

# Purchase Change Request



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

**Order #**  
MU22ELECTRIC

FY 25	Buyer LL	Date 01/29/2025	Account Varies	P.O. Date 07/11/2022	Contract MU22ELECTRIC
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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 checked="" 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. <b>Dixon Electric Systems &amp; Contracting Inc</b> 3352 Norwood Rd Huntington, WV 25705	Vendor Code <b>550760019</b>	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 align="center"><b>Change Order # 4</b></p> <p align="center">Electrical Contractor Services</p> <p>To amend the contract 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 add and include as part of this contract, 2% B&amp;O tax per Code 10 on the City of Huntington Business and Occupation Tax Return form.</p> <p>Renewal Effective Date: 07/01/2024 - 06/30/2025 Renewal two (2) of four (4) Renewals Remaining: two (2) one-year renewals</p> <p>Vendor contact: Joy Mayenchein, joy@dixonelectrical.com, 304-523-2712</p>		

Reason for Change: 1. To add and include as part of this contract, 2% B&O tax per Code 10 on the City of Huntington Business and Occupation Tax Return form.	Previous Total	\$ Open-End
	Increase	\$ -
	Decrease	\$ -
	New Total	\$ Open-End

Approved: Michelle H. Greder 2.10.2025  
Authorized Signature Date

N/A  
Attorney General if required Date



# FINANCE DIVISION

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 City of Huntington  
**Finance Division**  
 P.O. Box 1659 | Huntington, WV 25717  
 (304) 696-5540, option 4  
 finance@huntingtonwv.gov

## Business and Occupation Tax Return

Location of Business:

Name of Business:

Filing Period Dates:

Business Name and Mailing Address:

Due Date:

Account #:

Account Renewal #:

### COMPUTATION OF BUSINESS & OCCUPATION (B&O) TAX (SEE REVERSE SIDE FOR INSTRUCTIONS)

Code	Business Classifications	Gross Sales Amount	Tax Rate Multiplier	Tax Due
1	Value of Production of Natural Resources (1%)		.01	\$
2	Natural Gas in Excess of \$5,000.00 (1%)		.01	
3	Limestone or Sandstone Quarried or Mined (0.80%)		.008	
4	Manufacturers (0%)		.00	
5	Retailers, Restaurants, and Others (0%)		.00	
6	Wholesalers (0.15%)		.0015	
7	Electric Power Companies (sales and demand charges domestic purposes); Water Companies (4%)		.04	
8	Electric Power Companies (all other sales and demand charges); Natural Gas Companies (3%)		.03	
9	All Other Public Utilities (2%)		.02	
10	Contractors (total labor and materials) (2%) <b>Complete Schedule C on reverse side</b>		.02	
11	Amusement (0.5%)		.005	
12	Service and All Other Business (0.5%)		.005	
13	Rents and Royalties (1%) <b>Complete Schedule A on reverse side</b>		.01	
14	Small Loans and Industrial Loan Business (1%)		.01	
15	Banking and Other Financial Businesses (1%)		.01	
<b>Business and Occupation (B&amp;O) Tax Due</b>				\$
<b>INTEREST:</b> For late filing, multiply 8% per annum from due date until return paid.				
<b>PENALTIES:</b> For late filing, ADD 5% of Tax Due ONE MONTH after quarter ending dates, plus 1.5% for each succeeding month or fraction thereof, not to exceed a maximum of 25%.				
<b>Total Tax Due and Payable</b>				\$

I declare under penalties of perjury, that this return, including any accompanying schedules and statements, has been examined by me and to the best of my knowledge and belief, is a true, correct, and complete return.

Tax Preparer Information			
EIN:	Phone Number:	Email Address:	
Name:	Signature:	Date:	

<b>SCHEDULE A – RENTAL PROPERTY</b> (Attach an additional sheet if necessary.)				
Property Address	No. of Units	Tenant Type: Commercial/Residential		Gross Rent
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
		<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential	
<b>Total Gross Rent</b>				\$

Carry total to Gross Sales Amount (Code 13) on front of return

<b>SCHEDULE C – CONTRACTING BUSINESS</b> (Attach an additional sheet if necessary.)			
Project Name	Location	Check If Job Is Completed	Gross Income
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
<b>Total Gross Income (labor and materials)</b>			\$

Carry total to Gross Sales Amount (Code 10) on front of return

### INSTRUCTIONS

1. Identify your Business Classification(s) and rate(s) from the table in front of the return.
2. Determine your total gross sales for each classification and enter it in the appropriate box.
  - A. Gross sales are the total revenue received before any deductions or allowances.
  - B. Gross sales should not include Federal or State Excise and Sales Taxes.
3. Calculate your taxes: multiply gross sales by the rate. (e.g., \$10,000 in service gross sales times by the rate multiplier of .005 (.5%) equals a B&O tax due of \$50.00).
4. Avoid delinquent notices and tax assessments; indicate on the return if no sales were made in the filing period and submit by the due date.
5. Signature and all preparer information must be completed on the first page.
6. If your name and/or address on the form is wrong, mark it and write the correct information.
7. Returns are due 30 days after each quarter (Q1: Jan-Mar, Q2: Apr-Jun, Q3: Jul-Sep, and Q4: Oct-Dec).
8. Interest and penalties will apply after the due date.
9. Submit your return:
  - **In-person** at City Hall in Room 103, 800 5<sup>th</sup> Avenue, Huntington, WV 25701, and pay via cash, check, Visa, Discover or MasterCard. Please note that an additional 3.75% (minimum of \$2.50) service fee will be applied to all credit card transactions.
  - **By mail** to City of Huntington B&O Tax PO Box 1659, Huntington, WV 25717, and pay via check. Please make checks payable to the "City of Huntington." Credit card payments will not be accepted through mail.
  - **Online** email your return to [finance@huntingtonwv.gov](mailto:finance@huntingtonwv.gov). Once your return has been processed, you will receive an email stating you can submit payment online at [cityofhuntington.com](http://cityofhuntington.com) via e-check (additional \$1.95 processing fee) or Visa, Discover, or MasterCard (additional 3.75% service fee, minimum of \$2.50 per transaction).



10. For questions, call (304) 696-5540 (extension 4) or email [finance@huntingtonwv.gov](mailto:finance@huntingtonwv.gov). Our office is open Monday through Friday from 8:00 a.m. to 4:00 p.m., except for holidays.

June 7, 2024

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

RE: MU Electrical Maintenance Agreement Renewal (MU22ELECTRIC)

To Whom It May Concern,

We received your notice regarding the renewal of our MU Maintenance Agreement set to expire on June 30, 2024. We would like to negotiate new rates since our union benefits increased by 4.7%.

We request our rates to be the following:

<b>Normal Business Hours:</b>	<b>Old Rates</b>	<b>New Proposed Rates</b>
Electrical Journeyman	\$76.95	<b>\$80.57</b>
Electrical Apprentice	\$69.55	<b>\$72.82</b>
<b>Outside Normal Business Hours:</b>		
Electrical Journeyman	\$92.34	<b>\$96.68</b>
Electrical Apprentice	\$83.47	<b>\$87.39</b>
<b>Overtime Hours:</b>		
Electrical Journeyman	\$115.43	<b>\$120.86</b>
Electrical Apprentice	\$104.33	<b>\$109.23</b>
<b>Material Markup</b>	5%	<b>5% (Remains the same)</b>
Call During Reg. Work Hrs Trip Charges (Per Trip)	\$75.00	<b>\$75.00</b>
Call Outside Reg. Work Hrs Trip Charges (Per Trip)	\$95.00	<b>\$95.00</b>

This is a 4.7% 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

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	

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▼ **General Info**

Vendor/Customer : 000000209727	Restrict Use by Department : <input type="checkbox"/>
Legal Name : DIXON ELECTRICAL SYSTE	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 : DIXON ELECTRICAL SYSTE	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 : 03/27/2024
	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 : 01/29/2025
	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 : 12/02/2024	Unemployment Insurance : <input type="checkbox"/>
Registration Effective Date : 12/27/2024	Worker's Compensation : <input type="checkbox"/>
Registration Expiration Date : 12/27/2025	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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