



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: 03-29-2024

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

<b>Order Number:</b>	CPO 0926 1920 PSC2400000002 2	<b>Procurement Folder:</b>	1365373
<b>Document Name:</b>	Painting Project	<b>Reason for Modification:</b>	Change Order 01 To Issue Notice to Proceed
<b>Document Description:</b>	Professional Painting for Public Service Commission		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Larry D McDonnell		
<b>Telephone:</b>	304-558-2063		
<b>Email:</b>	larry.d.mcdonnell@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-04-03
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-07-02

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000200168	<b>Requestor Name:</b>	Lindsey Randolph
W Q WATTERS CO 1081 KANAWHA STATE FOREST DR  CHARLESTON WV 25314 US		<b>Requestor Phone:</b>	(304) 340-0435
<b>Vendor Contact Phone:</b>	304-744-9431	<b>Requestor Email:</b>	lrandoiph@psc.state.wv.us
<b>Extension:</b>		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<b>Discount Details:</b>			
<b>#1</b>	No	0.0000	0
<b>#2</b>	Not Entered		
<b>#3</b>	Not Entered		
<b>#4</b>	Not Entered		

INVOICE TO	SHIP TO
ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST  CHARLESTON WV 25301 US	ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST  CHARLESTON WV 25301 US

4-16-24 6c

<b>Total Order Amount:</b>	\$62,646.36
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Purchasing Division's File Copy

LM 3/29/24

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>T. W. 4/1/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>9/8/24</i> ELECTRONIC SIGNATURE ON FILE <i>9/8/24</i>	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>4/4/24</i> ELECTRONIC SIGNATURE ON FILE
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4/2/2024

**Extended Description:**

Change Order 01

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: 04/03/24 Through 07/02/24

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151302	1.00000	LS	62646.360000	62646.36
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Professional Painting - Total Overall Cost

**Extended Description:**

See attached documentation for further details.

# Public Service Commission of West Virginia

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201 Brooks Street, P.O. Box 812  
Charleston, West Virginia 25323



Phone: (304) 340-0300  
Fax: (304) 340-0325

March 28, 2024

## NOTICE TO PROCEED

W Q Watters Co  
1081 Kanawha State Forest Dr.  
Charleston, WV 25314

Re: Notice to Proceed with the Public Service Commission of West Virginia (PSC)  
Professional Painting CPO PSC240000002

**Notice to Proceed Date – April 3, 2024**

W Q Watters Co is authorized to proceed with work per the Contract Documents for contract number CPO PSC240000002. This is a fixed period contract and work may begin on April 3, 2024 and must be completed within (90) calendar days. The final completion date for the project must be on or before July 2, 2024.

Sincerely,

A handwritten signature in black ink that reads "Lindsey Randolph".

Lindsey Randolph  
Procurement Officer  
Public Service Commission  
304-340-0322

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Online Data Services Help

### Business Organization Detail

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#### W. Q. WATTERS COMPANY

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	3/1/1947		3/1/1947	Domestic	Profit				

Organization Information			
<b>Business Purpose</b>	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		<b>Capital Stock</b> 0.0000
<b>Charter County</b>	Kanawha		<b>Control Number</b> 0
<b>Charter State</b>	WV		<b>Excess Acres</b> 0
<b>At Will Term</b>	<b>Member Managed</b>		
<b>At Will Term Years</b>	<b>Par Value</b> 0.000000		
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	1081 KANAWHA STATE FOREST DRIVE CHARLESTON, WV, 25314
<b>Mailing Address</b>	1081 KANAWHA STATE FOREST DRIVE CHARLESTON, WV, 25314 USA
<b>Notice of Process Address</b>	CHAD SMITH 1081 KANAWHA STATE FOREST DRIVE CHARLESTON, WV, 25314
<b>Principal Office Address</b>	1081 KANAWHA STATE FOREST DRIVE CHARLESTON, WV, 25314 USA
Type	Address

Officers	
Type	Name/Address

<b>Director</b>	CHAD SMITH 1081 KANAWHA STATE FOREST DRIVE CHARLESTON, WV, 25314
<b>Incorporator</b>	W. Q. WATTERS 1520 HIGHLAND DRIVE CHARLESTON, WV, 25301 USA
<b>Incorporator</b>	JOHN D. WATTERS
<b>President</b>	CHAD SMITH 1081 KANAWHA STATE FOREST DRIVE CHARLESTON, WV, 25314
<b>Secretary</b>	RENIE' HAYNES 1081 KANAWHA STATE FOREST DRIVE CHARLESTON, WV, 25314
<b>Treasurer</b>	RENIE' HAYNES 1081 KANAWHA STATE FOREST DRIVE CHARLESTON, WV, 25314
<b>Vice-President</b>	KEN BOWEN 1081 KANAWHA STATE FOREST DRIVE CHARLESTON, WV, 25314
<b>Type</b>	<b>Name/Address</b>

Date	Amendment
5/26/1977	DECREASE. ROLL 119
11/20/1972	DECREASE TO 1500 SHARES @ NO PAR VALUE ROLL 65 (AUTHORIZED CAPITAL)
6/30/1972	DECREASE TO \$150,000.00 BEING 1500 SHARES COMMON STOCK AT \$100.00 EACH; PREFERRED STOCK CANCELLED. ROLL 60
5/28/1970	INCREASE BEING 1250 SHARES AT NO PAR AND 2500 SHARES OF PREFERRED STOCK AT \$100.00 EACH. ROLL 35
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, March 28, 2024 — 3:16 PM

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All Entity Information

Entities

Disaster Response Registry

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Exact Phrase

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDermott</u> Date: <u>3/29/24</u> Solicitation No. <u>CPO PSC24#02 c/p 1</u>	Agency: Public Service Commission Procurement Officer Submitting Requisition: Lindsey Randolph Requisition No. CPO PSC2400000002 PF No.: 1365373
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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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

