

Purchase Change Request



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

Order #
MU24SAFERENT

FY 24	Buyer LL	Date 03/24/2025	Account Various	P.O. Date 04/09/2024	Contract MU24SAFERENT
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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 <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	<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
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Vendor Name, Address, Phone #, etc. College Products 1400 W 1st Street Sioux City, IA 51103	Vendor Code 27-2791764	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 525-414-8045	Fax	FEIN# 27-2791764

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # 1</p> <p>To make the following changes according to all terms, conditions, pricing, and specifications contained in the original contract and all authorized change orders.</p> <p>1. To renew the contract</p> <p>Renewal Term: 05/01/2025 - 04/30/2026 Renewal: One (1) of Four (4) Renewals Remaining: Three (3)</p> <p>Contract Contact: aaron@collegeproducts.com</p>		

Reason for Change: 1. To renew the contract	Previous Total	\$ OPEN-END
	Increase	\$
	Decrease	\$
	New Total	\$ OPEN-END

Approved: Michelle Wheeler 3.28.2025
 Authorized Signature Date

[Signature] 3-26-25
 Attorney General if required Date



Student Purchase: QuicKey™ Personal Safes

March 4, 2024

Pricing:

The below pricing shows the price plus tax and processing* to give the final price to the students. The commission is based on 7% of the base price and is listed under each term pricing.

One Semester Rental: \$65.00
Commission: \$4.55

Academic Year Rental (Fall & Spring Semesters): \$85.00
Commission: \$5.95

12 Month Yearly Rental (Fall, Spring & Summer Semesters): \$105.00
Commission: \$7.35

5 Week Summer Term: \$55.00
Commission: \$3.85

10 Week Summer Term: \$65.00
Commission: \$4.55

Purchase: \$145.00
Commission: \$10.15

*Please note that the tax was figured at 8.25% plus a processing fee of 3.88%



Office of Purchasing

Renewal Letter

February 17, 2025

VIA ELECTRONIC MAIL: aaron@collegeproducts.com

Mr. Aaron Quinn
College Products
National Sales Director
1400 W. 1st Street
Sioux City, IA 51103

Re: Contract Renewal for MU24SAFERENT

Dear Mr. Quinn:

The above referenced contract expires on April 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, MU24SAFERENT, effective May 1, 2025 through April 30, 2026 under the same terms and conditions as the original contract including all approved change orders.

Please return the executed letter and purchasing affidavit via email at your earliest convenience.

If you have any questions, please feel free to contact me at lemonl@marshall.edu.

Sincerely,

Lecann Lemon
Contract Specialist

I agree to the current MU24SAFERENT 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

3/11/25
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: College Products, Inc.

Authorized Signature: *[Signature]* Date: 3/12/25

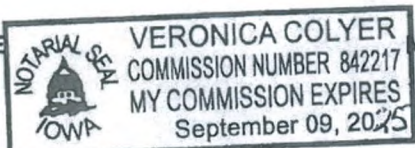
State of Iowa

County of Woodbury, to-wit:

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

My Commission expires September 9, 2025.

AFFIX SEAL HERE



NOTARY PUBLIC Veronica Colyer

Veronica Colyer Purchasing Affidavit (Revised 01/19/2018)