



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: 03-26-2024

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 0211 4013 GSD240000009 2	Procurement Folder:	1334243
Document Name:	Bldg. 13 (Parking Garage) Lighting Upgrades Project	Reason for Modification: Change Order 1 To Issue Notice to Proceed	
Document Description:	Bldg. 13 (Parking Garage) Lighting Upgrades Project		
Procurement Type:	Central Purchase Order		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-03-27
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-12-22

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000203417	Requestor Name:	David K Parsons
PROGRESSIVE ELECTRIC INC 4961 Washington West		Requestor Phone:	304-352-5486
CHARLESTON WV 25313		Requestor Email:	david.k.parsons@wv.gov
US			
Vendor Contact Phone:	304-345-1253 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 25 400 5TH STREET PARKERSBURG WV 26105 US

4-5-24 61

Purchasing Division's File Copy

Total Order Amount:	\$297,000.00
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MKP 04/04/2024

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tina H 4/5/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John D. Gray 4/12/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Sam Gray 4-12-24</i> ELECTRONIC SIGNATURE ON FILE
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4/12/2024

Extended Description:

Change Order 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: 03/27/2024 through 12/22/2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151501	0.00000		0.000000	297000.00
Service From	Service To	Manufacturer	Model No		
2024-03-27	2024-12-22				

Commodity Line Description: Bldg. 13 (Parking Garage) Lighting Upgrades Project

Extended Description:

Bldg. 13 (Parking Garage) Lighting Upgrades Project



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

March 26, 2024

Progressive Electric Inc.
PO Box 3695
Charleston, WV 25336

Attn: Duane Shurow

NOTICE TO PROCEED

Per issuance of Purchase Order CPO GSD2400000009, this is your notification to commence work on Wednesday, March 127, 2024, for the Building 13 (Parking Garage) Lighting Upgrades Project, in Charleston, West Virginia, per the bid requirements, terms and conditions of CRFQ GSD2400000009; Addenda No. 1 dated December 11, 2023, Addenda No. 2 dated December 20, 2023, and your submitted and accepted bid dated January 9, 2024.

Given the contracts allowance for Two Hundred and Seventy (270) calendar days from the issuance of the Notice to Proceed, the contract Start Date shall be March 27, 2024, and the Final Completion date is December 22, 2024.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at 304-352-5517, or e-mail at James.R.Jones@wv.gov.

Sincerely,

A handwritten signature in cursive script that reads "James R. Jones".

James R. Jones
Procurement Administrator
General Services Division

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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.

PROGRESSIVE ELECTRIC, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/1/1978		8/1/1978	Domestic	Profit			

Organization Information			
Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)	Capital Stock	2000000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	80000	Young Entrepreneur	Not Specified



Addresses	
Type	Address
Local Office Address	4961 WASHINGTON ST W CHARLESTON, WV, 25313
Mailing Address	PO BOX 3695 CHARLESTON, WV, 25336 USA
Notice of Process Address	TED H. BRADY PO BOX 3695 CHARLESTON, WV, 25336
Principal Office Address	4961 WASHINGTON ST W CHARLESTON, WV, 25313 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	CURTIS A. GIVEN 720 LOWER DONNALLY RD. CHARLESTON, WV, 25304 USA
Incorporator	JAMES C. SAMPLES 4009 KAN. TURNPIKE SOUTH CHARLESTON, WV, 25303 USA
President	TED H. BRADY PO BOX 3695 CHARLESTON, WV, 25336
Secretary	DUANE A. SHUROW PO BOX 3695 CHARLESTON, WV, 25336
Treasurer	DUANE SHUROW PO BOX 3695 CHARLESTON, WV, 25326
Vice-President	BRIAN A THOMAS PO BOX 3695 CHARLESTON, WV, 25336
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination

FIBER OPTICS OF WEST VIRGINIA	TRADENAME	4/6/1992	1/16/2013
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
12/11/1985	CHANGE OF ADRESS TO 3814 1/2 MACCORKLE AVE, SE PO BOX 4463 CHARLESTON, WV 25364
Date	Amendment

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

Thursday, April 4, 2024 — 10:33 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: #05 MKP Date: 04/04/2024	Agency: General Services Division
Solicitation No. _____	Procurement Officer Submitting Requisition: Jamie Jones
C/O 1 NTP	Requisition No. _____
	PF No.: _____

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 www.state.wv.us/admin/purchase/TCP.pdf	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> NTP
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 type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: *Melissa K. Pettrey - Senior Buyer*