


Purchase Change Request			 Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			Order # MU22TEMPS_A co7		
FY 26	Buyer LL	Date 08/11/2025	Account Varies	P.O. Date 08/27/2021	Contract MU22TEMPS_A			
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.			Vendor Code 000000231854		BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100			
Adecco USA Inc. 10151 Deerwood Park Blvd. 200-400 Jacksonville, FL 32256								
Ph# 304-345-8367		Fax	FEIN# 943286700					
Item#	Quantity	Description of Change			Unit Price	Extended Price		
		<p style="text-align: center;">Change Order # <u>7</u></p> <p style="text-align: center;">Open End Temporary Employment Services</p> <p>To make the following change(s) according to all terms and conditions, pricing, and specifications contained in the original contract and all authorized change orders.</p> <p>1. To renew the contract</p> <p>Renewal Effective: September 1, 2025 - August 31, 2026 Renewal #: Four (4) of four (4) one-year renewals Renewals remaining: Zero (0) renewals remaining</p> <p>Vendor Contact: Zachary Dunn at Zachary.Dunn@Adeconacona.com</p>						
Reason for Change: 1. To renew the contract				Previous Total		\$ Open-End		
				Increase		\$ -		
				Decrease		\$ -		
				New Total		\$ Open-End		

Approved: Michelle W. Keeler August 14, 2025
 Authorized Signature Date

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

Marshall Rate Sheet 11/06/2024			
Items	Items	Items	Items
15.1	Accounting Assistant I	\$ 11.51	\$ 14.61
15.2	Accounting Assistant II	\$ 13.01	\$ 16.52
15.30	Administrative Assistant	\$ 13.85	\$ 17.58
15.40	Administrative Assistant Senior	\$ 15.78	\$ 20.04
15.50	Administrative Assistant- Fairfield	\$ 14.05	\$ 17.84
15.60	Administrative Secretary Sr.	\$ 15.00	\$ 19.33
15.70	Business Clerk	\$ 9.48	\$ 12.03
15.80	Cashier	\$ 8.75	\$ 11.11
15.90	Cashier Lead	\$ 10.05	\$ 12.76
15.10	Customer Service Representative	\$ 9.48	\$ 12.03
15.11	Data Entry Operator	\$ 9.48	\$ 12.03
15.12	Data Technician 1	\$ 10.21	\$ 12.96
15.13	Medical Records Assistant	\$ 10.05	\$ 12.76
15.14	Receptionist	\$ 9.22	\$ 11.70
15.15	Records Assistant 1	\$ 8.97	\$ 11.39
15.16	Records Assistant 2	\$ 10.21	\$ 12.96
15.17	Residence Hall Desk Coordinators	\$ 9.48	\$ 12.03
15.18	Secretary I	\$ 9.48	\$ 12.22
15.19	Applications Systems Analyst Programmer	\$ 16.50	\$ 20.95
15.20	System Programmer	\$ 15.78	\$ 20.04
15.21	Building Service Worker	\$ 8.97	\$ 11.57
15.22	Campus Service Worker	\$ 8.97	\$ 11.57
15.23	General Laborer II	\$ 12.48	\$ 16.10
15.24	Parking Attendant III	\$ 13.48	\$ 17.37
15.25	Receiving Position	\$ 10.05	\$ 12.76
15.26	Trade Specialist 1	\$ 15.78	\$ 20.04
15.27	General Labor I	\$ 9.48	\$ 12.22
15.28	Secretary II	\$ 12.48	\$ 16.10
15.29	Secretary III	\$ 13.85	\$ 17.58
15.30	Parking Attendant I	\$ 9.48	\$ 12.22
15.31	Parking Attendant II	\$ 12.48	\$ 16.10
15.32	General Laborer III	\$ 13.48	\$ 17.37

*changes are in **bold**



Office of Purchasing

Renewal Letter

June 5, 2025

VIA EMAIL: Zachary.Dunn@Adecco.com

Mr. Zachary Dunn
Adecco USA, Inc.
10151 Deerwood Park Blvd.
Jacksonville, FL 32256

Re: Contract Renewal for MU22TEMPS A

Dear Zach,

The above referenced contract expires on August 31, 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, MU22TEMPS A effective September 1, 2025, through August 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 call me at 304-696-3056.

Sincerely,


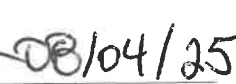
Leeann Lemon

Leeann Lemon
Contract Specialist

I agree to the current MU22TEMPS A 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: Adecco

Authorized Signature: [Signature] Date: 08/04/25

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 4 day of August, 2025

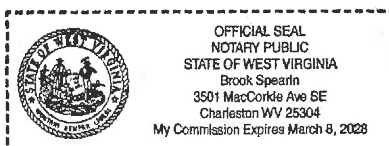
My Commission expires 3/8/28, 20 .

AFFIX SEAL HERE

NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)



Vendor/Customer

[Menu](#)

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000231854	ADECCO USA INC		Active	Inactive	
000000231855	ADECCO CORPORATION		Inactive	Inactive	
000000231856	ADECCO USA INC		Inactive	Inactive	
VC0000104557	ADECCO EMPLOYMENT SERVICES		Active	Inactive	

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General Info

Vendor/Customer :	000000231854	Restrict Use by Department :	<input type="checkbox"/>
Legal Name :	ADECCO USA INC	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 :	ADECCO USA INC	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 :	01/01/1999
		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 :	<input type="checkbox"/>	Tax Clearance :	<input type="checkbox"/>
Registration Application Date :	09/15/2023	Unemployment Insurance :	<input type="checkbox"/>
Registration Effective Date :	09/15/2023	Worker's Compensation :	<input type="checkbox"/>
Registration Expiration Date :	09/14/2024	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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