

Purchase Change Request



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

Order #
MU21MAILING_B

FY 2024	Buyer MD	Date 07/18/23	Account Various	P.O. Date 7/28/2021	Contract MU21MAILING_B
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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 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
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Vendor Name, Address, Phone #, etc. The Chapman Printing Company PO Box 2968 2450-90 First Avenue Huntington WV 25728	Vendor Code 550717455	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# (304) 528-2791 Fax areynolds@ch FEIN# 550717455		

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # <u>2</u></p> <p>To renew contract MU21MAILING_B all in accordance with the terms, conditions, and specifications contained in the original contract and the information presented on Page 2.</p> <p align="center">MAILING SERVICES CONTRACT</p> <p>Effective Date(s): August 1, 2023 - July 31, 2024 Renewal # 2 of 4 Renewals Remaining: Two(2)</p>		

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

Approved: Misty DiSilvio 07/18/2023
Authorized Signature Date

N/A
Attorney General if required Date

July 13, 2023

The Chapman Printing Company
PO Box 2968
2450-90 First Avenue
Huntington, WV 25728

Re: Renewal for MU21MAILING_B

To Whom It May Concern:

The above referenced agreement expires July 31, 2023. There is a provision for a 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 agreement **MU21MAILING_B** effective August 1, 2023, through July 31, 2024, under the same terms and conditions.

Please return the letter signed to delong16@marshall.edu

If you have any questions, please feel free to contact me.

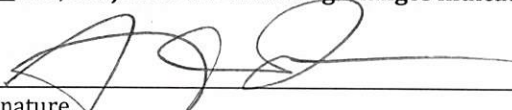
Sincerely,


Misty DiSilvio
Contract Specialist

I agree to extend the current agreement # **MU21MAILING_B** for an additional one (1) year period under the same terms and conditions.

Yes ___ No

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


Signature

7/12/22
Date

Adam Reynolds
Printed Name

President & CEO
Title

Comments: _____

WE ARE... MARSHALL

One John Marshall Drive • Huntington, West Virginia 25755-4100 • Tel 304/696-2821
A State University of West Virginia • An Affirmative Action/Equal Opportunity Employer

MU21MAILING_B co1
 Marshall University Mail Services Office
 Open-End Mailing Services Contract
 Pricing Page

3.1.2 - PART B - Bulk Rate Permit Services

Item Description	Unit of Measure	Renewal Pricing	Original Pricing
Minimum Handling Charges	EA	\$ 50.00	\$ 50.00
Set Up Fee (in Addition to Minimum Handling Charges)	EA	\$ 50.00	\$ 50.00
Pick Up and Delivery Fee (Each Way)	EA	\$ -	\$ -
Address Printing (Includes Sorting, Intelligent Mail Barcoding, Inkjet Addresses, Ancillary and Indicia)	EA	\$0.05 Letter / \$0.06 Flat	\$0.05 Letter / \$0.06 Flat
List Preparation & Address Printing (Includes Sorting, Intelligent Mail barcoding, Inkjet Addresses and Delivery, NCOA Included)	EA	\$ -	\$ -
Move Update / NCOA Verification (in addition to other charges)	EA	\$ -	\$ -
Tabbing (as per US Postal Regulations for a Letter Size Piece)	2 Tabs	\$ 0.015	\$ 0.015
Tabbing (as per US Postal Regulations for a Letter Size Piece)	3 Tabs	\$ 0.35	\$ 0.35
Fold - Letter Size	EA	\$ 0.02	\$ 0.02
Insert 1 Piece into No. 10 Envelope	EA	\$ 0.08	\$ 0.10
Sealing	EA	\$ 0.02	\$ 0.10
Hand Collate and Insert Per Piece	EA	\$ 0.10	\$ 0.10

Vendor/Customer

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
000000207720	CAPITAL BUSINESS INTERIOR		Active	Inactive	
000000207721	CHAMPION INDUSTRIES INC		Discontinued	Inactive	
000000207722	CHAMPION INDUSTRIES INC OF MOR		Discontinued	Inactive	
000000207723	CHAMPION OUTPUT SOLUTIONS		Discontinued	Inactive	
000000207724	CHAPMAN PRINTING		Discontinued	Inactive	
000000207725	CHAMPION INDUSTRIES INC		Active	Active	
000000207726	CHAPMAN PRINTING CO.		Active	Inactive	
✓ 000000207727	THE CHAPMAN PRINTING COMPANY		Active	Inactive	
000000207728	STATIONERS INC		Active	Inactive	

From 1 to 9 of 9 First Prev Next Last [Attachments](#)

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

▼ General Info

Vendor/Customer : 000000207727	Restrict Use by Department : <input type="checkbox"/>
Legal Name : THE CHAPMAN PRINTING C	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA :	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 :	Healthcare Provider : <input type="checkbox"/>
First Name :	Never Archive : <input type="checkbox"/>
Middle Name :	Restrict VSS Access : No ▼
Last Name :	Discontinue - No New Business : <input type="checkbox"/>
Company Name : THE CHAPMAN PRINTING C	Prevent MA Reference : <input type="checkbox"/>
Previous Name :	PunchOut Enabled : <input type="checkbox"/>
Previous Street :	Re-PunchOut Enabled : <input type="checkbox"/>
Previous City :	Electronic Order Enabled : <input type="checkbox"/>
Previous State/Province :	W-9 Received : <input type="checkbox"/>
Previous Country :	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 : 01/27/1986
	Active To : <input type="text"/>
	Last Usage Date : 07/07/2023
	Department :
	Unit :

▶ 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 : 06/17/2021	Unemployment Insurance : <input type="checkbox"/>
Registration Effective Date : 06/17/2021	Worker's Compensation : <input type="checkbox"/>
Registration Expiration Date : 06/17/2022	Secretary of State Registration : <input type="checkbox"/>
Pre-Registration Code :	Federal Debarred : <input type="checkbox"/>

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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