to this Agreement. In addition, ANTHONY TRAVEL, LLC shall cause the Equal Opportunity Clause and the ADA to be included in their subcontracts or purchase orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issued pursuant to Section 204 of the Executive Orders No. 11246 and No. 11375 as amended.

F. Indemnification. ANTHONY TRAVEL, LLC agrees to and does hereby indemnify and hold harmless Marshall University, the Trustees of Marshall University, the present or future respective officers, agents, servants, employees, and successors and assigns of each, from and against any and all liabilities, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses incidental thereto (including costs of defense, settlement, and reasonable attorney's fees), which any or all of them may hereafter suffer, incur, be responsible for or pay out as a result of bodily injury (including death) to any person, damage to any property (public or private), any violation or alleged violation of statutes, ordinances, orders, rules or regulations of any governmental entity or agency, to the extent directly or indirectly caused by or arising out of any negligent or willful act or omission of ANTHONY TRAVEL, LLC, its employees or agents in the performance of this Agreement. ATI shall at the request of Marshall University undertake to defend any and all suits and to investigate and to defend any and all claims whether justified or not, if such claim or suit be against Marshall University, the Trustees of Marshall University, or their respective officers, agents servants, and employees.

Marshall University agrees to and does hereby indemnify and hold harmless ANTHONY TRAVEL, LLC, the present or future respective officers, directors, agents, servants, employees, and successors and assigns of each, from and against any and all liabilities, penalties, fines, forfeitures, demands, claims, causes of action, suits, and costs and expenses incidental thereto (including costs of defense, settlement, and reasonable attorney's fees), which any

or all of them may hereafter suffer, incur, be responsible for or pay out as a result of bodily injury (including death) to any person, damage to any property (public or private), any violation or alleged violation of statutes, ordinances, orders, rules or regulations of any governmental entity or agency, to the extent directly or indirectly caused by or arising out of any negligent or willful act or omission of Marshall University, its employees or agents in the performance of this Agreement. Marshall University shall at the request of ANTHONY TRAVEL, LLC undertake to defend any and all suits and to investigate and to defend any and all claims whether justified or not, if such claim or suit be against ANTHONY TRAVEL, LLC. or their respective officers, directors, agent's servants, and employees.

G. Insurance. ANTHONY TRAVEL, LLC shall maintain in force during the period of such work the following coverages: (a) worker's compensation, as required by the laws of the State of Indiana; (b) commercial general liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence; (c) automobile liability for bodily injury and/or property damage in an amount of not less than \$1,000,000 single limit, per occurrence. Upon request by Marshall University, ANTHONY TRAVEL, LLC shall furnish satisfactory proof of such insurance coverages prior to commencement of the work.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year first above written.

"Marshall Athletics" - MARSHALL UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETICS.

Marshall University

By: Tracey Brown-Dolinski

Name: Tracey Brown-Dolinski

Title: Director of Purchasing

Date: 2/1/19

Anthony Travel

By: Pat Walsh

Name: Pat Walsh

Title: Senior Vice President

Date: 1/24/19

MU-96

AGREEMENT ADDENDUM

Rev 1/18

In the event of conflict between this addendum and the agreement, this addendum shall control:

1. **DISPUTES**– Any references in the agreement to arbitration or to the jurisdiction of any court are hereby deleted. Any disputes brought by Vendor arising out of the agreement and any counter-claims or cross-claims by Marshall University ("Marshall") shall be presented to the West Virginia Legislative Claims Commission. Any disputes brought by Marshall University ("Marshall") arising out of the agreement shall be presented in the Circuit Court of Cabell County, West Virginia, or other appropriate Court having jurisdiction over the matter
2. **HOLD HARMLESS**– Any provision requiring Marshall to indemnify or hold harmless any party is hereby deleted in its entirety
3. **GOVERNING LAW**– The agreement shall be governed by the laws of the State of West Virginia. This provision replaces any references to any other State's governing law.
4. **TAXES**– Provisions in the agreement requiring Marshall to pay taxes are deleted. As a State entity, Marshall is exempt from Federal, State, and local taxes and will not pay taxes for any Vendor including individuals, nor will Marshall file any tax returns or reports on behalf of Vendor.
5. **PAYMENT**– Any reference to prepayment are deleted. Payment will be in arrears.
6. **INTEREST**– Any provision for interest or charges on late payments is deleted. Marshall has no statutory authority to pay interest or late fees.
7. **NO WAIVER**– Any language in the agreement requiring Marshall to waive any rights, claims or defenses is hereby deleted
8. **FISCAL YEAR FUNDING**– Service performed under the agreement may be continued in succeeding fiscal years for the term of the agreement, contingent upon funds being appropriated by the Legislature or otherwise being available for this service. In the event funds are not appropriated or otherwise available for this service, the agreement shall terminate without penalty on June 30. After that date, the agreement becomes of no effect and is null and void. However, Marshall agrees to use its best efforts to have the amounts contemplated under the agreement included in its budget. Non-appropriation or non-funding shall not be considered an event of default.
9. **STATUTE OF LIMITATIONS**– Any clauses limiting the time in which Marshall may bring suit against the Vendor, lessor, individual, or any other party are deleted
10. **SIMILAR SERVICES**– Any provisions limiting Marshall's right to obtain similar services or equipment in the event of default or non-funding during the term of the agreement are hereby deleted
11. **FEES OR COSTS**– Marshall recognizes an obligation to pay attorney's fees or costs only when assessed by a court of competent jurisdiction. Any other provision is invalid and considered null and void.
12. **ASSIGNMENT**– Notwithstanding any clause to the contrary, Marshall reserves the right to assign the agreement to another State of West Virginia Agency, board or commission upon thirty (30) days written notice to the Vendor and Vendor shall obtain the written consent of the Marshall prior to assigning the agreement.
13. **LIMITATION OF LIABILITY**– Marshall, as a State entity, cannot agree to assume the potential liability of a Vendor. Accordingly, any provision limiting the Vendor's liability for direct damages to a certain dollar amount or to the amount of the agreement is hereby deleted. Limitations on special, incidental or consequential damages are acceptable. In addition, any limitation is null and void to the extent that it precludes any action for injury to persons or for damages to personal property.
14. **RIGHT TO TERMINATE**– Marshall shall have the right to terminate the agreement upon thirty (30) days written notice to Vendor. Marshall agrees to pay Vendor for services rendered or goods received prior to the effective date of termination.
15. **TERMINATION CHARGES**– Any provision requiring Marshall to pay a fixed amount or liquidated damages upon termination of the agreement is hereby deleted. Marshall may only agree to reimburse a Vendor for actual costs incurred or losses sustained during the current fiscal year due to wrongful termination by Marshall prior to the end of any current agreement term.
16. **RENEWAL**– Any references to automatic renewal is hereby deleted. The agreement may be renewed only upon mutual written agreement of the parties.
17. **INSURANCE**– Any provision requiring Marshall to purchase insurance for Vendor's property is deleted. The State of West Virginia is insured through the Board of Risk and Insurance Management, and will provide a certificate of property insurance upon request.
18. **RIGHT TO NOTICE**– Any provision for repossession of equipment without notice is hereby deleted. However, Marshall does recognize a right of repossession with notice.
19. **ACCELERATION**– Any reference to acceleration of payments in the event of default or non-funding is hereby deleted.
20. **CONFIDENTIALITY**– Any provision regarding confidentiality of the terms and conditions of the agreement is hereby deleted. State contracts are public records under the West Virginia Freedom of Information Act.
21. **AMENDMENTS**– All amendments, modifications, alterations or changes to the agreement shall be in writing and signed by both parties.
22. **DELIVERY**– All deliveries under the agreement will be FOB destination unless otherwise stated in the State's original solicitation. Any contrary delivery terms are hereby deleted.
23. **PUBLICITY**– Vendor shall not, in any way or in any form, publicize or advertise the fact that Vendor is supplying goods or services to Marshall without the express written consent of Marshall.

- 24. **UNIVERSITY MARKS** – Vendor shall not, in any way or in any form use Marshall's trademarks or other intellectual property without prior written consent of Marshall.
- 25. **INTELLECTUAL PROPERTY** – Marshall will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising out of the agreement, and Vendor will execute any assignments of other documents necessary for Marshall to perfect such rights, provided that, for research collaboration pursuant to subcontracts under sponsored research agreements, intellectual property rights will be governed by the terms of the grant or contract to Marshall to the extent such intellectual property terms to apply to subcontractors.
- 26. **FERPA** Vendor agrees to abide by the Family Education Rights and Privacy Act of 1974 ("FERPA") To the extent that Vendor receives personally identifiable information from education records as defined in (FERPA), Vendor agrees to abide by the limitations on re-disclosure set forth in which states that the officers, employees and agents of a party that receives education record information from Marshall may use the information, but only for the purposes for which the disclosure was made.

ACCEPTED BY:
MARSHALL UNIVERSITY

OFFICE OF PURCHASING

Signed: *Tacey Brundolinski*

Title: Director of Purchasing /CPO

Date: 2/1/19

VENDOR

Company Name: Anthony Travel

Signed: *Pat Wehl*

Title: Senior Vice President

Date: 11/28/18



Office of Purchasing

January 12, 2023

Anthony Travel LLC
PO Box 1086
Notre Dame, IN 46556

Re: Contract Renewal for MU20ATHLETICSTR

To Whom It May Concern:

The above referenced contract will expire on January 31, 2023. There is a provision for another 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 MU20ATHLETICSTR effective February 1, 2023 through January 31, 2024 under the same terms and conditions. Enclosed is a Purchasing Affidavit which requires signature and notarization as well.

Please return the letter and the enclosed purchasing affidavit signed in the original to the noted below.

Marshall University – Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

If you have any questions, please feel free to call me at 304-696-2820.

Sincerely,

Justin P. Hawthorne
Purchasing Agent

I agree to renew the current contract # MU20ATHLETICSTR for an additional one (1) year period under the same terms and conditions.

Yes Yes No

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

Pat Walsh
Signature

1/13/23
Date

Pat Walsh
Printed Name

Senior Vice President, Collegiate Travel
Title

Comments: _____

WE ARE... MARSHALL.

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: Anthony Travel, LLC

Authorized Signature: [Signature] Date: 1/13/23

State of Indiana

County of St. Joseph, to-wit:

Taken, subscribed, and sworn to before me this 13 day of January, 2023.

My Commission expires October 22, 2023.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)

Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
VC0000053693	ON LOCATION EVENTS LLC		Active	Inactive	
✓ VC0000056284	ANTHONY TRAVEL LLC		Active	Inactive	

From 1 to 2 of 2 First Prev Next Last [Attachments](#)

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#)

General Info

Vendor/Customer: VC0000056284
 Legal Name: ANTHONY TRAVEL LLC
 Alias/DBA:
 Vendor Active Status: Active
 Vendor Approval Status: Complete
 Customer Active Status: Inactive
 Customer Approval Status: Incomplete
 Location Name:
 First Name:
 Middle Name:
 Last Name:
 Company Name: ANTHONY TRAVEL LLC
 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:
 W-8 Received:
 W-8 Received Date:
 Accepts Credit Cards:
 Active From: 05/23/2017
 Active To:
 Last Usage Date: 01/11/2023
 Department:
 Unit:

Headquarters

Headquarters Account: No
 Headquarters Account Code: VC0000053693
 Headquarters Account Legal Name: ON LOCATION EVENTS LLC
 Franchise Account:
 Web Address http://:
 Catalog DUNS:
 Catalog Extended DUNS:
 Catalog Unique Entity Identifier:
 Taxpayer ID Number: ****8193
 Taxpayer ID Number Type: EIN

Organization

Organization Type: Company
 1099 Classification: Partnership
 1042-S Ch. 3 Recipient Code:
 1042-S Ch. 4 Status Code:
 Number of Employees:
 Merchant ID:
 Sex:
 Date of Birth:
 Marital Status:
 Annual Income:
 IRS Country of Residence:
 IRS Country Sub Code:
 Contract Withholding Exempt:
 National Provider ID:
 Assigning Authority:
 CAGE Code:
 Permanent Staffed Office in State:

1099 Indicator: Yes
 1042-S Indicator:
 Taxpayer ID Number: 473378193
 Taxpayer ID Number Type: EIN
 Detailed TIN Type:
 Foreign Tax ID:
 GIIN:
 1042-S Recipient Account Number:
 W-8 Form:
 Tax Profile:
 Tax Profile Name:
 EBIC Number:
 IAEC Number:
 Web Address http://:
 Employee ID:
 Employee Status:
 Supplier Shared Secret:

Disbursement Options

Category: DIRC
 Description: Direct Payments
 Default Type: Check
 Default Priority: 99
 Default Format: REG
 Default Format Description:
 Scheduled Payment Day:
 Single Payment Indicator:
 Name on Check: Legal Name
 Eligible for VCA Payments:
 VCA Effective From Date:
 VCA Effective To Date:
 VCA Primary Email:
 VCA Secondary Email:

Hold Payment:
 Hold Payment Authorized By:
 Hold Payment Authorized On:
 Hold Reason:
 Prevent New Spending:
 Prevent New Orders: For All Departments
 Third Party Code:
 Third Party Name:
 Third Party Approved By:
 Third Party Approved On:

VCA Comments :

Third Party Reason :

Always Infer Third Party Vendor :
Third Party Address ID :

▼ Prenote/EFT

Generate EFT Payment : <input type="checkbox"/>	EFT Format : <input type="checkbox"/>
ABA Number : <input type="text"/>	EFT Format Description : <input type="text"/>
Bank Name : <input type="text"/>	EFT Status : <input type="text"/>
Account Type : <input type="text"/>	Last Status Change : <input type="text"/>
Account Number : <input type="text"/>	EFT Status Description : <input type="text"/>
Routing ID Number : <input type="text"/>	
Bank Phone Number : <input type="text"/>	
Prenote Requested Date : <input type="text"/>	Prenote Return Reason Explanation : <input type="text"/>
Prenote Return Reason : <input type="text"/>	
Prenote Return Reason Message : <input type="text"/>	
Foreign Correspondent Bank Name : <input type="text"/>	W-9 Mailing Date : <input type="text"/>
Foreign Correspondent Bank Branch Country Code : <input type="text"/>	W-9 Response Date : 05/23/2017
Account Number Linkage to Provider Identifier : <input type="text"/>	
Reason for Submission : <input type="text"/>	

▼ Remittance Advice

Remittance Advice Required :

Remittance Advice Format :

Remittance Advice Format Description :

Remittance Advice Transmission Mode :

▼ Vendor Terms

Number of Days 1 : <input type="text"/>	Number of Days 3 : <input type="text"/>
Discount Percent 1 : <input type="text"/>	Discount Percent 3 : <input type="text"/>
Discount Always 1 : <input type="checkbox"/>	Discount Always 3 : <input type="checkbox"/>
Number of Days 2 : <input type="text"/>	Number of Days 4 : <input type="text"/>
Discount Percent 2 : <input type="text"/>	Discount Percent 4 : <input type="text"/>
Discount Always 2 : <input type="checkbox"/>	Discount Always 4 : <input type="checkbox"/>

▼ Accounts Receivable

Default Receipt Type : <input type="text"/>	Bill Headquarters : <input type="text"/>
Default Billing Profile : <input type="text"/>	Bankruptcy : <input type="text"/>
Cost Accounting Funding Type : <input type="text"/>	Central Statement BPRO : <input type="text"/>
Credit/Debit Card Type : <input type="text"/>	Central Statement Billing Location : <input type="text"/>
Credit/Debit Card Number : <input type="text"/>	Central Statement Address ID : <input type="text"/>
Name on Card : <input type="text"/>	Suppress Central Statement : <input type="checkbox"/>
Credit/Debit Card Expiration Month : <input type="text"/>	Suppress Central Past Due Statement : <input type="checkbox"/>
Credit/Debit Card Expiration Year : <input type="text"/>	

▼ eMALL

DUNS : <input type="text"/>	Preferred Ordering Method : <input type="text"/>
Extended DUNS : <input type="text"/>	Pcard Acceptance Level : <input type="text"/>
Unique Entity Identifier : <input type="text"/>	Create Certification Document : <input type="checkbox"/>
Internet Catalog : <input type="text"/>	Vendor Preference Level : 99
VSS Registered : <input type="checkbox"/>	

▼ Location Information

*Verify My Locations by : Use My TIN Number

Vendor Verification Based On : Please verify that you are par

Vendor Verification Password :

Send Activation Code :

Activation Email Address :

Activation Code :

Confirm Activation Code :

Requestor Name :

Requestor Phone Number :

Confirm Verifications :

▶ Fee and Vendor Compliance Holds

Fee Exempt : <input type="checkbox"/>	Tax Clearance : <input type="checkbox"/>
Registration Application Date : <input type="text"/>	Unemployment Insurance : <input type="checkbox"/>
Registration Effective Date : <input type="text"/>	Worker's Compensation : <input type="checkbox"/>
Registration Expiration Date : <input type="text"/>	Secretary of State Registration : <input type="checkbox"/>
Pre-Registration Code : <input type="text"/>	Federal Debarred : <input type="checkbox"/>


▶ Executive Compensation

▼ Additional Information

Miscellaneous Field 1 : <input type="text"/>	Miscellaneous Flag 1 : <input type="checkbox"/>
Miscellaneous Field 2 : <input type="text"/>	Miscellaneous Flag 2 : <input type="checkbox"/>
Miscellaneous Field 3 : <input type="text"/>	Miscellaneous Flag 3 : <input type="checkbox"/>
Miscellaneous Field 4 : <input type="text"/>	
Miscellaneous Field 5 : <input type="text"/>	
Miscellaneous Field 6 : <input type="text"/>	

Miscellaneous Field 7 :

▼ Travel

Traveler :
Travel Policy : 
Allow Traveler Advances :
PCard ID : 

▼ Change Management

Created By : chapmanjo1 Last Modified By : interface
Joan E Chapman interface User
Created On : 05/23/2017 Last Modified On : 03/02/2020
Last Approved By : interface Comments :
interface User
Last Approved On : 03/02/2020
Date Registered : 05/23/2017

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