



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

# State of West Virginia Master Agreement

Order Date: 04-23-2024

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>	CMA 0439 0439 EBA2200000002 3	<b>Procurement Folder:</b>	977249
<b>Document Name:</b>	Broadcast/Communications Tower Site Maintenance-North	<b>Reason for Modification:</b>	Change Order 2 to renew the contract
<b>Document Description:</b>	Broadcast/Communications Tower Site Maintenance EBAr70371		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-03-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-02-28

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000186939	<b>Requestor Name:</b>	Cecil Dale Malcomb
PILLAR INNOVATIONS LLC 92 CORPORATE DR  GRANTSVILLE MD 21536-1259 US		<b>Requestor Phone:</b>	(304) 254-7858
<b>Vendor Contact Phone:</b>	304-983-8900	<b>Requestor Email:</b>	dmalcomb@wvpublic.org
<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>Discount Allowed</b>	<b>Discount Percentage</b> <b>Discount Days</b>		
#1    No	0.0000                      0		
#2    No			
#3    No			
#4    No			

INVOICE TO	SHIP TO
CHIEF FINANCIAL OFFICER EDUCATIONAL BROADCASTING  124 INDUSTRIAL PARK RD  BEAVER WV 25813  US	PURCHASING ADMINISTRATOR EDUCATIONAL BROADCASTING  600 CAPITOL ST  CHARLESTON WV 25301-1223  US

4-26-24 66

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
----------------------------	----------

2 MA 4/29/24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tina H. 4/26/24*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John S. Gray 4/30/2024*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *John S. Gray 5-1-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 2 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Effective date of renewal 3/1/2024 through 2/28/2025.

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72141118				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Tower Services - NORTHERN DISTRICT

**Extended Description:**

See Pricing Page



Dale Malcomb  
Purchasing Coordinator  
Phone: (304) 254-7858  
Email: [dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)

February 1<sup>st</sup>, 2024

Todd Hetrick  
Dept Manager – Tower Services & Telecommunications  
Pillar Innovations LLC  
104 Corporate Drive  
Morgantown, WV 26501  
Phone: (301) 616-6344  
Fax: (304) 983-8905  
Email: [ToddHetrick@PillarInnovations.Com](mailto:ToddHetrick@PillarInnovations.Com)

Subject: Renewal of contract# EBAr70371b / CMA\_0439\_EBA2200000002, tower services, Northern District.


Dear Mr. Hetrick:

The State of West Virginia is offering to renew subject contract under the same terms, conditions, and pricing. The renewal dates are March 1<sup>st</sup>, 2024, through February 28<sup>th</sup>, 2025. If your company agrees to this renewal, please sign below, and return the original to my attention as soon as possible.

In addition to these documents, please include a current, valid contractor's license for verification and a current Certificate of Insurance (COI) for both General Commercial Liability and Automotive Liability insurance.

Please call if you have any questions.

Very truly yours,

  
C. Dale Malcomb

Attachment

*We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

Justin Stephens  
Name

  
Signature

Executive VP  
Title

2/9/24  
Date

You are viewing this page over a secure connection. Click here for more information.

## 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.*

### PILLAR INNOVATIONS, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	1/22/2007		1/22/2007	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	3332 - Manufacturing - Machinery Manufacturing - Industrial Machinery Manufacturing (food product, semiconductor, sawmill, woodworking, paper, printing)		<b>Capital Stock</b>
<b>Charter County</b>	Monongalia	<b>Control Number</b>	90949
<b>Charter State</b>	MD	<b>Excess Acres</b>	
<b>At Will Term</b>	T	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>	93	<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	92 CORPORATE DRIVE GRANTSVILLE, MD, 215361259
<b>Mailing Address</b>	ROGER L CUTRIGHT, ESQ PO BOX 842 MORGANTOWN, WV, 26507 USA
<b>Mailing Address</b>	92 CORPORATE DRIVE GRANTSVILLE, MD, 215361259 USA
<b>Notice of Process Address</b>	PILLAR INNOVATIONS, LLC 104 CORPORATE DRIVE MORGANTOWN, WV, 26501
<b>Principal Office Address</b>	92 CORPORATE DRIVE GRANTSVILLE, MD, 215361259 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
	JUSTIN STEPHENS-MEMBER 104 CORPORATE DRIVE MORGANTOWN, WV, 26501 USA
<b>Manager</b>	SHAWN R. BENDER 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536
<b>Member</b>	ERIC GUTHRIE 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536 USA
<b>Member</b>	MERLIN BEITZEL - MEMBER 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536 USA
<b>Member</b>	SHELDON MAUST-MEMBER 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536 USA
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>
<b>Filed For</b>
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
<b>Date filed</b>

[File Your Current Year Annual Report Online Here](#)

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

Thursday, March 21, 2024 — 3:07 PM

© 2024 State of West Virginia



e.g. 123456789, Smith Corp

"PILLAR INNOVATIONS" ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∧

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

Exclusion Program ∨

Location ∨

Dates ∨

[Reset](#)



## No matches found

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

Please try another search or go back to previous results.

[Go Back](#)



Feedback



McDonnell, Larry D <larry.d.mcdonnell@wv.gov>

**Fwd: CMA EBA22\*2A**

1 message

McDonnell, Larry D <larry.d.mcdonnell@wv.gov>  
To: Tara L Lyle <tara.l.lyle@wv.gov>

Tue, Mar 26, 2024 at 10:23 AM

Good morning Tara,

Per our conversation, here are emails between me and the Agency regarding the Change Order to CMA EBA22\*02A. I know this contract has passed its expiration date. When I was doing my review of CMA EBA22\*02 I noticed that it had exceeded its \$500,000.00 threshold as a maintenance contract. This particular contract is a split award from CRFQ EBA22\*01 that resulted in CMA EBA22\*02 and CMA EBA22\*02A.

Since the Agency's contract had exceeded the \$500,000.00 limit; I had inquired about the next steps in the office. I was originally informed that both contracts, CMA EBA22\*02 and EBA22\*02A, could not proceed with the change order process and would have to go back out to bid.

In a phone call with Dale Malcomb, I informed him that the contract had exceeded the \$500,000.00 threshold and both contracts would have to go back out to bid. He said he was aware that the contract showed he had exceeded his limit but an error had occurred at his business office. Several delivery orders and invoices were processed under the wrong contract. He stated that his Business Office is currently working to correct the issue on his end.

During our call I mentioned that if we tried to proceed with the change order for CMA EBA22\*02, the contract could potentially crash on encumbrance.

I sent Dale Malcomb a follow up email from our phone conversation (see attached). I had explained to him that I would keep CMA EBA22\*02 in draft mode until the contract reflected the correct spend amount. Once corrected, he would be able to resubmit. Dale Malcomb said that "sounds good".

As for the Change Order for CMA EBA22\*02A; I was waiting for EBA22\*02 to be corrected so both contracts could be processed at the same time. Then I recently became aware that one could be processed without the other.

Let me know if you need any additional information.

Thanks,

**LARRY D. McDONNELL, WVPBC**

Senior Buyer | Purchasing Division

West Virginia Department of Administration

2019 Washington St, East | Charleston, WV 25305

M: 304.558.2306 | D: 304.558.2063 | F: 304.558.3970

Larry.D.McDonnell@wv.gov |  
www.wvpurchasing.gov

*\* Backlog  
w/ appt - work is  
arranging on  
1/8*





*Procurement Excellence Through Collaboration and Service*

----- Forwarded message -----

**From:** Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
**Date:** Thu, Mar 14, 2024 at 1:33 PM  
**Subject:** Re: CMA EBA22\*2A  
**To:** McDonnell, Larry D <[larry.d.mcdonnell@wv.gov](mailto:larry.d.mcdonnell@wv.gov)>

Will do. Thanks for keeping me straight.

Enjoy the rest of your day.

Dale Malcomb  
Purchasing Coordinator  
Information Technology Manager  
Fleet Coordinator  
Phone: (304) 254-7858  
Cell: (304) 222-9252  
[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)

---

**From:** McDonnell, Larry D <[larry.d.mcdonnell@wv.gov](mailto:larry.d.mcdonnell@wv.gov)>  
**Sent:** Thursday, March 14, 2024 12:12 PM  
**To:** Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
**Subject:** Re: CMA EBA22\*2A

Good afternoon Dale,

I have reviewed CMA EBA22\*02 and CMA EBA22\*02A. Before we can proceed I will need the following items revised.

1. The two-party agreements attached to the header were not signed by the vendor.
2. The Buying staff at WV Purchasing have been requested to tell Agencies that when files are attached to the header to name the file so it identifies it as a change order and the change order number. Please see the following example:

*Change Order xx - Contract Number - document or COx - Contract Number - document.*

*i.e. Change Order 01 - CMA DCH22-07 - Two-Party Agreement or CO1 - CMA DCH22-07 - Two-Party Agreement*

Be sure to use this format when you upload the signed two-party agreement.

3. Since the two-party agreement is requesting the vendor to provide a certificate of insurance, that will need to be provided but you can put that in the procurement folder.
4. The "Modification Tab" on the header of the CMA needs to be revised. Please see the following link for the Change Order Instructional Guide page 5. <https://www.state.wv.us/admin/purchase/Documents/ChangeOrderInstructionalGuide.pdf>
5. Just as a reminder, the Compliance Verification Checklist, since this a change order to renew you do not need to check mark any of the boxes under "FOR ALL SOLICITATION TYPES".



McDonnell, Larry D <larry.d.mcdonnell@wv.gov>

**Fwd: Fw: CEC's to correct misposted invoices.**

McDonnell, Larry D <larry.d.mcdonnell@wv.gov>

Thu, Apr 18, 2024 at 2:18 PM

To: Tara L Lyle <tara.l.lyle@wv.gov>, Frank M Whittaker <frank.m.whittaker@wv.gov>

Tara and or Frank,

Dale Malcomb was attempting to renew CMA EBA22\*02, however, when I was processing the change order I discovered that the contract had exceeded the \$500,000.00 maintenance threshold (see screenshot below). When I brought it up to Dale that he had exceeded the threshold he would need to put it back out to bid. Dale said several invoices were paid under the wrong contract and their total spend was nowhere near the threshold. I told him before we could proceed with the change order I requested they try to correct the issues. My thought was that if we try to proceed with the change order that it may crash on encumbrance.

It has been a few weeks and Dale and his team have been working to resolve their issue but are to. Would it be possible to proceed with the change order? How should we proceed?

The screenshot shows a web application interface for contract management. At the top, there is a header bar with the text 'Header # 6'. Below this is a navigation menu with tabs: 'General Information', 'Contract Details', 'Reference', 'Modification', 'Requestor Issuer Buyer', 'Thresholds', and 'Extended Description'. The 'General Information' tab is selected. The main content area displays the following details:

- Document Name:** Broadcast/Communications Tower Site Maintenance-North
- Record Date:** [Calendar icon]
- Budget FY:** 2022
- Fiscal Year:** [Input field]
- Period:** [Input field]
- Document Description:** Broadcast/Communications Tower Site Maintenance EBAr70371
- Calculated Document Total:** \$0.00
- Total Ordered Amount:** \$524,559.53
- Total Expended Amount:** \$524,559.53
- Available Amount:** (\$24,559.53)
- Base Agreement ID:** CMA 0439 0439 EBA220000002
- Agreement Period:** 0
- Total of Header Attachments:** 6
- Total of All Attachments:** 9
- External Status:** [Input field]

Thanks,

**LARRY D. McDONNELL, WVPBC**

Senior Buyer | Purchasing Division

West Virginia Department of Administration

2019 Washington St, East | Charleston, WV 25305

M: 304.558.2306 | D: 304.558.2063 | F: 304.558.3970

4/23/24, 3:11 PM

State of West Virginia Mail - Fwd: Fw: CEC's to correct misposted invoices.

[Larry.D.McDonnell@wv.gov](mailto:Larry.D.McDonnell@wv.gov) |  
[www.wvpurchasing.gov](http://www.wvpurchasing.gov)



*Procurement Excellence Through Collaboration and Service*

----- Forwarded message -----

**From:** Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
**Date:** Thu, Apr 18, 2024 at 2:06 PM  
**Subject:** Fw: CEC's to correct misposted invoices.  
**To:** Larry D McDonnell <[Larry.D.McDonnell@wv.gov](mailto:Larry.D.McDonnell@wv.gov)>  
**Cc:** Sarah Pitzer <[spitzer@wvpublic.org](mailto:spitzer@wvpublic.org)>

Larry:

Our accountants misposted some of our invoices resulting in CMA EBA22\*02 being over the allowed amount and our latest renewal being rejected. There were three invoices that were applied to CMA EBA22\*02 that should have been applied to CPO EBA23\*04 totaling \$81,441.91.

Our interim CFO, Sarah Pitzer, tried to correct these errors with CECs 24\*1603, 24\*1610, and 24\*1612. She has tried multiple times and has worked on several occasions with the OASIS Help Desk, the Finance Team, and the Auditor's Office. They have been trying for weeks to resolve this with no luck.

It is now become imperative that we get CMA EBA22\*02 renewed, so we need this resolved. Is there anything the Purchasing Division can do to help us solve this?

Thank you for taking the time to review this.

Dale Malcomb  
Purchasing Coordinator  
Information Technology Manager  
Fleet Coordinator  
Phone: (304) 254-7858  
Cell: (304) 222-9252  
[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)

---

**From:** Sarah Pitzer <[spitzer@wvpublic.org](mailto:spitzer@wvpublic.org)>  
**Sent:** Wednesday, April 17, 2024 11:16 AM  
**To:** Dale Malcomb <[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)>  
**Subject:** CEC's

Hello Dale,

I have worked with the finance team and the auditor's office on the following CEC's. They keep getting auto rejected.

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDowell</u> Date: <u>3/21/24</u>  Solicitation No. <u>CMA EBA22-102 c/02</u>	Agency: 0439 Educational Broadcasting Authority <hr/> Procurement Officer Submitting Requisition: Dale Malcomb <hr/> Requisition No. CMA EBA2200000002 <hr/> PF No.: 977249
---	--

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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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:**

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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.

