



State of West Virginia Agency Purchase Order

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: 02-10-2026

| | | |
|---|---------------------------|------------------------------------|
| Order Number: APO 0439 0439 EBA2600000107 1 | Change Order No: 0 | Procurement Folder: 1902486 |
| Document Name: EBAr77754, UNIVERSAL ENGINEERING & CONSTRUCTING LLC | | Reason for Modification: |
| Document Description: MC generator troubleshoot & repair services Agency Emergency | | |
| Procurement Type: Agency Purchase Order | | |
| Buyer Name: Cecil Dale Malcomb | | |
| Telephone: (304) 254-7858 | | |
| Email: dmalcomb@wvpublic.org | | |
| Shipping Method: Best Way | | Effective Start Date: |
| Free on Board: FOB Dest, Freight Prepaid | | Effective End Date: |

| VENDOR | DEPARTMENT CONTACT | | | | | | | | | | | | | | | | | | | | |
|---|--|---------------------|------------------|---------------------|---------------|----|----|--------|---|----|-------------|--|--|----|-------------|--|--|----|-------------|--|--|
| Vendor Customer Code: VS0000012515 Universal Engineering & Contracting LLC PO Box 688 Elkins WV 26241-0688 US Vendor Contact Phone: 304-678-9065 Extension: | Requestor Name: Cecil Dale Malcomb Requestor Phone: (304) 254-7858 Requestor Email: dmalcomb@wvpublic.org | | | | | | | | | | | | | | | | | | | | |
| Discount Details: | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 15%;">Discount Allowed</th> <th style="width: 15%;">Discount Percentage</th> <th style="width: 15%;">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 colspan="3">Not Entered</td> </tr> <tr> <td>#3</td> <td colspan="3">Not Entered</td> </tr> <tr> <td>#4</td> <td colspan="3">Not Entered</td> </tr> </tbody> </table> | | | Discount Allowed | Discount Percentage | Discount Days | #1 | No | 0.0000 | 0 | #2 | Not Entered | | | #3 | Not Entered | | | #4 | Not Entered | | |
| | Discount Allowed | Discount Percentage | Discount Days | | | | | | | | | | | | | | | | | | |
| #1 | No | 0.0000 | 0 | | | | | | | | | | | | | | | | | | |
| #2 | Not Entered | | | | | | | | | | | | | | | | | | | | |
| #3 | Not Entered | | | | | | | | | | | | | | | | | | | | |
| #4 | Not Entered | | | | | | | | | | | | | | | | | | | | |

| INVOICE TO | SHIP TO |
|--|--|
| CHIEF FINANCIAL OFFICER EDUCATIONAL BROADCASTING 124 INDUSTRIAL PARK RD BEAVER WV 25813 US | SITE MANAGER EDUCATIONAL BROADCASTING WSWP-TV 124 INDUSTRIAL PARK RD BEAVER WV 25813 US |

| | |
|----------------------------|-------------------|
| Total Order Amount: | \$4,987.59 |
|----------------------------|-------------------|

DEPARTMENT AUTHORIZED SIGNATURE
SIGNED BY: Yeruwshalem T Green
DATE: 2026-02-10
ELECTRONIC SIGNATURE ON FILE

Extended Description:

This P.O. is for the replacement of the Motor control board; which has died and prevents the generator from running. Estimate q1099 covers the initial service call; and Estimate q1100 covers the parts and labor for replacement.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|-------------|
| 1 | 73171501 | 0.00000 | | 0.000000 | 4987.59 |
| Service From | Service To | Manufacturer | Model No | | |
| 2026-02-01 | 2026-02-28 | | | | |

Commodity Line Description: GENERATOR SERVICES

Extended Description:



ESTIMATE # q1099
DATE 02/06/2026

Estimate

ADDRESS
WV Public Broadcasting
600 Capitol Street
Charleston, WV 25301 US

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

| DATE | ACTIVITY | ACTIVITY | QTY | RATE | AMOUNT |
|------|---------------------------|----------------------------|-----|--------|----------|
| | Check Bluefield Generator | Repair | 8 | 180.00 | 1,440.00 |
| | driving to and from site | mileage 1-ton truck | 310 | 1.75 | 542.50 |

Thanks for your consideration of this Estimate, if you need additional information please call.

SUBTOTAL 1,982.50
TAX 0.00
TOTAL **\$1,982.50**

Accepted By

Accepted Date



Estimate

ESTIMATE # q1100
DATE 02/10/2026

ADDRESS
WV Public Broadcasting
600 Capitol Street
Charleston, WV 25301 US

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

| DATE | ACTIVITY | ACTIVITY | QTY | RATE | AMOUNT |
|------|---|----------------------------|-----|----------|----------|
| | Replace control board Bluefield generator | Repair | 8 | 150.00 | 1,200.00 |
| | Control board | Parts | 1 | 1,262.59 | 1,262.59 |
| | driving to and from | mileage 1-ton truck | 310 | 1.75 | 542.50 |

Thanks for your consideration of this Estimate, if you need additional information please call.

| | |
|--------------|-------------------|
| SUBTOTAL | 3,005.09 |
| TAX | 0.00 |
| TOTAL | \$3,005.09 |

Accepted By

Accepted Date

EBA PURCHASING PROCESS FORM

Agency Purchase Request#: _____ OASIS Document#: _____ Purchase Initiation Date: _____

| 12-MONTH / CONTRACT CUMULATIVE TOTALS | | | | |
|---------------------------------------|---------------------------|------------|---------|------------|
| | Description / Vendor Name | OASIS Code | PO Amt. | Cum. Total |
| Vendor | | | | |
| Commodity 1 | | | | |
| Commodity 2 | | | | |
| Commodity 3 | | | | |
| Commodity 4 | | | | |
| Commodity 5 | | | | |
| Commodity 6 | | | | |

| PURCHASE TYPE (check all that apply) | | | |
|--------------------------------------|---------------------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | \$5,000 or less | <input type="checkbox"/> | \$5,000.01 to \$20,000 |
| <input type="checkbox"/> | Over \$50,000 (Process through CP) | <input type="checkbox"/> | Exempted Purchase – write in # |
| <input type="checkbox"/> | CP Direct Award | <input type="checkbox"/> | Agency Direct Award |
| <input type="checkbox"/> | Solicitation (RFQ) | <input type="checkbox"/> | Agency Emergency |
| <input type="checkbox"/> | Agency Contract# | <input type="checkbox"/> | Agency EOI (\$250,000 or less) |
| <input type="checkbox"/> | Agency Change Order | <input type="checkbox"/> | CP EOI (over \$250,000) |
| <input type="checkbox"/> | State Contract – write in # | <input type="checkbox"/> | CP Contract# |
| | | <input type="checkbox"/> | Contract Renewal |
| | | <input type="checkbox"/> | Inter-Agency Purchase |
| | | <input type="checkbox"/> | Travel |

The information below is a checklist of agency responsibilities when processing all purchases except for RFPs (separate checklist). The Agency Procurement Officer will review the requested purchase and indicate what actions and / or documentation is required.

| DESCRIPTION | | | | | |
|--|--------------------------------|-------------------------|------------------------|--|-----------------------|
| GENERAL REQUIREMENTS | | | | | |
| | | | | | |
| | | OASIS register required | Register not required: | PCard Travel | PCard<\$25k. Stock Ex |
| <p>Vendor Verification: check each item as performed</p> <p>Manual Search Verification: by signing below Coordinator certifies that they have manually verified that vendor is compliant with all checked items.</p> | Fee paid | | | Fee not required (all vendor per 12 mo.) | |
| | Vendor compliance (taxes etc.) | | | Disbursement Options (PNO) (Unless fee is not required) | |
| | SOS in good standing | | | Tax Ident# (TIN) same as on bid | |
| | State Debarment | | | Federal Debarment | |
| | Pre-approvals | Purchasing Division | | | Attorney General |
| | CTO (Office of Technology) | | | Governor's Office | |
| | Surplus | | | Capitol Building Commission | |

EBA PURCHASING PROCESS FORM

DESCRIPTION

| |
|--|
| Three Verbal Bids documented on WV49 (Internet quotes/shopping cart printouts acceptable) |
| Three Written Bids , must be signed and dated for RFQs, Direct Awards, and Emergency Purchases |
| Requisition Submission Checklist , must be submitted with all CP requisitions. |
| Non-Conflict of Interest (signed by Agency Procurement Officer and other appropriate staff) |
| OASIS Document: APO ADO ACT AMA ASSD AEOI ARFQ ARQM Other - Agency: _____ CPO CDO CCT CMA CSSD CEOI. Other – Central Purchasing: _____ |

RFQs and EOIs

| |
|---|
| RFQ Recommendation for Award (WV50 or WV50A) |
| Agency Terms and Conditions (TCA) |
| CP Terms and Conditions (TCP) |
| Third Party Software Addendum , to be used when purchasing software indirectly (from third party) |
| WVCloud-SaaS procurement Addendum , to be used when purchasing cloud-based software |
| Electronic Requisition submitted with maximum budget amount and master terms and conditions (Agency purchase over \$20,000, and CP solicitations) |
| Specifications and Suggested Vendor List for at least three vendors with name, address, and email (Enter in wvOASIS under Vendor Tab or in Free Form Vendors, if not registered - Agency purchase over \$20,000, and CP solicitations) |
| Addendums if applicable. (Information prepared by Agency for processing by Purchasing Division) |
| Mandatory Pre-bid Attendee List if applicable |
| Signed Agency Recommendation for Award (with disqualifications and those meeting requirements). Letter should state the lowest responsible vendor and that it meets specifications |
| Signed and Dated Vendor Letter / Price Quote (Can be signed PO) Letter should state the lowest responsible vendor and that it meets specifications |
| Disclosure of Interested Parties , if applicable (signed by successful vendor; may be provided through bid process) |
| Agency Master Agreement (WV48) Disclosure of Interested Parties if applicable signed by successful vendor may be provided through bid |
| WV-96 Agreement Addendum signed by vendor and agency when vendor provides terms contradicting State requirements. |
| Verify current contractor's license , if applicable |
| Include bond rider , if applicable |
| Purchasing Division obtains bonds and insurance, if applicable |
| AIA Documents (for construction) |
| Verify current insurance per terms and conditions |
| EOI (Expression of Interest) |
| EOI Over \$250,000 - Standard Format Template Completed , inclusive of evaluation point criteria, master terms and conditions |
| EOI \$250,000 or less - Agency Memorandum or Letter providing Project Description, List of Firms Contacted and Firm Selected, Master Terms and Conditions |
| EOI - List of Evaluation Committee Members |
| EOI - Evaluation Signed by All Evaluation Committee Members |

EBA PURCHASING PROCESS FORM

DESCRIPTION

EMERGENCY PURCHASE AND DIRECT AWARDS - select all that apply

| | Justification Letter | None | Direct Award | Emergency | Change Order (Non Renewal) | Late Submission | Other |
|--|---|------|--------------|-----------|----------------------------|-----------------|-------|
| | Direct Award for Consideration (WV-65/65A) to be completed by Agency (and submitted to Purchasing Division for WV65) with signed and dated vendor letter/price quote*, written justification** and pre-approvals***, when applicable | | | | | | |
| | If Direct Award (WV-65) is approved , provide the Purchasing Division with Direct Award Determination, including signed Purchasing Master Terms and Conditions and <i>Purchasing Affidavit</i> , signed, and dated by vendor | | | | | | |

Notes:

By signing below, I am certifying all actions / documentation marked as required have been completed if marked so.

Assistant Purchasing Coordinator Printed Name

Signature

Date



Purchasing Coordinator Printed Name

Signature

Date



STATE OF WEST VIRGINIA
Purchasing Division

CERTIFICATION OF NON-CONFLICT OF INTEREST



West Virginia Code § 5A-3-31: “It shall be unlawful for any person to corruptly act alone or combine, collude or conspire with one or more other persons with respect to the purchasing or supplying of services, commodities or printing to the state under the provisions of this article if the purpose or effect of such action, combination, collusion or conspiracy is either to: (1) Lessen competition among prospective vendors; or (2) cause the state to pay a higher price for such services, commodities or printing than would be or would have been paid in the absence of such action, combination, collusion or conspiracy; or (3) cause one prospective vendor or vendors to be preferred over one or more other prospective vendor or vendors. Any person who violates any provision of this section is guilty of a felony and, upon conviction thereof, shall be imprisoned in a state correctional facility not less than one nor more than five years, and be fined not exceeding \$10,000.”

West Virginia Code § 6B-2-5(b)(1): “A public official or public employee may not knowingly and intentionally use his or her office or the prestige of his or her office for his or her own private gain or that of another person.”

West Virginia Code § 6B-2-5(d)(1): “[N]o elected or appointed public official or public employee or member of his or her immediate family or business with which he or she is associated may be a party to or have an interest in the profits or benefits of a contract which the official or employee may have direct authority to enter into, or over which he or she may have control”

The individual(s) listed below have been charged to evaluate or serve as members or advisors of an evaluation committee for the solicitation as specified [EBAr77754 / APO EBA26*107]

By signing this form, each individual acknowledges that: (1) his or her service on the evaluation committee is not in violation of West Virginia Code § 5A-3-31, § 6B-2-5, or any other relevant code section; (2) his or her service on the evaluation committee does not create a conflict of interest with any of the participating vendors; and (3) he or she has not had or will not have contact relating to the solicitation identified above with any participating vendors between the time of the bid opening and the award recommendation without prior approval of the Purchasing Division.

| Name/Title | Agency | Signature | Date |
|---|--------------------------|--|------------|
| C. Dale Malcomb / Purchasing Coordinator | Educational Broadcasting |  | 02/10/2026 |
| Trinity Green / Assistant Purchasing Coordinator | Educational Broadcasting |  | 02/10/2026 |
| | | | |
| | | | |
| | | | |



Outlook

Re: Master Control Generator Emergency

From Dale Malcomb <dmalcomb@wvpublic.org>

Date Mon 2/9/2026 2:09 PM

To Brian Hensley <bhensley@wvpublic.org>; Kenneth Clutter <kclutter@wvpublic.org>

Cc Chris Taylor <ctaylor@wvpublic.org>; Trinity Green <tgreen@wvpublic.org>

Good work, Ken. Thank you.

Keep me and Trinity posted on any purchases associated with this emergency please.

Get [Outlook for iOS](#)

From: Brian Hensley <bhensley@wvpublic.org>

Sent: Monday, February 9, 2026 1:12:45 PM

To: Kenneth Clutter <kclutter@wvpublic.org>; Dale Malcomb <dmalcomb@wvpublic.org>

Cc: Chris Taylor <ctaylor@wvpublic.org>; Trinity Green <tgreen@wvpublic.org>

Subject: Re: Master Control Generator Emergency

Sounds good! Thanks.

Brian Hensley
WVPB Director of Engineering and IT

From: Kenneth Clutter <kclutter@wvpublic.org>

Sent: Monday, February 9, 2026 9:44:00 AM

To: Brian Hensley <bhensley@wvpublic.org>; Dale Malcomb <dmalcomb@wvpublic.org>

Cc: Chris Taylor <ctaylor@wvpublic.org>; Trinity Green <tgreen@wvpublic.org>

Subject: Re: Master Control Generator Emergency

I spoke with Judy this morning at Mountaineer Generator.

She found a replacement controller ready to go (refurbished with 2 year warranty) and might be able to have it ordered and installed by the end of this week.

She is going to get back to me today to confirm.

With the weather clearing up this week, we might be able to hold off on the rental if they can confirm that timeline.

Ken Clutter

Engineer - Beckley / Master Control

kclutter@wvpublic.org (681) 220-8781

From: Brian Hensley <bhensley@wvpublic.org>
Sent: Friday, February 6, 2026 1:33 PM
To: Dale Malcomb <dmalcomb@wvpublic.org>; Kenneth Clutter <kclutter@wvpublic.org>
Cc: Chris Taylor <ctaylor@wvpublic.org>; Trinity Green <tgreen@wvpublic.org>
Subject: Re: Master Control Generator Emergency

Yeah, go ahead and get the temporary generator. Thanks for being on top of it.

From: Dale Malcomb <dmalcomb@wvpublic.org>
Sent: Friday, February 6, 2026 1:28 PM
To: Kenneth Clutter <kclutter@wvpublic.org>; Brian Hensley <bhensley@wvpublic.org>
Cc: Chris Taylor <ctaylor@wvpublic.org>; Trinity Green <tgreen@wvpublic.org>
Subject: Re: Master Control Generator Emergency

Go ahead and get the generator. We'll do the paperwork Monday.

You stay warm and safe as well.

Thank you. We appreciate you.

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From: Kenneth Clutter <kclutter@wvpublic.org>
Sent: Friday, February 6, 2026 1:14:13 PM
To: Dale Malcomb <dmalcomb@wvpublic.org>; Brian Hensley <bhensley@wvpublic.org>
Cc: Chris Taylor <ctaylor@wvpublic.org>; Trinity Green <tgreen@wvpublic.org>
Subject: Master Control Generator Emergency

Hope you guys are staying safe and warm!

The motor control board on our generator at Master control is dead, the generator will not run at all.

I had Mountaineer Generator come down this morning and they determined the issue being the control board.

They have a portable generator that is ready to go and will work for us. I was verbally quoted \$800/week or \$2400/month to rent the generator. Around \$1500 to deliver and install.

If they are able to find a replacement control board, it would be about two weeks by the time its ordered and installed.

If they have to rebuild ours, it will likely take about a month.

I believe the rental is the safest way to go until the issue is resolved. Otherwise, we currently have no backup power at Master control.

I'll submit the PO once I receive the quotes form them.

Thanks!