



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.

Order Number:	CPO 0606 0606 HSE2100000005 2	Procurement Folder:	832934
Document Name:	Emergency Purchase Cabela Battery Backup System	Reason for Modification:	Change Order No. 1 - to cancel unused balance on purchase order.
Document Description:	Emergency Purchase Cabela Battery Backup System		
Procurement Type:	Central Purchase Order		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.l.lyle@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000022187	Requestor Name:	Sandra E Sparks
HCI ENERGY LLC 7923 NIEMAN RD		Requestor Phone:	304-414-7672
LENEXA KS 66214 US		Requestor Email:	sandra.e.sparks@wv.gov
Vendor Contact Phone:	913.229.2071	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>	
Extension:			
Discount Details:			
#1	No 0.0000 0		
#2	Not Entered		
#3	Not Entered		
#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	DIVISION OF EMERGENCY MANAGEMENT 2403 FAIRLAWN AVENUE DUNBAR WV 25064 US

Total Order Amount: \$0.00

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Lyle 11/3/2021</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature] 11/03/2021</i> ELECTRONIC SIGNATURE ON FILE
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11/3/2021

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 - Cabela Battery Backup System

Extended Description:

Emergency Purchase - Cabela Battery Backup System



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

RE: Purchase Orders

1 message

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 HSE2100000002 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 HSE2100000005 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





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

Re: Question on unused CPOs

1 message

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

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Ellen Sparks

West Virginia Emergency Management Division

Procurement Specialist

2403 Fairlawn Avenue

Dunbar, WV 25064

(304) 414-7672

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 HSE2100000005

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