

# Purchase Change Request



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

**Order #**  
MU20EVENTPER

FY 25	Buyer LL	Date 06/06/2024	Account Various	P.O. Date 8/1/2019	Contract MU20EVENTPER
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<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> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input 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 checked="" type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Contemporary Services Corporation 17101 Superior St. Northridge, CA 91325	Vendor Code <b>952832166</b>	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 818-885-5150	Fax	FEIN# 952832166

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center"><b>Change Order # <u>6</u></b></p> <p align="center"><b>Sport Event Non-Personnel Services</b></p> <p>To make the following changes to MU20EVENTPER all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders.</p> <p>1. To correct Change Order 5 to read Change Order "5" rather than Change Order "4". See corrected Change Order 5 pages 2-7.</p> <p>Effective Date(s): August 1, 2024 to July 31, 2025 Renewals remaining: 0 (Emergency Extension)</p> <p>Vendor Contact: Mark Glaser mglaser@csc-usa.com</p>		

Reason for Change: 1. To correct Change Order 5 to read Change Order "5" rather than Change Order "4". See corrected Change Order 5 pages 2-7.	Previous Total	\$ Open-End
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ Open-End

Approved: Michael B. Wood 11.14.2024  
Authorized Signature Date

N/A  
Attorney General if required Date

<b>Purchase Change Request</b>		Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	<b>Order #</b> MU20EVENTPER
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FY 25	Buyer LL	Date 06/06/2024	Account Various	P.O. Date 8/1/2019	Contract MU20EVENTPER
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Vendor Name, Address, Phone #, etc. Contemporary Services Corporation 17101 Superior St. Northridge, CA 91325	Vendor Code <b>952832166</b>	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 818-885-5150	Fax	FEIN# 952832166

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<b>Change Order # <u>5</u></b>  To extend contract MU20EVENTPER all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders.  Sport Event Non-Personnel Services  Effective Date(s): August 1, 2024 to July 31, 2025 Renewals remaining: 0 (Emergency Extension)  Vendor Contact: Mark Glaser mglaser@csc-usa.com		

Reason for Change: 1. To issue an emergency extension to allow time to rebid and award a new contract sport event non-personnel services. 2. To increase the contract pricing.	Previous Total	\$ <u>Open-End</u>
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ <u>Open-End</u>

Approved: Michelle W. Glaser 11/14/2024  
 Authorized Signature Date

N/A  
 \_\_\_\_\_  
 Attorney General if required Date




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# Contemporary Services Corporation

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March 28, 2024

Leeann Lemon, M.S.  
 Contract Specialist  
 Office of Purchasing  
 Marshall University  
 One John Marshall drive  
 Old Main 125  
 Huntington, WV 25755

Re: Contract Extension MUEVENTPER

Ms Lemon

We have received and accept the 1 year extension of our Contract for Event Services, MUEVENTPER. Due to the continued increase of Labor and Operating Expenses, we respectfully request an increase of rates to the following:

Period 8/1/2024 – 7/31/2025

Position	Billing Rate Hour
Event Staff	\$20.57
Supervisor	\$23.21
Manager	\$32.43

This increase will allow us to provide a competitive pay rate to the staff, retain staff and continue to deliver our quality service.

We appreciate the partnership and thank you for the continued support.

Respectfully

Mark Glaser  
 Executive Vice President, Operations  
 303.808.5987  
 mglaser@csc-usa.com



Office of Purchasing

Emergency Extension/Renewal Letter

March 15, 2024

**VIA ELECTRONIC MAIL ONLY: [mglaser@csc-usa.com](mailto:mglaser@csc-usa.com)**

Mr. Mark Glaser  
 Contemporary Services Corporation  
 17101 Superior Street  
 Northridge, CA91325

**Re: Emergency Extension/Contract Renewal for MU20EVENTPER**

Dear Mr. Glaser,

The above referenced contract expires on July 31, 2024. There is a provision for an extension/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 an emergency extension/renewal of the contract **MU20EVENTPER**, effective August 1, 2024, through July 31, 2025, 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](mailto:lemonl@marshall.edu).

Very truly yours,

*Leeann Lemon*

Leeann Lemon  
 Contract Specialist

I agree to the current Contemporary Services Corporation/MU20EVENTPER, 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.**

*Mark Glaser*  
 \_\_\_\_\_  
 Signature

March 27, 2024

\_\_\_\_\_ 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: Contemporary Services Corporation

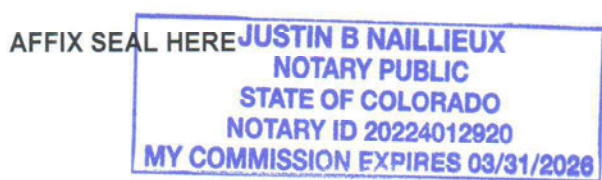
Authorized Signature: [Signature] Date: March 28, 2024

State of Colorado

County of Arapahoe, to-wit:

Taken, subscribed, and sworn to before me this 28<sup>th</sup> day of March, 2024.

My Commission expires 03/31, 2026.



NOTARY PUBLIC [Signature]

Vendor/Customer









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Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 00000232350	CONTEMPORARY SERVICES CORP		Active	Inactive	

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▼ General Info

Vendor/Customer : 00000232350	Restrict Use by Department : <input type="checkbox"/>
Legal Name : CONTEMPORARY SERVICE	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA : <input type="text"/>	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 : <input type="text"/>	Healthcare Provider : <input type="checkbox"/>
First Name : <input type="text"/>	Never Archive : <input type="checkbox"/>
Middle Name : <input type="text"/>	Restrict VSS Access : No ▼
Last Name : <input type="text"/>	Discontinue - No New Business : <input type="checkbox"/>
Company Name : CONTEMPORARY SERVICE	Prevent MA Reference : <input type="checkbox"/>
Previous Name : <input type="text"/>	PunchOut Enabled : <input type="checkbox"/>
Previous Street : <input type="text"/>	Re-PunchOut Enabled : <input type="checkbox"/>
Previous City : <input type="text"/>	Electronic Order Enabled : <input type="checkbox"/>
Previous State/Province : <input type="text"/> 	W-9 Received : <input type="checkbox"/>
Previous Country : <input type="text"/> 	W-9 Received Date : <input type="text"/> 
	W-8 Received : <input type="checkbox"/>
	W-8 Received Date : <input type="text"/> 
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 05/21/1998 
	Active To : <input type="text"/> 
	Last Usage Date : 05/31/2024
	Department : <input type="text"/> 
	Unit : <input type="text"/> 

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- ▶ Organization
- ▶ Disbursement Options
- ▶ Prenote/EFT
- ▶ Remittance Advice
- ▶ Vendor Terms
- ▶ Accounts Receivable
- ▶ eMALL
- ▶ Location Information

▶ Fee and Vendor Compliance Holds

<b>Fee Exempt :</b> <input type="checkbox"/>	<b>Tax Clearance :</b> <input type="checkbox"/>
<b>Registration Application Date :</b> 08/01/2014 	<b>Unemployment Insurance :</b> <input type="checkbox"/>
<b>Registration Effective Date :</b> 08/01/2014	<b>Worker's Compensation :</b> <input type="checkbox"/>
<b>Registration Expiration Date :</b> 08/01/2015	<b>Secretary of State Registration :</b> <input type="checkbox"/>
<b>Pre-Registration Code :</b> <input type="text"/>	<b>Federal Debarred :</b> <input type="checkbox"/>

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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Vendor/Customer

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✓ 000000232350	CONTEMPORARY SERVICES CORP		Active	Inactive	

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Vendor/Customer : 000000232350	Restrict Use by Department : <input type="checkbox"/>
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Vendor Active Status : Active ▼	Third Party Only : <input type="checkbox"/>
Vendor Approval Status : Complete	Third Party Vendor : <input type="checkbox"/>
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