

**Purchase
Change Request**



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

Order #
MU21MAILING_B

FY 2023	Buyer JH	Date 8/4/2022	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	FEIN# 550717455

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # <u>1</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, 2022 - July 31, 2023 Renewal # 1 of 4 Renewals Remaining: Three (3)</p>		

Reason for Change: Contract Renewal and Price Decrease.	Previous Total	\$	Open-End
	Increase	\$	
	Decrease	\$	
	New Total	\$	Open-End

Approved: Michelle Wheeler 8/5/22
 Authorized Signature Date

N/A
 Attorney General if required Date

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



Office of Purchasing

July 29, 2022

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, 2022. 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, 2022 through July 31, 2023 under the same terms and conditions.

Please return the letter 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 Hawthorne
Purchasing Agent

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.

8/1/22
Date

Signature

Adam Reynolds
Printed Name

President
Title

Comments: See attachment.

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

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: Chapman Printing Company

Authorized Signature: [Signature] Date: 8/1/22

State of WV

County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 1 day of August, 2022

My Commission expires August 11, 2022

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
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
 Legal Name : THE CHAPMAN PRINTING C
 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 : THE CHAPMAN PRINTING C
 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 : 01/27/1986
 Active To :
 Last Usage Date : 08/01/2022
 Department :
 Unit :

Headquarters

Headquarters Account : No
 Headquarters Account Code : 000000207725
 Headquarters Account Legal Name : CHAMPION INDUSTRIES IN
 Franchise Account :
 Web Address http:// :
 Catalog DUNS :
 Catalog Extended DUNS :
 Catalog Unique Entity Identifier :
 Taxpayer ID Number : *****7455
 Taxpayer ID Number Type : EIN

Organization

Organization Type : Company
 1099 Classification : Corporation
 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 : No
 1042-S Indicator :
 Taxpayer ID Number : 550717455
 Taxpayer ID Number Type : EIN
 Detailed TIN Type :
 Foreign Tax ID :
 GIIN :
 1042-S Recipient Account Number :
 W-8 Form :
 Tax Profile : NOTAX
 Tax Profile Name : No Tax
 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 :
 Hold Payment :
 Hold Payment Authorized By :
 Hold Payment Authorized On :
 Hold Reason :
 Prevent New Spending :

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 :

VCA Comments :

Prevent New Orders : For All Departments

Third Party Code :

Third Party Name :

Third Party Approved By :

Third Party Approved On :

Third Party Reason :

Always Infer Third Party Vendor :

Third Party Address ID :

▼ Prenote/EFT

Generate EFT Payment :

ABA Number :

Bank Name :

Account Type :

Account Number :

Routing ID Number :

Bank Phone Number :

Prenote Requested Date :

Prenote Return Reason :

Prenote Return Reason Message :

Foreign Correspondent Bank Name :

Foreign Correspondent Bank Branch Country Code :

Account Number Linkage to Provider Identifier :

Reason for Submission :

EFT Format :

EFT Format Description :

EFT Status :

Last Status Change :

EFT Status Description :

Prenote Return Reason Explanation :

W-9 Mailing Date :

W-9 Response Date : 4/26/2019

▼ Remittance Advice

Remittance Advice Required :

Remittance Advice Format :

Remittance Advice Format Description :

Remittance Advice Transmission Mode :

▼ Vendor Terms

Number of Days 1 :

Discount Percent 1 :

Discount Always 1 :

Number of Days 2 :

Discount Percent 2 :

Discount Always 2 :

Number of Days 3 :

Discount Percent 3 :

Discount Always 3 :

Number of Days 4 :

Discount Percent 4 :

Discount Always 4 :

▼ Accounts Receivable

Default Receipt Type :

Default Billing Profile :

Cost Accounting Funding Type :

Credit/Debit Card Type :

Credit/Debit Card Number :

Name on Card :

Credit/Debit Card Expiration Month :

Credit/Debit Card Expiration Year :

Bill Headquarters :

Bankruptcy :

Central Statement BPRO :

Central Statement Billing Location :

Central Statement Address ID :

Suppress Central Statement :

Suppress Central Past Due Statement :

▼ eMALL

DUNS : 826831781

Extended DUNS :

Unique Entity Identifier :

Internet Catalog :

VSS Registered :

Preferred Ordering Method :

Pcard Acceptance Level :

Create Certification Document :

Vendor Preference Level : 99

▼ 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 :

Registration Application Date : 06/17/2021

Registration Effective Date : 06/17/2021

Registration Expiration Date : 06/17/2022

Pre-Registration Code :

Tax Clearance :

Unemployment Insurance :

Worker's Compensation :

Secretary of State Registration :

Federal Debarred :

▶ Executive Compensation

▼ Additional Information

Miscellaneous Field 1 :	Miscellaneous Flag 1 :
Miscellaneous Field 2 :	Miscellaneous Flag 2 :
Miscellaneous Field 3 :	Miscellaneous Flag 3 :
Miscellaneous Field 4 :	
Miscellaneous Field 5 :	
Miscellaneous Field 6 :	
Miscellaneous Field 7 :	

▼ Travel

Traveler :

Travel Policy : 

Allow Traveler Advances :

PCard ID : 

▼ Change Management

Created By : conversion	Last Modified By : batch
Conversion User	Batch User
Created On : 06/03/2014	Last Modified On : 06/17/2022
Last Approved By : batch	Comments : remove pno/applied online pymt 6/17/21 pd on hq acct
Batch User	
Last Approved On : 06/17/2022	
Date Registered : 06/03/2014	

[Top](#)

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

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[Vendor Transaction History](#)