



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: 09-23-2021

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:	CPO 0211 4005 GSD2100000028 2	Procurement Folder:	858655
Document Name:	Building 5 Urinal Replacement	Reason for Modification:	Change Order 1 is issued to establish contract dates per attached Notice to Proceed.
Document Description:	Building 5 Urinal Replacement		
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:	2021-08-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2021-09-01

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000230033 ELCO MECHANICAL CONTRACTORS LLC PO BOX 349 CHARLESTON WV 25322 US Vendor Contact Phone: 3043460546 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>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Jeffrey L Gillenwater Requestor Phone: 304-352-5490 Requestor Email: jeffrey.l.gillenwater@wv.gov 22 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 5 - HIGHWAYS 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Purchasing Division's File Copy

Total Order Amount:

\$11,471.00

MCP 09/28/2021

PURCHASING DIVISION AUTHORIZATION

DATE: 9/30/2021
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 9/30/2021
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 10-1-2021
ELECTRONIC SIGNATURE ON FILE

ENTERED

Extended Description:

Change Order

Change Order No. 1 is issued to establish contractual dates for the contract.

Effective Start Date: August 2, 2021

Effective End Date: September 1, 2021

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	30181506	1.00000	JOB	11471.000000	11471.00
Service From	Service To	Manufacturer		Model No	
2021-08-02	2021-09-01				

Commodity Line Description: Building 5 Urinal Replacement**Extended Description:**

removal and replacement of 3 Kohler floor mounted white urinal in Building 5 on the WV Capitol Complex.



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

Allan L. McVey
Cabinet Secretary

Gregory L. Melton
Director

August 2, 2021

Elcho Mechanical Contractors LLC
PO Box 349
Charleston, WV, 25333

Attn: Mr. Jones,

NOTICE TO PROCEED

Per issuance of Purchase Order Number CPO 0211 GSD2100000028, this is your notification to commence work on (Monday) August 2nd 2021, to provide all equipment, materials and incidentals for services related to Building 5 Urinal Replacement located at the Building 5 in Charleston, West Virginia, per the bid requirements, terms and conditions of CRFQ 0211 GSD2100000032.

Given the contract's allowance for Thirty (30) calendar days from the issuance of the Notice to Proceed, the contract start date is August 2, 2021, and the Final Completion date is September 1, 2021.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5531, or e-mail at cody.g.taylor@wv.gov.

Sincerely,

Cody Taylor, Procurement Specialist, GSD

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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.

ELCO MECHANICAL CONTRACTORS, LLC

** See attached **

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	3/12/1973		3/12/1973	Domestic	Profit		3/24/2040	

Organization Information			
Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term	T	Member Managed	MGR
At Will Term Years	30	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	1510 COONSKIN DRIVE CHARLESTON, WV, 25311
Mailing Address	1510 COONSKIN DRIVE CHARLESTON, WV, 25311
Notice of Process Address	SCOTT F. ELLIS 1510 COONSKIN DRIVE CHARLESTON, WV, 25311
Principal Office Address	1510 COONSKIN DRIVE CHARLESTON, WV, 25311 USA
Type	Address

Officers	
Type	Name/Address
Manager	SCOTT F. ELLIS 640 GORDON DRIVE CHARLESTON, WV, 25314
Organizer	STEPHEN ELLIS 1510 COONSKIN DRIVE CHARLESTON, WV, 25311 USA
Type	Name/Address

Name Changes	
Date	Old Name
3/24/2010	ELCO MECHANICAL CONTRACTORS, INC.
Date	Old Name

Subsidiaries	
Name	Address
	ELLIS HOLDINGS LTD 1510 COONSKIN DR CHARLESTON, WV, 25311 USA
Name	Address

Date	Amendment
3/24/2010	NAME CHANGE: FROM ELCO MECHANICAL CONTRACTORS, INC.
1/1/1992	CONT - MAKING TOTAL AUTH CAPITAL STOCK \$265,000
12/31/1991	AMENDMENT - INCREASE IN AUTH STOCK FROM 15,000 SHARES AT A PAR VALUE OF \$1.00 TO COMMON STOCK OF 15,000 SHARES AT A PAR VALUE OF \$1.00 AND PREFERRED STOCK OF 25,000 SHARES AT A PAR VALUE OF \$10.00
8/7/1980	CHANGED NAME FROM: ELCO PLUMBING AND HEATING, INC.
Date	Amendment

Annual Reports

Filed For

2021

2020

2019

2018

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2012

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Date filed

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

Tuesday, September 28, 2021 — 1:22 PM

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ALLEN L. MCVEY
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS
DIRECTOR

May 4, 2021

Derek Jones
Elco Mechanical Contractors LLC
PO Box 349
Charleston, WV 25322
Email: DSJones1979@gmail.com

Fax: (304) 346-0548

RE: CRFQ GSD2100000032- Building 5 Urinal Replacement

Dear Mr. Jones:

The address from your submitted bid and the address listed with your Vendor Customer ID in wvOASIS are the same. However, that address does not appear on the WV Secretary of States website.

Please submit confirmation that these two addresses are for the same company and same FEIN.

Submitted address: PO Box 349, Charleston, WV 25322

Secretary of State's website: 1510 Coonskin Drive, Charleston, WV 25311

All indicated documents must be delivered to my attention, Purchasing Division, 2019 Washington Street, East, Charleston, WV 25305-0130 **within 5 business days**. Failure to furnish the requested documents on or before the time specified may result in disqualification of your bid.

Sincerely,

Melissa K. Pettrey
Melissa Pettrey, Senior Buyer
Purchasing Division

Pettrey, Melissa K

From: Derek Jones <dsjones1979@gmail.com>
Sent: Tuesday, May 4, 2021 11:43 AM
To: Pettrey, Melissa K
Subject: [External]

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External email. Do not click links or open attachments unless you verify sender.

Attn: Melissa Pettrey
WV Department of Administration
Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

May 04, 2021

The Purchasing Division Address is our Post Office box to which we prefer checks for payment of invoices sent to and most of our mail.

The Secretary of State Address is our physical address. This is the address they require when issuing a business license.

Hope this clears up any misunderstanding.

Thank you,

Very Respectfully,
Derek Jones
Elco Mechanical Contractors
Office: (304)346-0546
Mobile: (304)415-7676