



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: 11-02-2021

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 0606 0606 HSE2100000002 2	<b>Procurement Folder:</b>	829627
<b>Document Name:</b>	Emergency Purchase Haines site Battery Back-Up System	<b>Reason for Modification:</b>	Change Order No. 1 - to cancel unused balance on purchase order.
<b>Document Description:</b>	Emergency Purchase Haines site Battery Back-Up System		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Tara Lyle		
<b>Telephone:</b>	(304) 558-2544		
<b>Email:</b>	tara.l.yyle@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	

VENDOR		DEPARTMENT CONTACT																					
<b>Vendor Customer Code:</b>	VS0000022187	<b>Requestor Name:</b>	Sandra E Sparks																				
HCI ENERGY LLC 7923 NIEMAN RD		<b>Requestor Phone:</b>	304-414-7672																				
LENEXA KS 66214 US		<b>Requestor Email:</b>	sandra.e.sparks@wv.gov																				
<b>Vendor Contact Phone:</b>	913.229.2071 Extension:	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>																					
<b>Discount Details:</b>																							
	<table border="1"> <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		
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#4	Not Entered																						

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	ACCOUNTING TECHNICIAN 304-558-5380 DIVISION OF EMERGENCY MANAGEMENT BLDG 1 RM EB80 1900 KANAWHA BLVD E CHARLESTON WV 25305-0360 US

*Handwritten:* 11/03/2021

**Total Order Amount:** \$0.00

Purchasing Division's File Copy

ENTERED

*Handwritten:* 11/2/2021

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>11/03/2021</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>11/3/2021</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>11/03/2021</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No. 1 - to cancel the unused balance (\$37,710.64) on the contract per the attached documentation.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	26111722	1.00000	LS	0.000000	0.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Emergency Purchase - Haines site Battery Back-up System

**Extended Description:**

Emergency Purchase - Haines site Battery Back-up System



Sparks, Sandra E <sandra.e.sparks@wv.gov>

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**RE: Purchase Orders**

1 message

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**Terry Bradshaw** <terry.bradshaw@hcienergy.com>  
To: "Sparks, Sandra E" <sandra.e.sparks@wv.gov>  
Cc: **Calie Veerhusen** <calie.veerhusen@hcienergy.com>

Thu, Oct 28, 2021 at 9:45 AM

Ellen,

Good morning, I hope you are having a wonderful day. Here is the information you requested.

PO dated 1-12-2021 Emergency Purchase Haines site battery Back-up System

PO CPO 0606 0606 HSE210000002 1 with the purchase amount of \$ 37,710.64 was cancelled and there is a zero balance.

PO dated 1-22-2021 Emergency Purchase Cabela site battery Back-up System

PO CPO 0606 0606 HSE210000005 1 with the purchase amount of \$ 37,710.64 was cancelled and there is a zero balance.

Thank you,

**Terry Bradshaw**

Sales, Public Safety

P 855.96.HYBRID x 712 M 913.526.1344

W [www.hcienergy.com](http://www.hcienergy.com)





Lyle, Tara L <tara.l.lyle@wv.gov>

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## Re: Question on unused CPOs

1 message

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**Sparks, Sandra E** <sandra.e.sparks@wv.gov>

Thu, Oct 28, 2021 at 10:38 AM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: "Desmond, Tina M" <tina.m.desmond@wv.gov>, Douglas W McClung <douglas.w.mcclung@wv.gov>

Hi Tara,

Attached is an Agency Memo for CPO HSE21\*2 and CPO HSE21\*5 requesting that a change order be processed to cancel the unused balance on these CPOs. Nothing has been or will be ordered against either CPO.

I've also attached an email from the vendor stating that nothing has been ordered and no charges will be assessed on them.

If you need any additional information or documentation to process this request, please let me know.

Thanks.

Ellen

On Tue, Oct 26, 2021 at 9:57 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Did you buy anything off of either contract?

These emergency purchase orders weren't open-ended meaning they were only for one-time purchases. If you have purchased the item then after you pay the invoices, the PO should zero out. If you didn't purchase the equipment then we will need to do a change order to cancel the unused balance.

You will need to get something from the vendor stating all invoices have been paid or nothing has been ordered so no charges will be applied. Also, we'll need an agency memo stating nothing will be or has been purchased off of the contracts.

Tara

On Tue, Oct 26, 2021 at 9:52 AM Sparks, Sandra E <sandra.e.sparks@wv.gov> wrote:

Hi Tara,

I misunderstood what was explained to me about these CPO's. I just need to know if I can zero these out or if you need to do something on your end. We won't be using them for another purchase.

Thank you.

Ellen

On Mon, Oct 25, 2021 at 3:58 PM Sparks, Sandra E <sandra.e.sparks@wv.gov> wrote:

Hi Tara,

We have two CPO's that were done back in January/February for battery backup systems for our SIRN tower sites. CPO #'s HSE21\*2 and HSE21\*5.

They were emergency purchases due to damage from severe weather. The lead time the vendor needs is three weeks to manufacture and with the systems being completely down, we could not wait that long, so we had to use two that were earmarked for other sites.

We do need to order several more of these systems and I was wondering if we can use the old CPOs and just change the location they are for on all the paperwork. Or, would you prefer they be zero'ed out and new ones done?

We have a contract with this vendor now so we would be doing ADO's.

Thanks.

Ellen

Ellen Sparks

West Virginia Emergency Management Division

Procurement Specialist

2403 Fairlawn Avenue

Dunbar, WV 25064

(304) 414-7672

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**3 attachments**

 **Agency Memo for Change Order CPOHSE2100000005 10-26-2021.pdf**  
196K

 **Agency Memo for Change Order CPOHSE2100000002 10-26-2021.pdf**  
303K

 **HCI Energy - Terry Bradshaw email to release CPO HSE2100000002 and CPO HSE2100000005 NOT USED.pdf**  
37K



**STATE OF WEST VIRGINIA  
DEPARTMENT OF HOMELAND SECURITY  
EMERGENCY MANAGEMENT DIVISION**

2403 Fairlawn Ave.  
Dunbar, WV 25064  
Telephone: (304) 558-5380  
Fax: (304) 766-2605

**JEFF S. SANDY, CAMS, CFE**  
Cabinet Secretary

**G.E. MCCABE**  
Director, EMD  
**GREGORY M. FULLER**  
Deputy Director, EMD

**TO:** Tara Lyle, Buyer Supervisor  
**FROM:** Ellen Sparks, Procurement Specialist  
**DATE:** October 26, 2021  
**RE:** Change Order 1 to Cancel CPO HSE2100000002

Agency, Emergency Management Division, has not used and will not be using the above referenced CPO. Agency requests that a change order be processed to cancel the unused balance on the CPO. The vendor has supplied a memorandum stating that nothing has been ordered and no charges will be applied to said CPO, see vendor memorandum attached.

If you need anything else to process the change order, please let me know.

Thank you so much for your assistance.

*Ellen Sparks*