

# Purchase Change Request



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

**Order #**  
MU21EMBALM

FY 2024	Buyer MD	Date 10/31/23	Account VARIES	P.O. Date 10/30/2020	Contract MU21EMBALM
------------	-------------	------------------	-------------------	-------------------------	------------------------

<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 checked="" 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
--	--	--

Vendor Name, Address, Phone #, etc.  Johnson Tiller Funeral Home Inc 10030 Route 152 Wayne, WV 25570	Vendor Code 550666702	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 304-272-5107	Fax	FEIN# 55-0666702

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center"><b>Change Order # 3</b></p> <p align="center">Embalming and Transportation Services</p> <p>To make the following change in accordance to all terms, conditions, and specifications contained in the original contract and all authorized change orders.</p> <p>1. Renew contract for one year Renewal term: 11/1/2023 - 10/31/2024 Renewal # Three (3) of four (4) Renewals remaining: one (1) one-year renewal</p> <p>2. Increase price per updated pricing page.</p> <p>Vendor Email:Deborah Tiller &lt;dtiller101010@yahoo.com&gt;</p>		

Reason for Change: Renew and Increase pricing	Previous Total	\$	Open-End
	Increase	\$	
	Decrease	\$	
	New Total	\$	Open-End

Approved: Michelle H. Hunter 11/20/23  
Authorized Signature Date

N/A  
Attorney General if required Date



August 21, 2023

Johnson Tiller Funeral Home Inc  
10030 Route 152  
Wayne, WV 25570

**RE: Contract Renewal for MU21EMBALM**

Hello,

The above-referenced contract expires on 10/31/23. There is a provision for renewal upon written mutual agreement of the parties.

Please complete the section below if you agree to renew the contract effective 11/01/2023 through 10/31/2024 under the same terms and conditions as the original contract including all approved change orders.

Please return the executed letter via email at your earliest convenience.

If you have any questions, please feel free to contact me at [delong16@marshall.edu](mailto:delong16@marshall.edu)

Sincerely,

Misty DiSilvio  
Contract Specialist

---

I agree to renew the contract referenced above 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.**

---

Signature

10-1-23

Date

## **1. SCOPE OF WORK**

The vendor will be responsible for embalming, transportation and acquisition of death certificates of donated cadavers, taking after hours and weekend death calls for the Human Gift Registry. A timely execution of services is required for the files of the Human Gift Registry and the West Virginia Anatomical Board. All death calls, whether they are accepted or rejected need to be communicated to the Human Gift Registry, so proper paperwork can be processed by the HGR Staff. The Human Gift Registry reserves the right to inspect the facilities where the embalming and storage will take place to ensure best practices for the handling of cadavers.

### **1.1 Transportation**

The vendor must provide proper transportation of the cadavers. "Proper transportation" is defined as transport in a closed vehicle with sufficient space for the number of cadavers to be transported in a respectful manner.

1.1.a Vendor must have sufficient staff to respond to requests for initial cadaver pickup within a reasonable period of time from locations, such as a residence.

1.1.b Cadavers must be delivered to the Human Gift Registry or their designated Crematory for disposition. This must be arranged in advance. During non-business hours it is necessary for the vendor to have access to a cold storage facility. The facility can be third -party owned.

1.1.c Anatomically embalmed cadavers are very heavy; therefore, the vendor must provide individuals experienced in handling and transporting cadavers.

### **1.2 Embalming**

The vendor must have a licensed embalmer on staff who will perform the cadaver preparation.

1.2.a Each cadaver must be prepared according to the specifications of the Human Gift Registry. Fluids and protocols will be supplied by the Human Gift Registry.

1.2.b Cadavers must be preserved for long-term storage (2 or more years) without mold or decay, via arterial injections in the carotid and femoral arteries and drainage from the jugular and femoral veins. The incisions must be closed with sutures. Facial features must be set. The body must be shaved and thoroughly cleansed. All ante mortem medical devices, such as drainage and IV tubing, and bandages, must be removed. Finger nail and toe nail polish removed.

### **1.3 Death Certificate**

The vendor will be required to provide death certificates to Human Gift Registry at no cost. A certificate is required within four (4) weeks.

### **1.4 Other**

MU does not reimburse expenses for private viewings.

Johnson Tiller Funeral Home  
10030 Rt. 152  
Wayne, WV 25570

Chad M. Tiller - Director  
304-272-5107

MU does not reimburse expenses by third parties not specifically identified in this agreement. This is understood to mean funeral homes contacted by donor next of kin or power of attorney not authorized by the Human Gift Registry.

### 1.5 Scope of Services

The types of services, frequency, and scope to be provided by the vendor are:

1. Embalming Fee per cadaver.
2. Charge for removal within a 50 air mile radius of 1542 Spring Valley Road Huntington, WV 25704
3. Charge for extra mileage over 50 miles, but within the 150 air mile radius of 1542 Spring Valley Drive Huntington, WV 25704, per loaded mile.
4. Charge for mileage over 150 air mile radius of 1542 Spring Valley Drive Huntington, WV 25704 per loaded mile. All trips over 150 miles are at the sole discretion of The Human Gift Registry.
5. Charge for cadavers which are not to be embalmed and taken directly to the crematory. Transport of cadavers directly to the crematory is at the sole discretion of The Human Gift Registry.
6. Mileage Fee to crematory for cadavers not to be embalmed.

### 2. Prices

1. Embalming Fee per cadaver.	\$ 370 <sup>00</sup>
2. Charge for removal within a 50 air mile radius of 1542 Spring Valley Road Huntington, WV 25704	\$ 180 <sup>00</sup>
3. Charge for extra mileage over 50 miles, but within the 150 air mile radius of 1542 Spring Valley Drive Huntington, WV 25704, per loaded mile.	\$ 2.75
4. Charge for mileage over 150 air mile radius of 1542 Spring Valley Drive Huntington, WV 25704 per loaded mile. All trips over 150 miles are at the sole discretion of The Human Gift Registry.	\$ 2.75
5. Charge for cadavers which are not to be embalmed and taken directly to the crematory. Transport of cadavers directly to the crematory is at the sole discretion of The Human Gift Registry.	\$ 175 <sup>00</sup>
6. Mileage fee to crematory for cadavers not to be embalmed.	\$ 2.75

**3. Submission**

For submission, provide pricing in Section 2 Prices table. Please read the Scope of Work as well as the Terms and Conditions. Provide any documentation requested with your submission of the quote. Remember to sign any areas that require signature. Quote packets can be emailed to Becky Neace at [Neace15@marshall.edu](mailto:Neace15@marshall.edu), faxed to 304-696-3333, or mailed to Marshall University c/o Purchasing Office 1 John Marshall Drive Huntington WV 25755. All submissions are due October 23, 2020 by 3:00 pm.

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000205727	JOHNSON TILLER FUNERAL HOME INC		Active	Inactive	

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

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

▼ **General Info**

Vendor/Customer : 000000205727	Restrict Use by Department : <input type="checkbox"/>
Legal Name : JOHNSON TILLER FUNERA	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA : <input type="text"/>	Internal Account : <input type="checkbox"/>
Vendor Active Status : Active ▼	Third Party Only : <input type="checkbox"/>
Vendor Approval Status : Complete	Third Party Vendor : <input type="checkbox"/>
Customer Active Status : Inactive ▼	Third Party Customer : <input type="checkbox"/>
Customer Approval Status : Incomplete	Inventory Customer : <input type="checkbox"/>
Location Name : <input type="text"/>	Healthcare Provider : <input type="checkbox"/>
First Name : <input type="text"/>	Never Archive : <input type="checkbox"/>
Middle Name : <input type="text"/>	Restrict VSS Access : No ▼
Last Name : <input type="text"/>	Discontinue - No New Business : <input type="checkbox"/>
Company Name : JOHNSON TILLER FUNERA	Prevent MA Reference : <input type="checkbox"/>
Previous Name : <input type="text"/>	PunchOut Enabled : <input type="checkbox"/>
Previous Street : <input type="text"/>	Re-PunchOut Enabled : <input type="checkbox"/>
Previous City : <input type="text"/>	Electronic Order Enabled : <input type="checkbox"/>
Previous State/Province : <input type="text"/>	W-9 Received : <input type="checkbox"/>
Previous Country : <input type="text"/>	W-9 Received Date : <input type="text"/>
	W-8 Received : <input type="checkbox"/>
	W-8 Received Date : <input type="text"/>
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 01/01/1999
	Active To : <input type="text"/>
	Last Usage Date : 11/16/2023
	Department : <input type="text"/>
	Unit : <input type="text"/>

▶ **Headquarters**

▶ **Organization**

▶ **Disbursement Options**

▶ **Prenote/EFT**

▶ **Remittance Advice**

▶ **Vendor Terms**

▶ **Accounts Receivable**

▶ **eMALL**

▶ **Location Information**

▶ **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**

▶ **Travel**

▶ **Change Management**

[Top](#)

CREATE DOCUMENT> [Create New Record](#) [Modify Existing Record](#)

UPDATE> [Headquarters](#) [Add 1099 Information Entry](#) [Add 1042-S Reporting Information Entry](#) [Vendor Business Types By Commodity](#)

SEARCH BY> [Master Contacts](#) [Master Addresses](#) [Vendor Commodity](#) [Vendor Addresses](#) [Vendor Business Types](#) [Vendor Service Areas](#) [VCM Query](#)  
[Historical Vendor Information](#) [Vendor Notes](#)  
[Vendor Transaction History](#)

## Re: Renewal contract MU21EMBALM Increase approval

Dunmore, Chris <dunmore1@marshall.edu>

Fri 10/27/2023 4:19 PM

To: DiSilvio, Misty <delong16@marshall.edu>

Misty,

Yes I approve the increase for Johnson Tiller. Please put it through.

Regards,

Chris

Sent from my iPhone

On 27 Oct 2023, at 2:51 p.m., DiSilvio, Misty <delong16@marshall.edu> wrote:

Hi Chris,

I wanted to check in on this renewal. I need approval on the price increase before I can finalize the renewal. This contract expires on October 31st.

Please let me know if you approve of the increase, or if you would like me to negotiate the pricing.

Thank you,

**Misty DiSilvio (she/her)**

Assistant Director

Office of Purchasing

304-696-2918

[www.marshall.edu]www.marshall.edu

<Outlook-w3qxy31e.png>

[Book a meeting with me](#)

To show respect for your time, please know I don't expect you to respond or take action outside of your working hours. Please respond at a time that suits your schedule.

---

**From:** DiSilvio, Misty

**Sent:** Friday, October 13, 2023 4:25 PM

**To:** Dunmore, Chris <dunmore1@marshall.edu>

**Subject:** FW: Renewal contract MU21EMBALM Increase approval

Hi Chris,

Johnson Tiller has requested a price increase with their contract renewal. Please review the increase requested.

Let me know if you approve the increase.

Thank you!

**Misty DiSilvio (she/her)**  
Assistant Director  
Office of Purchasing

304-696-2918  
[www.marshall.edu]www.marshall.edu  
<image001.png>

[Book a meeting with me](#)

To show respect for your time, please know I don't expect you to respond or take action outside of your working hours. Please respond at a time that suits your schedule.

---

**From:** Deborah Tiller <dtiller101010@yahoo.com>  
**Sent:** Tuesday, October 3, 2023 12:39 PM  
**To:** DiSilvio, Misty <delong16@marshall.edu>  
**Subject:** Re: Renewal contract

<p><b>Caution:</b> This is an external email and may be malicious. Please take care when clicking links or opening attachments.</p>
---

Hi Misty,

I have attached the renewal with changes. We have never had a fee increase and just cannot avoid it in this economy. Please let me know if you need anything further from me at this point.

Sincerely,

Deborah Tiller  
Funeral Director  
Johnson Tiller Funeral Home  
10030 Route 152  
Wayne, WV 25570  
304-272-5107

On Wednesday, September 27, 2023 at 01:14:48 PM EDT, DiSilvio, Misty <[delong16@marshall.edu](mailto:delong16@marshall.edu)> wrote:

Hi,



I did a quick review of the contract, and I don't see specific pricing increase language. That said, we are happy to review a price increase as part of this renewal. We fully understand where you are coming from and have seen how inflation is affecting prices.

If you want to send me your requested pricing updates, I can review them for approval.

Thank you!

**Misty DiSilvio (she/her)**

Assistant Director

Office of Purchasing

304-696-2918

[www.marshall.edu](http://www.marshall.edu)

<image001.png>

[Book a meeting with me](#)

To show respect for your time, please know I don't expect you to respond or take action outside of your working hours. Please respond at a time that suits your schedule.

---

**From:** Deborah Tiller <[dtiller101010@yahoo.com](mailto:dtiller101010@yahoo.com)>

**Sent:** Wednesday, September 27, 2023 12:58 PM

**To:** DiSilvio, Misty <[delong16@marshall.edu](mailto:delong16@marshall.edu)>

**Subject:** Re: Renewal contract

<p><b>Caution:</b> This is an external email and may be malicious. Please take care when clicking links or opening attachments.</p>
---

Hi Misty,

Chris mentioned to us that he thought there was a provision in the agreement for a percentage increase each year. We have never requested an increase in our fees, but with inflation the way it is, we will have to. I didn't know if there was a guideline for doing so.

Sincerely,

Deborah Tiller  
Funeral Director  
Johnson Tiller Funeral Home  
10030 Route 152  
Wayne, WV 25570  
304-272-5107

On Wednesday, September 27, 2023 at 12:27:09 PM EDT, DiSilvio, Misty <[delong16@marshall.edu](mailto:delong16@marshall.edu)> wrote:

Hi,

Marshall isn't requesting any changes other than the renewal.

The reference to the letter would be if Johnson Tiller Funeral Home would like to make changes (price change, term change, etc.). Then you can attach a letter noting the changes that you all would like to request.

Thanks!

**Misty DiSilvio (she/her)**  
Assistant Director  
Office of Purchasing

304-696-2918  
[www.marshall.edu](http://www.marshall.edu)  
<image001.png>

[Book a meeting with me](#)

To show respect for your time, please know I don't expect you to respond or take action outside of your working hours. Please respond at a time that suits your schedule.

---

**From:** Deborah Tiller <[dtiller101010@yahoo.com](mailto:dtiller101010@yahoo.com)>  
**Sent:** Wednesday, September 27, 2023 11:00 AM  
**To:** DiSilvio, Misty <[delong16@marshall.edu](mailto:delong16@marshall.edu)>  
**Subject:** Re: Renewal contract

<p><b>Caution:</b> This is an external email and may be malicious. Please take care when clicking links or opening attachments.</p>
---

Can you attach the other letter regarding any changes?

Thanks!

Deborah Tiller  
Funeral Director  
Johnson Tiller Funeral Home  
10030 Route 152  
Wayne, WV 25570  
304-272-5107

On Wednesday, September 27, 2023 at 10:52:53 AM EDT, DiSilvio, Misty <[delong16@marshall.edu](mailto:delong16@marshall.edu)> wrote:

Good morning,

Sure, I've attached the letter again. And I completely understand.

Let me know if you need anything else.

Thanks!

**Misty DiSilvio (she/her)**  
Assistant Director  
Office of Purchasing

304-696-2918  
[www.marshall.edu](http://www.marshall.edu)  
<image001.png>

[Book a meeting with me](#)

To show respect for your time, please know I don't expect you to respond or take action outside of your working hours. Please respond at a time that suits your schedule.

---

**From:** Deborah Tiller <[dtiller101010@yahoo.com](mailto:dtiller101010@yahoo.com)>

**Sent:** Wednesday, September 27, 2023 10:42 AM

**To:** DiSilvio, Misty <[delong16@marshall.edu](mailto:delong16@marshall.edu)>

**Subject:** Renewal contract

<p><b>Caution:</b> This is an external email and may be malicious. Please take care when clicking links or opening attachments.</p>
---

Good morning Misty,

Would you mind to resend the contract renewal information? I have misplaced it somewhere in my Yahoo mail and just not tech-savvy enough to find it.

Thank you!

Deborah Tiller  
Funeral Director  
Johnson Tiller Funeral Home  
10030 Route 152  
Wayne, WV 25570  
304-272-5107

<Document\_2023-10-02\_120606.pdf>