


Purchase Change Request					Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	Order # MU22ELECTRIC
FY 26	Buyer LL	Date 06/23/25	Account Varies	P.O. Date 07/11/2022	Contract MU22ELECTRIC	
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 checked="" 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. Dixon Electric Systems & Contracting Inc 3352 Norwood Rd Huntington, WV 25705			Vendor Code 550760019		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	
Ph# 304-532-2712			Fax joy@dixonelectrical.com		FEIN# 550760019	
Item#	Quantity	Description of Change			Unit Price	Extended Price
		<p style="text-align: center;">Change Order # 5</p> <p style="text-align: center;">Electrical Contractor Services</p> <p>To renew and increase pricing all in accordance with the same terms and conditions, and specifications contained in the original contract and all authorized change orders.</p> <p>1. To renew the contract and increase pricing</p> <p>Renewal Effective Date: 07/01/2025 - 06/30/2026 Renewal: three (3) of four (4) Renewals Remaining: one (1) one-year renewal</p> <p>Vendor contact: Joy Mayenchein, joy@dixonelectrical.com, 304-523-2712</p>				
Reason for Change: 1. To renew the contract and increase pricing				Previous Total	\$	Open-End
				Increase	\$	-
				Decrease	\$	-
				New Total	\$	Open-End

Approved: Michelle W. Reeder June 23, 2025
 Authorized Signature Date

N/A
 Attorney General **if** required Date

Office of Purchasing

Renewal Letter

June 5, 2025

VIA ELECTRONIC MAIL: joy@dixonelectrical.com

Ms. Joy Mayenchein
Dixon Electric Systems & Contracting, Inc.
3352 Norwood Road
Huntington, WV 25705

Re: Contract Renewal for MU22ELECTRIC

Dear Ms. Mayenchein:

The above referenced contract expires on June 30, 2025. 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 renew contract, MU22ELECTRIC, effective July 1, 2025 through June 30, 2026 under the same terms and conditions as the original contract including all approved change orders.

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.

Sincerely,

Leeann Lemon

Leeann Lemon
Contract Specialist

I agree to the current MU22ELECTRIC 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

June 11, 2025
Date

June 23, 2025

Marshall University
Attn: Assistant Director of Purchasing
1 John Marshall Drive
Huntington, WV 25755

RE: MU Electrical Maintenance Agreement Renewal (MU22ELECTRIC) Revised

To Whom It May Concern,

We received your notice regarding the renewal of our MU Maintenance Agreement set to expire on June 30, 2025. We would like to negotiate new rates since our union benefits saw an increase.

We request our rates to be the following:

Normal Business Hours:	Old Rates	New Proposed Rates
Electrical Journeyman	\$80.57	\$82.99
Electrical Apprentice	\$72.82	\$75.00
Outside Normal Business Hours:		
Electrical Journeyman	\$96.68	\$99.58
Electrical Apprentice	\$87.39	\$90.01
Overtime Hours:		
Electrical Journeyman	\$120.86	\$124.49
Electrical Apprentice	\$109.23	\$112.51
Material Markup	5%	5% (Remains the same)
Call During Reg. Work Hrs Trip Charges (Per Trip)	\$75.00	\$75.00
Call Outside Reg. Work Hrs Trip Charges (Per Trip)	\$95.00	\$95.00

This is a 3% increase over last year's rate which we feel is justifiable. We look forward in continuing to work with you.

Respectfully,
Matthew Simms
Vice President

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: Dixon Electrical Systems & Contracting Inc.

Authorized Signature: [Signature] Date: June 11, 2025

State of West Virginia

County of Cabell, to-wit:

Taken, subscribed, and sworn to before me this 11th day of June, 2025.

My Commission expires June 26, 2027.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)

Vendor/Customer

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Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000209727	DIXON ELECTRICAL SYSTEMS & CONTRACTING INC		Active	Inactive	
000000209728	DIXON ELECTRICAL SYSTEM		Active	Inactive	
000000209729	DIXON ELECTRICAL SYSTEMS & CON		Active	Inactive	

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▼ General Info

Vendor/Customer : 000000209727

Legal Name : DIXON ELECTRICAL SYSTE

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 : DIXON ELECTRICAL SYSTE

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 : 03/27/2024 

W-8 Received : ☐


W-8 Received Date : 


Accepts Credit Cards : ☐

Active From : 01/01/1999 

Active To : 

Last Usage Date : 06/13/2025

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 : 03/03/2025 

Registration Effective Date : 12/27/2025

Registration Expiration Date : 12/27/2026

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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