



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

State of West Virginia
Delivery Order

Order Date: 12-20-2021

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:	CDO 0926 1920 PSC2100000001 3	Procurement Folder:	854405
Document Name:	CDO against SECSVS19	Reason for Modification:	Change order no 01 - to reduce and close delivery order.
Document Description:	Security Guards Services, PSC campus, Charleston, WV		
Procurement Type:	Central Delivery Order		
Buyer Name:	Malena L Harding		
Telephone:	(304) 340-0333		
Email:	mharding@psc.state.wv.us		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 SECSVS19 3
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000216853			Requestor Name:	Malena L Harding
G4S SECURE SOLUTIONS USA INC				Requestor Phone:	(304) 340-0333
2333 MACCORKLE AVE STE 200				Requestor Email:	mharding@psc.state.wv.us
SAINT ALBANS	WV	251772073			
US					
Vendor Contact Phone:	3047274608	Extension:	304		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No		0		
#3	No		0		
#4	No		0		

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 FILE LOCATION

INVOICE TO	SHIP TO
ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US	ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US

Total Order Amount:	\$35,757.00
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Purchasing Division's File Copy

ENTERED

JLM 1/3/2022

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara H*
 ELECTRONIC SIGNATURE ON FILE 01/3/22

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Telen 01-4-22*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change order SWC SECSVS19

Change order no 01 is issued to cancel this contract/purchase order for hours not worked by the security guards and any funds associated with the work or commodities that were undelivered. All remaining provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

CL 1 - Region 2 - Security Guard II, Mon-Fri 330pm-1130pm
Reducing estimated hours from 1953 to actual hours worked 874

CL 2- Region 2 - Lieutenant, Mon- Fri 730am-330pm
Reducing estimated hours from 1960 to actual hours worked 872

CL 3 - Region 2 - Security Guard II, Sat and Sun 730am-330pm
Reducing estimated hours from 816 to actual hours worked 360

CL 4- Region 2 - Security Guard II, Sat and Sun 330pm-1130pm
Reducing estimated hours from 816 to actual hours worked 360

Total original delivery order \$80,402.50
Corrected delivery order \$35,757.00

Effective date of cancellation: December 20, 2021

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	92121504	874.00000	HOUR	\$14.5000	\$12,673.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Region 2 - Security Guard II Mon-Fri 330pm-1130pm

Extended Description:

Region 2 - Security Guard II, Mon-Fri 330pm-1130pm
Reducing estimated hours from 1953 to actual hours worked 874

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	92121504	872.00000	HOUR	\$14.5000	\$12,644.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Region 2 - Lieutenant Mon- Fri 730am-330pm

Extended Description:

Region 2 - Lieutenant, Mon- Fri 730am-330pm
Reducing estimated hours from 1960 to actual hours worked 872

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	92121504	360.00000	HOUR	\$14.5000	\$5,220.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Region 2 - Security Guard II - Sat and Sun 730am-330pm

Extended Description:

Region 2 - Security Guard II, Sat and Sun 730am-330pm
Reducing estimated hours from 816 to actual hours worked 360

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	92121504	360.00000	HOUR	\$14.5000	\$5,220.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: Region 2 - Security Guard II - Sat and Sun 330pm-1130pm

Extended Description:

Region 2 - Security Guard II, Sat and Sun 330pm-1130pm
Reducing estimated hours from 816 to actual hours worked 360



Public Service Commission of West Virginia

201 Market Street, Charleston, WV 25301

Toll Free: 1-800-344-5113

December 20, 2021

West Virginia Purchasing Division
Mark Atkins
2019 Washington Street, E.,
P.O. Box 50130
Charleston, WV 25305

Re: Contract change order - CDO PSC210000001

The Public Service Commission (PSC) encumbered a total of \$80,402.50 under CDO PSC210000001 with G4S Secure Solutions, Inc.; which was the vendor for the statewide contract SECSVS19.

The PSC is requesting the original delivery order be reduced for hours not worked and the CDO closed. This change is due to the vendor merging with a new company and the contract being reissued.

The PSC contacted G4S via email on November 15, 2021 and December 6, 2021 regarding the closure of the delivery order. As of December 20, 2021 the vendor has not responded to our request.

The PSC is requesting a change order to finalize the contract and decrease the balance on the delivery order. Please see the attached letters for reference.

Sincerely,

Malena Harding

Malena Harding
Procurement Officer
Public Service Commission
304-340-0333
mharding@psc.state.wv.us

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
Fax: (304) 340-0325

November 15, 2021

G4S Secure Solutions
Office Manager
G4S Secure Solutions USA
2333 MacCorkle Avenue STE 200
St. Albans, WV 25177

Re: Security Guard Contract CDO PSC2100000001

To whom it may concern:

The Public Service Commission of WV used security guard services with G4S Solutions under the West Virginia statewide contract SECSVS19. The release order the PSC issued was CDO PSC2100000001.

Due to the new contract and merger with Allied Universal, the PSC must close the balance under the original CDO with G4S Solutions and issue a new delivery order to Allied Universal.

G4S
CDO PSC2100000001 –


1. The initial delivery order amount was \$80,402.50 for the period of 5/1/2021–4/30/2022.
2. Total Invoices paid to G4S through 10/7/2021 = \$35,757.00.
3. Balance to be closed from the delivery order issued to G4S is \$44,645.50.

Please respond within fourteen days of this notice if your records do not agree, otherwise we will determine the amounts listed are correct and no additional funds are owed under this delivery order and the contract will be closed.

Thank you in advance.
Malena Harding - 
Senior Procurement Specialist – Agency Procurement Officer

I agree that this contract has been paid in full _____
Signature Date

Printed name Title

* Vendor has not responded


Harding, Malena

From: Harding, Malena
Sent: Monday, December 06, 2021 3:21 PM
To: AR; Vaught, James; Castillo, Anislet
Subject: RE: G4S close out request
Attachments: G4S closeout.pdf

Hello,

Just following up on this request to close the original delivery order that was issued to G4S. We show all invoices were paid though 10/8/21. We have issued a new delivery order to Universal Protection under the new contract number for the remaining balance for the agreement year. Please let me know a status of this request or return the signed letter so we can proceed. This process was a directive from the WV Purchasing office – we have to close the old agreements with G4S in order to pay the new invoices under the new company/vendor name.

Malena

From: AR [mailto:AR@aus.com]
Sent: Monday, November 15, 2021 12:14 PM
To: Vaught, James <James.Vaught@aus.com>; AR <AR@aus.com>; Harding, Malena <mharding@psc.state.wv.us>; Castillo, Anislet <Anislet.Castillo@aus.com>
Subject: RE: G4S close out request

Anislet,

See attached, review G4s balances due and respond with he attached form.

This e-mail transmission and any documents, files or previous e-mail messages attached to it, are confidential and are protected by the attorney-client privilege and/or work product doctrine. Any and all rights to confidentiality and privilege are not waived, and are hereby specifically preserved. If you are not the intended recipient, or a person responsible for delivering it to the intended recipient, you are hereby notified that any review, disclosure, retention, copying, dissemination, distribution or use of any of the information contained in, or attached to this e-mail transmission is STRICTLY PROHIBITED. If you have received this transmission in error, please immediately notify me by return email or by telephone at the above number and delete the original message and its attachments from your system.

From: Vaught, James <James.Vaught@aus.com>
Sent: Monday, November 15, 2021 11:18 AM
To: AR <AR@aus.com>
Subject: FW: G4S close out request
Importance: High

Please read attachment, not for sure what to do with this. Thank you

From: Harding, Malena <mharding@psc.state.wv.us>
Sent: Monday, November 15, 2021 11:02 AM
To: Vaught, James <James.Vaught@aus.com>
Subject: FW: G4S close out request
Importance: High

Email from: mharding@psc.state.wv.us

DO NOT click links or open attachments unless you recognize the sender AND know the content is safe. If you suspect this is phishing, please forward to _____ and then delete.

James,

I tried to send this to Lisa but do not have her correct email. Can you forward this to her or whomever would sign this release for us?

Malena

From: Harding, Malena
Sent: Monday, November 15, 2021 10:47 AM
To: lisa.nomar@usa.g4s.com
Subject: G4S close out request
Importance: High

Lisa,

We need to close out our delivery order with G4S so I can issue a new delivery order to Allied for our guard services. Please see attached, sign and return to me via email.

Malena Harding
Senior Procurement Specialist
Administration Division - Purchasing
Public Service Commission of WV
201 Brooks St.
PO BOX 812
Charleston, WV 25323
304-340-0333 p
304-340-3742 f
purchasing@psc.state.wv.us