


<b>Purchase Change Request</b>					Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	<b>Order #</b> MU21SIGN	
FY 26	Buyer LL	Date 06/12/2025	Account Varies	P.O. Date 07/08/2021	Contract MU21SIGN		
<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> <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.  Paris Signs 2400 5th Street Rd Huntington, WV 25701			Vendor Code <b>550757251</b>		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 style="text-align: center;"><b>Change Order # 4</b></p> <p style="text-align: center;">To Design and Fabricate Interior Signs and Wayfinding Structures</p> <p>To renew the original contract and make the following changes in accordance to all terms, conditions, pricing, and specifications contained in the original contract and all approved change orders</p> <p>1. Renewal</p> <p>Effective renewal dates: 07/09/2025 - 07/08/2026            Renewal # Four (4) of four (4)            Renewals remaining: Zero (0)</p> <p>Vendor Contact: Wade Murphy, wade@parissigns.com, 304-522-7503</p>					
Reason for Change: 1. Contract renewal					Previous Total	\$ Open-End	
					Increase	\$ -	
					Decrease	\$ -	
					New Total	\$ Open-End	

Approved: Michelle W. Greder

Authorized Signature

n/a

Attorney General **if** required

**June 12, 2025**

Date

Date

**Exhibit A - Pricing Page**

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

<b>Item No.</b>	<b>Description</b>	<b>Colors</b>	<b>Size</b>	<b>Unit of Measur</b>	<b>Cost</b>
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	\$ 60.00
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	
<b>TOTAL:</b>					

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: Paris Signs

Authorized Signature: Idenita Whalen Date: 6/12/25

State of West Virginia

County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 12 day of June, 2025

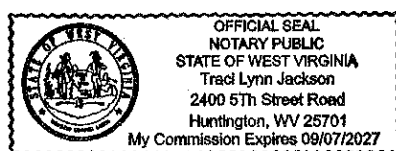
My Commission expires 9/7, 2027

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

Traci Lynn Jackson

Purchasing Affidavit (Revised 01/19/2018)





Office of Purchasing

Renewal Letter

June 10, 2025

**VIA ELECTRONIC MAIL:** [wade@parissigns.com](mailto:wade@parissigns.com)

Mr. Wade Murphy  
Paris Signs  
2400 5<sup>th</sup> Street Road  
Huntington, WV 25701

**Re: Contract Renewal for MU21SIGN**

Dear Wade:

The above referenced contract expires on July 8, 2025. There is a provision for 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 renew contract, MU21SIGN, effective July 9, 2025, through July 8, 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 bidding.

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 and affidavit via email at your earliest convenience. If you have any questions, please feel free to call me at 304-696-3056.

Sincerely,

Leeann Lemon  
Contract Specialist

I agree to the current MU21SIGN 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


6/11/2025  
Date

Vendor/Customer

[Menu](#)

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

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▼ General Info

Vendor/Customer : 000000209599

Legal Name : PARIS INCORPORATED

Alias/DBA :

Vendor Active Status : Active

Vendor Approval Status : Complete

Customer Active Status : Active

Customer Approval Status : Complete

Location Name :

First Name :

Middle Name :


Last Name :


Company Name : PARIS INCORPORATED

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 : 02/02/2022 

W-8 Received : ☐


W-8 Received Date : 


Accepts Credit Cards : ☐

Active From : 07/25/2011 

Active To : 

Last Usage Date : 04/20/2025

Department : 

Unit : 

▶ Headquarters

▶ Organization

▶ Disbursement Options

▶ Prenote/EFT

▶ Remittance Advice

▶ Vendor Terms


▶ Accounts Receivable

▶ eMALL

▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt : ☐

Registration Application Date : 08/30/2024 

Registration Effective Date : 08/30/2024

Registration Expiration Date : 08/30/2025

Pre-Registration Code :

Tax Clearance : ☐

Unemployment Insurance : ☐

Worker's Compensation : ☐

Secretary of State Registration : ☐

Federal Debarred : ☐

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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