


Purchase Change Request			 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			Order # MU21MAILING_B		
FY 2026	Buyer LL	Date 06/10/2025	Account Various	P.O. Date 7/28/2021	Contract MU21MAILING_B			
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 <div style="display: flex; justify-content: space-between;"> <div> <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 </div> <div> <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 </div> </div>				
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@champion		FEIN# 550717455			
Item#	Quantity	Description of Change			Unit Price	Extended Price		
		<p style="text-align: center;">Change Order # <u>4</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 style="text-align: center;">MAILING SERVICES CONTRACT</p> <p>Effective Date(s): August 1, 2025 - July 31, 2026 Renewal # 4 of 4 Renewals Remaining: Zero (0)</p> <p>Vendor Contact: Adam Reynolds, areynolds@champion-industries.com</p>						
Reason for Change: Contract Renewal					Previous Total	\$ <u>Open-End</u>		
					Increase	\$ _____		
					Decrease	\$ _____		
					New Total	\$ <u>Open-End</u>		

Approved: Michelle Reynolds June 10, 2025
 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

MU21MAILING_B co1 Page 2
MU21MAILING_B co4 Page 2

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

Renewal Letter

June 5, 2025

VIA ELECTRONIC MAIL ONLY: areynolds@champion-industries.com

The Chapman Printing Company
P.O. Box 2968
2450-90 First Avenue
Huntington, WV 25728

Re: Contract Renewal for MU21MAILING_B

Dear Adam,

The above referenced contract expires on July 31, 2025. There is a provision for an extension/renewal upon written mutual agreement of the parties.

Please annotate at the bottom of this letter with your signature and date, if you agree to an emergency extension/renewal of the contract **MU21MAILING_B**, effective August 1, 2025, through July 31, 2026, under the same terms and conditions as the original contract including all approved change orders.

Please note that this is the last renewal available on this contract. Marshall University's Office of Purchasing will evaluate these services and the contract for bid.

Formal solicitations are posted to the [Office of Purchasing website](#) and in the Bonfire portal. We highly recommend all interested vendors register as a vendor in Bonfire. You can register using this link [Bonfire Login & Vendor Registration – Office of Purchasing \(marshall.edu\)](#). Once you have created an account, you can sign up to receive automatic notices alerting that Marshall has posted a bidding opportunity.

Please return the executed letter via email at your earliest convenience. If you have any questions, please feel free to contact me at lemonl@marshall.edu.

Very truly yours,


Leeann Lemon
Contract Specialist

I agree to the current **The Chapman Printing Company./ MU21MAILING B**, 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


Date

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

Authorized Signature: [Signature] Date: 6/8/25

State of West Virginia

County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 6 day of June, 2025.

My Commission expires February 16, 2026.

AFFIX SEAL HERE




NOTARY PUBLIC

[Signature]









Purchasing Affidavit (Revised 01/19/2018)

[Menu](#)

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

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▼ 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 :	
		W-8 Received :	<input type="checkbox"/>
		W-8 Received Date :	
		Accepts Credit Cards :	<input type="checkbox"/>
		Active From :	01/27/1986 
		Active To :	
		Last Usage Date :	05/09/2025
		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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