

Purchase Change Request



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

Order #
MU21SIGN

| | | | | | |
|----------|-------------|------------------|---------|-------------------------|----------------------|
| FY 24 | Buyer MD | Date 07/07/23 | Account | P.O. Date 07/08/2021 | Contract MU21SIGN |
|----------|-------------|------------------|---------|-------------------------|----------------------|

| | | |
|--|---|--|
| 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 |
|--|---|--|

| | | |
|---|------------------------------|--|
| Vendor Name, Address, Phone #, etc. Paris Signs 2400 5th Street Rd Huntington, WV 25701 | Vendor Code 550757251 | BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100 |
| Ph# 304-522-7503 Fax wade@parissigns.com FEIN# 550757251 | | |

| Item# | Quantity | Description of Change | Unit Price | Extended Price |
|-------|----------|--|------------|----------------|
| | | <p align="center">Change Order # <u>2</u></p> <p>To renew the original contract according to all terms, conditions, pricing, and specifications contained in the original contract and all approved change orders.</p> <p>Effective renewal dates: 07/09/2023 - 07/08/2024</p> <p>Renewal # four (4) of four (4)</p> <p>No renewals remaining</p> | | |

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

Approved: Misty DiSilvio 07/09/23
Authorized Signature Date

N/A
Attorney General if required Date



June 30, 2023

Wade Murphy
Paris Signs
2400 5th Street Road
Huntington, WV 25701

Re: Contract Renewal for MU21SIGNS

Dear Wade,

The above referenced contract expires 07/08/2023. There is a provision for 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 extend contract **MU21SIGNS** effective July 9, 2023 through July 8, 2024 under the same terms and conditions.

If you have any questions, please feel free to contact me at 304-696-2918.

Sincerely,

Misty DiSilvio
Misty DiSilvio

I agree to extend the current contract #MU21SIGNS 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.

None *7/6/2023*
Signature Date

Wade Murphy
Printed Name

Sales Manager
Title

Comments: *Thank you! Go Herd!*

Exhibit A - Pricing Page
 Request for Bid MU21SIGN - Physical Plant Office Open-End Contract for
 Signage and Wayfinding for Marshall University

| Item No. | Description | Colors | Size | Unit of Measure | Cost |
|---------------|--|---|---------|-----------------|-----------|
| 3.1.1 | Interior Restroom Sign - Men's/Women's with ADA Symbols | Black Background with White Letters and Numbers | 8" x 8" | Each | \$ 57.00 |
| 3.1.2 | Interior Restroom Sign - Men's/Women's with ADA Symbols Sign | Black Background with White Letters and Numbers | 9" x 9" | Each | \$ 64.00 |
| 3.1.3 | Interior Restroom Sign - Unisex | Black Background with White Letters and Numbers | 8" x 8" | Each | \$ 55.00 |
| 3.1.4 | Interior Restroom Sign - Unisex | Black Background with White Letters and Numbers | 9" x 9" | Each | \$ 62.00 |
| 3.1.5 | Interior Classroom Sign - No slider, meet ADA Standards | Black Background with White Letters and Numbers | 5" x 7" | Each | \$ 48.50 |
| 3.1.6 | Interior Administrative ADA Sign - with one (1) Slider | Black Background with White Letters and Numbers | 5" x 7" | Each | \$ 60.00 |
| 3.1.7 | Interior Administrative ADA Sign - with two (2) sliders | Black Background with White Letters and Numbers | 5" x 7" | Each | \$ 100.00 |
| 3.1.8 | Interior Administrative ADA Sign - with one (1) Slider | Black Background with White Letters and Numbers | 7" x 7" | Each | \$ 64.00 |
| 3.1.9 | Interior Administrative ADA Sign - with two (2) sliders | Black Background with White Letters and Numbers | 7" x 7" | Each | \$ 64.00 |
| 3.1.10 | Interior Service Room Sign with Room Number | Black Background with White Letters and Numbers | 5" x 7" | Each | \$ 46.50 |
| 3.1.11 | Word Template for Sliders | | | Each | |
| TOTAL: | | | | | |

| Vendor/Customer | Legal Name | Alias/DBA | Vendor Active Status | Customer Active Status | Previous Name |
|-----------------|--------------------|-----------|----------------------|------------------------|---------------|
| 000000209599 | PARIS INCORPORATED | | Active | Active | |
| ✓ VC0000051997 | PARIS SIGNS | | Active | Inactive | |

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

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

▼ General Info

| | | | |
|----------------------------|--------------|---------------------------------|-------------------------------------|
| Vendor/Customer : | VC0000051997 | Restrict Use by Department : | <input type="checkbox"/> |
| Legal Name : | PARIS SIGNS | 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 : | PARIS SIGNS | 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 checked="" type="checkbox"/> |
| Previous Country : | | W-9 Received Date : | 02/02/2022 |
| | | W-8 Received : | <input type="checkbox"/> |
| | | W-8 Received Date : | |
| | | Accepts Credit Cards : | <input type="checkbox"/> |
| | | Active From : | 02/16/2017 |
| | | Active To : | |
| | | Last Usage Date : | 07/17/2023 |
| | | 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 : | | Unemployment Insurance : | <input type="checkbox"/> |
| Registration Effective Date : | | Worker's Compensation : | <input type="checkbox"/> |
| Registration Expiration Date : | | Secretary of State Registration : | <input type="checkbox"/> |
| Pre-Registration Code : | | Federal Debarred : | <input type="checkbox"/> |
- ▶ Executive Compensation
- ▶ Additional Information
- ▶ Travel
- ▶ Change Management