



State of West Virginia Agency Master Agreement

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.

Order Date: 2025-11-17

Order Number: AMA 0603 0603 ADJ2400000004 5	Procurement Folder: 1336906
Document Name: Casual Clothing & Polo Shirts for Challenge Academies	Reason for Modification: Change Order 04: To Renew Contract
Document Description: Change Order 4	
Procurement Type: Agency Master Agreement	
Buyer Name: Nancy C Baire	
Telephone: 304-561-6449	
Email: baire4@yahoo.com	
Shipping Method: Best Way	Effective Start Date: 2023-12-01
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2026-11-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000202972 SENECA DESIGNS INC 890 INDUSTRIAL PK RD ELKINS WV 26241 US Vendor Contact Phone: 304-636-1639 Extension: Discount Details: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 5%;"></th> <th style="width: 15%;">Discount Allowed</th> <th style="width: 40%;">Discount Percentage</th> <th style="width: 40%;">Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Nancy C Baire Requestor Phone: 304-561-6449 Requestor Email: nancy.c.baire.nfg@army.mil
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
STATE FINANCE ADJUTANT GENERALS OFFICE 1703 COONSKIN DR CHARLESTON WV 25311-1085 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount:	Open End
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Cara M. Suppa
 DEPARTMENT AUTHORIZED SIGNATURE
 SIGNED BY : Cara M Suppa
 DATE: 2025-11-17
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 04 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: December 01, 2025 through November 30, 2026.

Renewal Years/Months Remaining: 01

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	53102900			EA	\$5.25
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: Port & Company T-shirtsX-Large Youth (equals our XS Adult)

Extended Description:

T-shirts - X-Large Youth equals our XS Adult
PC61Y (Port & Company)
Specify color & quantity on order form.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	53102900			EA	\$5.25
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: Port & Company T-shirts Specify Small, Medium, Large, X

Extended Description:

T-shirts - Small, Medium, Large, X-Large
PC450 (Port & Company)
Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	53102900			EA	\$7.07
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: Port & Company T-shirts2X Large

Extended Description:

T-shirts - 2X-Large
PC450 (Port & Company)
Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	53102900			EA	\$8.37
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: Port & Company T-shirts3XL & 4XL

Extended Description:

T-shirts - 3X-Large & 4X-Large
 PC450 (Port & Company)
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	53102900			EA	\$12.10
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Sport-Tek ShortsXs, Small, Med, Lg, XL

Extended Description:

Shorts - XS, Small, Medium, Large, or XL
 ST310
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	53102900			EA	\$13.18
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Sport-Tek Shorts2XL

Extended Description:

Shorts - 2XL
 ST310
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	53102900			EA	\$14.92
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Sport-Tek Shorts3XL

Extended Description:

Shorts -3XL
 ST310
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	53102900			EA	\$15.86
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Sport-Tek Shorts4XL

Extended Description:

Shorts -4XL
 ST310
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	53102900			EA	\$9.98
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Gildan Sweatshirts Youth XL (which equals our X-Small Adult)

Extended Description:

Sweatshirts XL Youth (equals our X-Small Adult)
 18000B (Gildan Youth XL)
 Specify color & quantity on order form.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	53102900			EA	\$9.98
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Port & Company Sweatshirts Small, Med, Large, XL

Extended Description:

Sweatshirts,- Small, Medium, Large, Extra Large
 PC (Port & Company)
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	53102900			EA	\$11.78
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Port & Company Sweatshirts 2XL

Extended Description:

Sweatshirts 2XL
 PC78 (Port & Company)
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	53102900			EA	\$12.94
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Port & Company Sweatshirts 3XL & 4 XL

Extended Description:

Sweatshirts 3XL & 4XL
 PC78 (Port & Company)
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	53102900			EA	\$11.95
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Port & Company Sweatpants X-Small, Small, Med, Large, XL

Extended Description:

Sweatpants,- X-Small, Small, Medium, Large, Extra Large
 PC (Port & Company)
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	53102900			EA	\$14.78
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Port & Company Sweatpants 2XL

Extended Description:

Sweatpants,- 2XL
 PC (Port & Company)
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	53102900			EA	\$15.51
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Port & Company Sweatpants 3XL & 4XL

Extended Description:

Sweatpants,- 3XL & 4XL
 PC (Port & Company)
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	53102900			EA	\$49.25
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Polo Shirt (Tactical Men's Snag-Free Performance SS 5.11)

Extended Description:

Short Sleeve Polo 5.11 style; 100 Jersey-knit polyester, moisture wicking
 X-Small, Small, Medium, Large, XL, 2XL
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	53102900			EA	\$5.25
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Polo Shirt (Tactical Men's Snag-Free Performance SS 5.11)

Extended Description:

Short Sleeve Polo 5.11 style; 100 Jersey-knit polyester, moisture wicking
 3XL & 4XL
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	53102900			EA	\$11.95
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Jersey Knit Polo Shirt - Jerzees XS, Small, Med, Lg, XL

Extended Description:

Jerzees SpotShield 5.4 oz Jersey Knit Polo 437M 50/50 Cotton/poly pre-shrunk jersey with stain-resistant finish
 XS, Sm, Med, Lg, XL
 Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	53102900			EA	\$14.78
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Jersey Knit Polo Shirt - Jerzees 2XL

Extended Description:

Jerzees SpotShield 5.4 oz Jersey Knit Polo 437M 50/50 Cotton/poly pre-shrunk jersey with stain-resistant finish
2XL
Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	53102900			EA	\$15.51
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Jersey Knit Polo Shirt - Jerzees 3XL & 4XL

Extended Description:

Jerzees SpotShield 5.4 oz Jersey Knit Polo 437M 50/50 Cotton/poly pre-shrunk jersey with stain-resistant finish
3XL & 4XL
Specify color & quantity on order form

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	45111816			EA	\$3.15
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: SMALL Logo's for t-shirts & sweatshirts

Extended Description:

Small Logo
Specify Logo # & Color
HT5475, HT6322, HT6124, HT6182

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	45111816			EA	\$4.15
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: MEDIUM Logo for t-shirts & sweatshirts

Extended Description:

MEDIUM Logo - ONLY HT6125 in White
Specify Logo # & Color

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	45111816			EA	\$5.25
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: LARGE Logo's for t-shirts & sweatshirts

Extended Description:

Large Logo
Specify Logo # & Color
HT5476 & HT6183

	Document Phase	Document Description	Page
ADJ2400000004	Final	Change Order 4	7

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
1703 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1085

November 11, 2025

ATTN: Michael Jackson, Director
Seneca Designs, Inc.
890 Industrial Park Rd.
Elkins, WV 26241

REF: AMA ADJ2400000004 - Change Order No. 04 – Casual Clothing & Polo Shirts for Challenge Academies

Dear Mr. Jackson:

Our current contract expires on November 30, 2025. If you agree to renew the contract with new pricing according to all terms, conditions, and specifications contained in the original contract and all authorized change orders for the period noted below, please sign and date at the bottom of this document.

Effective Date of Renewal: December 1, 2025 to November 30, 2026

Renewals Remaining: 2

Michael Jackson
(Authorized Signature)

11/17/25
(Date)

If you have any questions regarding this request for documentation, please contact me.

Sincerely,

Cara M. Suppa

Cara M. Suppa
Procurement Analyst, MCA
WV ADJ GEN/WVMA
304-561-6481
Cara.M.Suppa.nfg@army.mil

AMA ADJ240000004 (Seneca Designs) & all change orders	Price	Changed
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Comm. Line	Casual Clothing - Shirts	Commodity Lines 1, 2, 3, 4	Item #	Original PO	C.O. # 1-3	C.O. # 4
1	Port & Company T-shirts (XS Adult)		PC61Y	\$5.00		\$5.25
2	Port & Company T-shirts (Small - XL)		PC450	\$5.00		\$5.25
3	Port & Company T-shirts (2XL)		PC450	\$6.82		\$7.07
4	Port & Company T-shirts (3XL & 4XL)		PC450	\$8.12		\$8.37

Comm. Line	Casual Clothing - Shorts	5, 6, 7, 8	Item #	Original PO	C.O. # 1-3	C.O. # 4
5	Sport-Tek Shorts (XS - XL)		ST310	\$11.85		\$12.10
6	Sport-Tek Shorts (2XL)		ST310	\$12.93		\$13.18
7	Sport-Tek Shorts (3XL)		ST310	\$14.67		\$14.92
8	Sport-Tek Shorts (4XL)		ST310	\$15.61		\$15.86

Comm. Line	Casual Clothing - Sweatshirts	9, 10, 11, 12	Item #	Original PO	C.O. # 1-3	C.O. # 4
9	Gildan Sweatshirts (XS Adult)		18000B	\$9.73		\$9.98
10	Port & Company Sweatshirts (Small - XL)		PC78	\$9.73		\$9.98
11	Port & Company Sweatshirts (2XL)		PC78	\$11.53		\$11.78
12	Port & Company Sweatshirts (3XL & 4XL)		PC78	\$12.69		\$12.94

Comm. Line	Casual Clothing - Sweatpants	13, 14, 15	Item #	Original PO	C.O. # 1-3	C.O. # 4
13	Port & Company Sweatpants (XS - XL)		PC90P	\$11.70		\$11.95
14	Port & Company Sweatpants (2XL)		PC90P	\$14.53		\$14.78
15	Port & Company Sweatpants (3XL & 4XL)		PC90P	\$15.26		\$15.51

Comm. Line	Polo Shirts	16, 17, 18, 19, 20	Item #	Original PO	C.O. # 1-3	C.O. # 4
16	Polo Shirt (Tactical Men's Snag-Free Performance SS 5.11) (XS - 2XL)		511	\$49.00		\$49.25
17	Polo Shirt (Tactical Men's Snag-Free Performance SS 5.11) (3XL & 4XL)		511	\$53.00		\$5.25
18	Jerzey Knit Polo Shirt - Jerzees (XS - XL)		437M	\$11.70		\$11.95
19	Jerzey Knit Polo Shirt - Jerzees (2XL)		437M	\$14.53		\$14.78
20	Jerzey Knit Polo Shirt - Jerzees (3XL & 4XL)		437M	\$15.26		\$15.51

Comm. Line	Logos	21, 22, 23	Item #	Original PO	C.O. # 1-3	C.O. # 4
21	SMALL Logo's for t-shirts & sweatshirts		See list	\$3.15		
22	MEDIUM Logo for t-shirts & sweatshirts		See list	\$4.15		
23	LARGE Logo's for t-shirts & sweatshirts		See list	\$5.25		

WV OASIS COMMODITY LINES - AMA ADJ240000004 Casual Clothing
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