



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: 08-19-2021

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:	CMA 0606 0606 HSE2100000006 2	Procurement Folder:	786529
Document Name:	Inspection, Non-Construction Repair, Certification of Towers	Reason for Modification:	Change Order No. 1 - Administrative change order to add a commodity line to aid in the payment process.
Document Description:	Inspection, Non-Construction Repair, Certification of Towers		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-06-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000186872 PREMIER CONSTRUCTION GROUP LLC 2484 Kincheloe RD  Jane Lew WV 26378 US Vendor Contact Phone: 304-517-1260 Extension:  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>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Sandra E Sparks Requestor Phone: 304-414-7672 Requestor Email: sandra.e.sparks@wv.gov  <b>22</b> <u>45729</u> <b>FILE LOCATION</b>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTING TECHNICIAN 304-558-5380 DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV 25305-0360 US	DIVISION OF EMERGENCY MANAGEMENT 2403 FAIRLAWN AVENUE DUNBAR WV 25064 US

Purchasing Division's File Copy

Total Order Amount:

Open End

SCANNED

ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE: Tara Hester 8/14/2021  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 8/23/2021  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: Beverly Tolson 8-23-2021  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 1 - Administrative change order to revise commodity line 1 and add commodity line 2 to aid in the payment process.

Commodity Line 1 - will be used to pay the labor rates - refer to pricing page for unit pricing.

Commodity Line 2 - will be used to pay for the parts and materials - Parts and Material Mark-up Percentage - 17%

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price	
1	78141600			LS	0.000000	
	Service From	Service To				

**Commodity Line Description:** SIRN Inspections, Non-Construction Repairs and Certification

**Extended Description:**

See attached pricing pages for unit pricing for labor rates.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price	
2	78141600			LS	0.000000	
	Service From	Service To				

**Commodity Line Description:** Parts and Materials Mark-Up Percentage

**Extended Description:**

See attached pricing pages.

Mark-up percentage for parts and materials is 17%.



Lyle, Tara L &lt;tara.l.lyle@wv.gov&gt;

**Re: Premier Construction Contract #CMA HSE21\*6**

1 message

**Skeens, Herbert M** <herbert.m.skeens@wv.gov>

Wed, Aug 18, 2021 at 3:16 PM

To: "Lyle, Tara L" &lt;tara.l.lyle@wv.gov&gt;

Thank you,

This looks good to me.

Thanks,

**HERBERT "MICKEY" SKEENS***Administrative Services Manager 1*

Division of Administrative Services

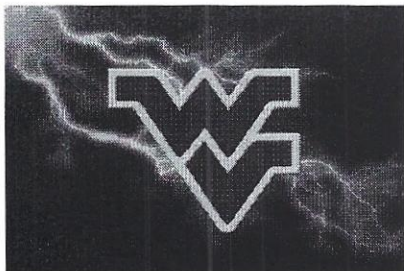
WV Department of Homeland Security

1201 Greenbrier Street | Charleston, WV 25311

Main Line: 304.414.3011 | Direct Line: 304.414.3425

Email: Herbert.M.Skeens@wv.gov

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On Wed, Aug 18, 2021 at 11:51 AM Lyle, Tara L &lt;tara.l.lyle@wv.gov&gt; wrote:

Please review the change order - it's still in draft. Let me know if you any suggestions or changes.



Tara

On Wed, Aug 18, 2021 at 11:48 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:  
What unit of measure should we use for commodity line 2 - lump sum?

Thanks,  
Tara

On Tue, Aug 17, 2021 at 9:12 AM Skeens, Herbert M <herbert.m.skeens@wv.gov> wrote:  
Item please

On Tue, Aug 17, 2021 at 9:08 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:  
That's fine with me. On the 2nd line for the mark-up - should that be a service or item type line?

On Tue, Aug 17, 2021 at 8:00 AM Skeens, Herbert M <herbert.m.skeens@wv.gov> wrote:  
Good Morning Tara,

Thank you for taking a look at this CMA. To me the best fix would be 2 commodity lines. 1 for lump sum labor rates and we can refer back to the pricing pages and commodity line 2 for parts and material due to markup. Please let me know what you think.

Thanks,



## **HERBERT "MICKEY" SKEENS**

*Administrative Services Manager 1*

Division of Administrative Services

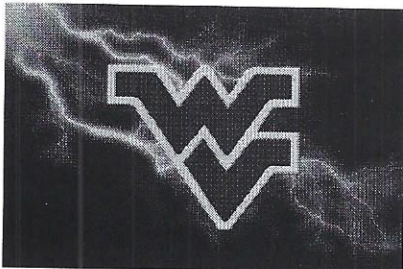
WV Department of Homeland Security

1201 Greenbrier Street | Charleston, WV 25311

Main Line: 304.414.3011 | Direct Line: 304.414.3425

Email: Herbert.M.Skeens@wv.gov

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On Mon, Aug 16, 2021 at 2:24 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Okay, I see what happened. We should have made the line a lump sum rather than making it an hourly rate.

I will have to do a change order to correct. Would it be better to a lump sum item type line or a service line?

Let me know your thoughts.

Thanks and sorry for the inconvenience.  
Tara

On Mon, Aug 16, 2021 at 9:14 AM Desmond, Tina M <tina.m.desmond@wv.gov> wrote:  
Tara,

The issue with the one line that is associated with the CMA in question is that it has a unit price included of \$480.00 per hour and we cannot change the unit price for the other line items included on the pricing page.

Thank you,

Tina



Tina Desmond

Assistant Director of Purchasing

Division of Administrative Services

WV Department of Homeland Security

1201 Greenbrier Street | Charleston, WV 25311

Main Line: 304.558.2350, Ext. 20208 | Cell: 304.709.4754

Email: Tina.M.Desmond@wv.gov

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On Mon, Aug 16, 2021 at 8:46 AM Skeens, Herbert M <herbert.m.skeens@wv.gov> wrote:  
Good Morning Tara,

I was reviewing the email from Ellen and noticed that the wrong CMA was referenced for her question. On CMA HSE21\*06 there is only 1 commodity line listed, but on the CRFQ there are 5 commodity lines. Also there should have been a commodity line for Parts & Materials with markup. Should there not be a total of 11 commodity lines on the CMA. 5 for labor rates for regular wages, 5 for labor rates for prevailing wages, and 1 for Parts & Materials. Would you care to take a look at this for me. If you have any questions please let me know.



Thanks,



## **HERBERT "MICKEY" SKEENS**

*Administrative Services Manager 1*

Division of Administrative Services

WV Department of Homeland Security

1201 Greenbrier Street | Charleston, WV 25311

Main Line: 304.414.3011 | Direct Line: 304.414.3425

Email: [Herbert.M.Skeens@wv.gov](mailto:Herbert.M.Skeens@wv.gov)

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On Fri, Aug 13, 2021 at 3:08 PM Sparks, Sandra E <[sandra.e.sparks@wv.gov](mailto:sandra.e.sparks@wv.gov)> wrote:  
See Tara's reply to me regarding the contract for the Inspection, Repair and Certification contract. So, we don't do an ADO? I'm very confused.

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

From: **Lyle, Tara L** <[tara.l.lyle@wv.gov](mailto:tara.l.lyle@wv.gov)>  
Date: Fri, Aug 13, 2021 at 1:54 PM  
Subject: Re: Premier Construction Contract #CMA HSE21\*6  
To: Sparks, Sandra E <[sandra.e.sparks@wv.gov](mailto:sandra.e.sparks@wv.gov)>  
Cc: Pauline, David H <[david.h.pauline@wv.gov](mailto:david.h.pauline@wv.gov)>

Ellen,

When we have commodity lines that exceed 20 - we normally make the purchase order with one line and attach the pricing page as reference for the pricing.

Since there were multiple lines, we processed the purchase order with one commodity line.

Tara

On Thu, Aug 12, 2021 at 9:52 AM Sparks, Sandra E <[sandra.e.sparks@wv.gov](mailto:sandra.e.sparks@wv.gov)> wrote:

## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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### PREMIER CONSTRUCTION GROUP LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	1/9/2003		1/9/2003	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>
<b>Charter County</b>	Harrison	<b>Control Number</b>	52994
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

Filed For
2021
2020
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Date filed

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

Wednesday, August 18, 2021 — 11:50 AM

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