



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Delivery Order

Order Date: 01-21-2025

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

Order Number:	CDO 0216 0216 FIN2200000003 11	Procurement Folder:	977726
Document Name:	Finance the Purchase of 5 Vehicles	Reason for Modification:	
Document Description:	Contract #FINANCE21, Appendix 2021-09	Change Order #1 - Vehicle Buyout	
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 FINANCE21 11
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000191232 BANC OF AMERICA PUBLIC CAPITAL CORP BANK OF AMERICA CENTER RICHMOND VA 232193500 US Vendor Contact Phone: 804-788-3345 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>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: Kenneth H Yoakum Requestor Phone: (304) 558-2106 Requestor Email: kenny.h.yoakum@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E PO BOX 50121 CHARLESTON WV 25305-0121 US	FINANCE DIVISION DEPARTMENT OF ADMINISTRATION BLDG 17 2101 WASHINGTON ST E CHARLESTON WV 25305 US

Total Order Amount: \$153,990.03

Purchasing Division's File Copy

MA 01/23/2025
PURCHASING DIVISION AUTHORIZATION
DATE: 1/24/25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 1-24-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

CHANGE ORDER NO. 1
ISSUED FOR VEHICLE BUYOUT AND REDUCTION IN FUTURE PAYMENTS.
THERE WILL BE A SMALL SAVINGS IN INTEREST.
EFFECTIVE DATE: 02/01/2025.

APPENDIX 2021-09

EFFECTIVED DATE: 12/16/2021
TO FINANCE THE PURCHASE OF 5 VEHICLES: AMOUNT FINANCED: \$154,038.72
WITH 48 MONTHLY PAYMENTS OF: \$3,209.14
WITH THE FIRST PAYMENT DUE: 2/1/2022
THE FINAL PAYMENT DUE: 1/1/2026
INTEREST RATE OF: 1.4193%
FOR THE FOLLOWING CDO'S: FLT22*02, FLT22*03 AND FLT22*05.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	84101703	0.00000		\$0.0000	\$115,529.04
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-01-01	2026-01-01			2021-12-16	

Commodity Line Description: Financing Agreement

Extended Description:

APPENDIX 2021-09

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	84101703	0.00000		\$0.0000	\$6,942.14
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-01-01	2026-01-01			2021-12-16	

Commodity Line Description: CO# 1 Appendix 2021-09 Finance of Vehicle Buyout.

Extended Description:

APPENDIX 2021-09 CHANGE ORDER NO. 1 - BUYOUT OF TOTALED VEHICLE.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	84101703	0.00000		\$0.0000	\$31,518.85
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-01-01	2026-01-01			2021-12-16	

Commodity Line Description: Future Payments CO# 1 Appendix 2021-09 Finance of Vehicles.

Extended Description:

APPENDIX 2021-09 - RELECTS NEW AMORTIZATION SCHEDULE FOR FUTURE PAYMENTS AFTER BUYOUT.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2310 Kanawha Blvd. E
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25311

M E M O R A N D U M

TO: Patty Johns
Carrie Looney
Finance Division

FROM: Lori Harper, Fleet Coordinator
Fleet Management Division

DATE: December 26, 2024

SUBJECT: Request for Title of a Vehicle

The Department of Motor Vehicles is unable to provide us with a clear title to this vehicle which states that the lien holder is as listed below:

Banc of America Public Capitol Corp.

For vehicle: **1FMSK8BB1NGB20884 – 2022 FORD EXPLORER.**

Please request a lien release for this vehicle which was processed on Appendix # 2021-09.

If you have any questions, please feel free to contact me at 304-352-6079. Thank you.



AIG Property & Casualty
Charleston, West Virginia
P.O. Box 25670
Shawnee Mission,
Kansas 66225
www.aig.com

Julia Perdue
Fast Track
Claim Representative
T 1 304 357 4632
F 1 855 400 8629
Julia.perdue@aig.com

December 26, 2024

Ms. Lori M. Harper, Fleet Assistant
WV Department of Administration
2310 Kanawha Boulevard East
Charleston, West Virginia 25311

RE: Claim Number : 502-108799-001
 Insured : WV Department of Administration
 Date of Loss : November 7, 2024
 Insured : Dept of Labor
 Insured Vehicle : 2022 Ford Explorer
 1FMSK8BB1NGB20884

Dear Ms. Harper:

AIG Property & Casualty is the claims administrator for National Union Fire Insurance Company of Pittsburgh, PA which issued policy number CA 009812749 to the State of West Virginia / Department of Administration. Please be advised that I am the adjuster handling this claim and all future correspondence should be directed to my attention.

Please be advised Alacrity Appraisals inspected and appraised the damages to the above captioned vehicle in the amount of \$20,580.76 deeming the vehicle a constructive total loss. The following is the breakdown:

Value		\$ 29,294.00
Conditional Adjustment	-	<u>\$ 1,773.00</u>
		\$ 27,521.00
Deductible	-	<u>\$ 1,000.00</u>
Settlement		\$ 26,521.00

The total loss documents will be forthcoming by separate mailing. After receipt of the title and total loss documents, a check will be issued to the WV Department of Administration in the amount of \$26,521.00. We have notified our salvage department to pick up the vehicle.



If you should have any questions regarding this matter, please feel free to contact me.

Very truly yours,

Julia Perdue

Julia Perdue
Claim Representative

Enclosure

Compound Period: Monthly

1/21/2025 12:24 PM Page 1

Nominal Annual Rate: 1.419%

2021-09 FIN22*3

AMORTIZATION SCHEDULE - Normal Amortization

	Date	Payment	Interest	Principal	Balance		<u>Principal</u>	<u>Interest</u>
Loan	12/16/2021				149,633.40			
1	2/1/2022	3,209.14	261.83	2,947.31	146,686.09			
2	3/1/2022	3,209.14	171.12	3,038.02	143,648.07			
3	4/1/2022	3,209.14	167.57	3,041.57	140,606.50			
4	5/1/2022	3,209.14	164.02	3,045.12	137,561.38			
5	6/1/2022	3,209.14	160.47	3,048.67	134,512.71			
6	7/1/2022	3,209.14	156.92	3,052.22	131,460.49	FY22	18,172.91	1,081.93
7	8/1/2022	3,209.14	153.35	3,055.79	128,404.70			
8	9/1/2022	3,209.14	149.79	3,059.35	125,345.35			
9	10/1/2022	3,209.14	146.22	3,062.92	122,282.43			
10	11/1/2022	3,209.14	142.65	3,066.49	119,215.94			
11	12/1/2022	3,209.14	139.07	3,070.07	116,145.87			
12	1/1/2023	3,209.14	135.49	3,073.65	113,072.22			
13	2/1/2023	3,209.14	131.90	3,077.24	109,994.98			
14	3/1/2023	3,209.14	128.31	3,080.83	106,914.15			
15	4/1/2023	3,209.14	124.72	3,084.42	103,829.73			
16	5/1/2023	3,209.14	121.12	3,088.02	100,741.71			
17	6/1/2023	3,209.14	117.52	3,091.62	97,650.09			
18	7/1/2023	3,209.14	113.91	3,095.23	94,554.86	FY23	36,905.63	1,604.05
19	8/1/2023	3,209.14	110.30	3,098.84	91,456.02			
20	9/1/2023	3,209.14	106.69	3,102.45	88,353.57			
21	10/1/2023	3,209.14	103.07	3,106.07	85,247.50			
22	11/1/2023	3,209.14	99.45	3,109.69	82,137.81			
23	12/1/2023	3,209.14	95.82	3,113.32	79,024.49			
24	1/1/2024	3,209.14	92.19	3,116.95	75,907.54			
25	2/1/2024	3,209.14	88.55	3,120.59	72,786.95			
26	3/1/2024	3,209.14	84.91	3,124.23	69,662.72			
27	4/1/2024	3,209.14	81.26	3,127.88	66,534.84			
28	5/1/2024	3,209.14	77.62	3,131.52	63,403.32			
29	6/1/2024	3,209.14	73.98	3,135.16	60,268.16			
30	7/1/2024	3,209.14	70.31	3,138.83	57,129.33	FY24	37,425.53	1,084.15
31	8/1/2024	3,209.14	66.64	3,142.50	53,986.83			
32	9/1/2024	3,209.14	62.88	3,146.26	50,840.57			
33	10/1/2024	3,209.14	59.31	3,149.83	47,690.74			
34	11/1/2024	3,209.14	55.63	3,153.51	44,537.23			
35	12/1/2024	3,209.14	51.96	3,157.18	41,380.05			
36	1/1/2025	3,209.14	48.27	3,160.87	38,219.18			
37	2/1/2025	3,209.14	44.56	3,164.58	35,054.60		22,074.73	389.25
38	2/1/2025	6,942.14	0.00	6,942.14	28,112.46	Buyout	6,942.14	0
39	3/1/2025	2,573.61	33.01	2,540.60	25,571.86			
40	4/1/2025	2,573.61	30.01	2,543.60	23,028.26			
41	5/1/2025	2,573.61	27.00	2,546.61	20,481.64			
42	6/1/2025	2,573.61	23.98	2,549.63	17,932.02			
43	7/1/2025	2,573.61	20.97	2,552.64	15,379.38	FY25	12,733.08	134.97
44	8/1/2025	2,573.61	17.95	2,555.66	12,823.72			
45	9/1/2025	2,573.61	14.93	2,558.68	10,265.03			
46	10/1/2025	2,573.61	11.90	2,561.71	7,703.32			
47	11/1/2025	2,573.61	8.87	2,564.74	5,138.58			
48	12/1/2025	2,573.61	5.84	2,567.77	2,570.81			
49	1/1/2026	2,573.61	2.80	2,570.81	0.00	FY26	15,379.37	62.29
Grand Totals		153,990.03	4,356.63	149,633.40			149,633.40	4,356.63

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: _____ Date: _____ Solicitation No. _____	Agency: Finance Division <hr/> Procurement Officer Submitting Requisition: Carrie Looney <hr/> Requisition No. CDO FIN22*3 - Change Order No. 1 <hr/> PF No.: _____
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**

12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**
13. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
14. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in wvOASIS. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
15. **Office of Technology CIO pre-approval.** See #11.
16. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
17. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.

Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at www.state.wv.us/admin/purchase/byrassign.pdf.

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Business Organization Detail

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BANC OF AMERICA PUBLIC CAPITAL CORP

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/9/2006		8/9/2006	Foreign	Profit			

Organization Information			
Business Purpose	5324 - Real Estate and Rental and Leasing - Rental and Leasing Services - Commercial/Industrial Equip Rental and Leasing construction, transportation, mining, forestry, commercial air, rail, water, office)		Capital Stock
Charter County		Control Number	87351
Charter State	KS	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	C/O CT CORPORATION SYSTEM 1627 QUARRIER ST CHARLESTON, WV, 25311
Mailing Address	555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104 USA
Notice of Process Address	C T CORPORATION SYSTEM 9038 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104 USA
Type	Address

Officers	
Type	Name/Address
Director	JEAN M. BELL 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
Director	ANDREW R. BROWN 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
President	GEOFFREY R. CULM 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
Secretary	BRAD KOSTER 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
Treasurer	STEVEN F. THOMAS 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
Vice-President	NATHAN A. BARTH 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
Type	Name/Address

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For more information, please contact the Secretary of State's Office at 304-558-8000.



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