



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

State of West Virginia  
**Purchase Order**

Order Date: 02-19-2025

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:	CPO 1400 1400 AGR2400000008 3	Change Order No:	Procurement Folder:	1328607
Document Name:	Emergency Plan Development Contractor	Reason for Modification: Change Order No. 1  To Issue Notice to Proceed		
Document Description:	Emergency Plan Development Contractor			
Procurement Type:	Central Purchase Order			
Buyer Name:	Larry D McDonnell			
Telephone:	304-558-2063			
Email:	larry.d.mcdonnell@wv.gov			
Shipping Method:	Best Way	Effective Start Date:	2024-10-01	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-30	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000022714 SES INC 10901 W 84TH TERRACE STE 175  LENEXA KS 66214 US Vendor Contact Phone: 9133070046 Extension: 10016  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>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Rita Gainer Requestor Phone: (304) 373-2308 Requestor Email: rgainer@wvda.us  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES  1900 KANAWHA BLVD E  CHARLESTON WV 25305-0173  US	AUTHORIZED RECEIVER 304-538-2397 AGRICULTURE DEPARTMENT OF MOOREFIELD FIELD OFFICE  60B INDUSTRIAL PARK RD  MOOREFIELD WV 26836-0302  US

CR 3-3-25

Total Order Amount: \$82,400.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 2/25/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 2/25/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 2/25/25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No. 1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Contract Term 10/1/24 through 9/30/25 Ref 4.2.2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101504	0.00000		0.000000	26300.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Phase One**Extended Description:**

Phase One

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101504	0.00000		0.000000	12000.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Phase Two**Extended Description:**

Phase Two

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101504	0.00000		0.000000	1800.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Phase Three**Extended Description:**

Phase Three

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101504	0.00000		0.000000	33800.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Phase Four**Extended Description:**

Phase Four

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101504	0.00000		0.000000	8500.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Phase Five**Extended Description:**

Phase Five

## West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



February 10, 2025

Bryan Deimeke, Senior Consultant  
SES, Inc.  
10901 West 84<sup>th</sup> Terrace, Suite 175  
Lenexa, Kansas 66214

Re: CPO AGR 24\*8

Dear Mr. Deimeke:

This is your official Notice to Proceed for CPO AGR24\*8, Emergency Plan Development Contractor. Your Notice to Proceed period will begin effective October 1, 2024, and will be completed by September 30, 2025.

If you have any questions concerning this, feel free to contact me at (304) 558-2221.

Sincerely,

A handwritten signature in dark ink, appearing to read "Alan Clemans", is written over a circular stamp or seal.

Alan Clemans, CFO-Director  
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170

physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312

telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

# West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner

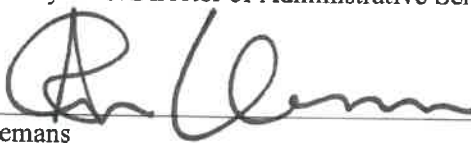


## MEMORANDUM

TO: State of WV Auditor's Office  
RE: CPO 24\*8 – SES INC

Notice to Proceed was erroneously not submitted when work began and it was brought to our attention upon submission of the invoice of SES Inc. This Change Order is to correct that omission.

Approved by CFO/Director of Administrative Services

  
Alan Clemans

Date

2/28/25

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009  
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312  
telephone: 304-558-3550 · fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its programs and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.

*Back date  
approved  
[Signature]*

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

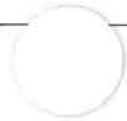
*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

**SES, INC.**

#### Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/28/2020		7/28/2020	Foreign	Profit			

#### Organization Information

<b>Business Purpose</b>	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)			<b>Capital Stock</b>				
<b>Charter County</b>	Kanawha			<b>Control Number</b>				
<b>Charter State</b>	KS			<b>Excess Acres</b>				
<b>At Will Term</b>				<b>Member Managed</b>				
<b>At Will Term Years</b>				<b>Par Value</b>				
<b>Authorized Shares</b>				<b>Young Entrepreneur</b>	No			

Addresses	
Type	Address
<b>Local Office Address</b>	10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
<b>Mailing Address</b>	10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214 USA
<b>Notice of Process Address</b>	SES, INC. 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
<b>Principal Office Address</b>	10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	ERIC HESS 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
<b>Director</b>	PATRICK SPLICHAL 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
<b>President</b>	ERIC HESS 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
<b>Secretary</b>	PATRICK SPLICHAL 10901 WEST 84TH TERRACE SUITE 175 LENEXA, KS, 66214
Type	Name/Address

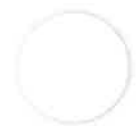
## Annual Reports

Filed For
2025
2024
2023
2022
2021
Date filed

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

Tuesday, February 25, 2025 — 1:56 PM

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e.g. 123456789, Smith Corp

"SES, Inc." ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▲

- ☒ Ineligible (Proceedings Pending)
- ☒ Ineligible (Proceedings Complete)
- ☒ Prohibition/Restriction
- ☒ Voluntary Exclusion

- Exclusion Program ▼
- Location ▼
- Dates ▼

Reset



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We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

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Feedback



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Burly D. McDougal</u> Date: <u>2/25/20</u> Solicitation No. <u>CPO AGR24 *08 c/o 1</u>	Agency: West Virginia Department of Agriculture Procurement Officer Submitting Requisition: Rita Gainer Requisition No. CPO AGR24*8 PF No.: 1328607
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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

#### FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: \_\_\_\_\_

