



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: 06-06-2022

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 0613 9905 VNF2200000002 1	Procurement Folder:	1054925
Document Name:	Security Guards for WVVNF	Reason for Modification:	
Document Description:	Security Guards for WVVNF		CDO from 5-1-2022 to 4-30-2023
Procurement Type:	Central Delivery Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 SECSVS19A 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000018473 UNIVERSAL PROTECTION SERVICE LP PO BOX 277469 ATLANTA GA 30384 7469 US Vendor Contact Phone: 614.381.5977 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>0</td></tr><tr><td>#3</td><td>No</td><td></td><td>0</td></tr><tr><td>#4</td><td>No</td><td></td><td>0</td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No		0	#3	No		0	#4	No		0	Requestor Name: Michael A Clevenger Requestor Phone: 304-626-1600 Requestor Email: michaelclevenger06@gmail.com 22 47588 FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No		0																		
#3	No		0																		
#4	No		0																		

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY CLARKSBURG WV 26301 US	VETERAN'S NURSING FACILITY 1 FREEDOMS WAY SCANNED CLARKSBURG WV 26301 US

Total Order Amount: \$257,172.00

Purchasing Division's File Control

ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE: *Mark A. Pauline* 6/7/2022
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Mark A. Pauline*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

RELEASE ORDER FOR SECURITY GUARD SERVICES
SEVEN (7) SECURITY GUARDS AT 40 HOURS A WEEK
MONDAY THROUGH SUNDAY
ONE (1) SERGEANT AT 40 HOURS PER WEEK
MONDAY THROUGH FRIDAY
RELEASE ORDER START DATE: 05/01/2022
RELEASE ORDER END DATE: 04/30/2023

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	92121504	15656.00000	HOUR	\$14.5000	\$227,012.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-01	2023-04-30				

Commodity Line Description: Region 1 - Security Guard II

Extended Description:

Security Guard II: 7
Hours per Day: 8
Days per week: 7 (including holidays)
Shift Hours: 24hrs/day

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	92121504	2080.00000	HOUR	\$14.5000	\$30,160.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-01	2023-04-30				

Commodity Line Description: Region 1 - Sergeant

Extended Description:

Sergeant: 1
Hours per Day: 8
Days per week: 5 (excluding state holidays)
Shift Hours: 8am-4pm
Dates of Service: 05/01/2022 through 04/30/2023
Job Location: WV Veterans Nursing Facility
One Freedom Way, Clarksburg, WV 26301

CMA 0212 SECSVS19A SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	WVNF	Request Date:	6-2-2022
Contact Person:	Michael Clevenger	Contract Start Date:	5-1-2022
Contact Title:	Procurement Supervisor	Contract End Date:	4-30-2023
Contact Phone:	304-626-1600	Shift Start Time:	24 hours
Contact Fax:	304-626-1605	Shift End Time:	24Hours
Contact Email:	michael.a.clevenger@wv.gov		
(Required Information) State PO/ADO #: CDO VNF22*02		Lunch: X $\frac{1}{2}$ hour 1-hour X Paid Unpaid	
Job Location: 1 Freedom Way Clarksburg WV 26301		SWC# CMA 0212 SECSVS19A	
County: Harrison		Travis Shannon, Field Supervisor Phone: 304-727-4608 Office Cell: 304-550-8719 Fax: 304-727-4198 Email:Travis.Shannon@aus.com	

AGENCY POSITION INFORMATION

Check	Job Classification	# Works	# Hrs PerDay	# Days PerWeek		REGION I	REGION II	REGION III	REGION IV
	LIMITED ASSIGNMENT PERSONNEL								
	PROBATIONARY GUARD I								
X	SECURITY GUARD II	7	8	7		\$14.50	\$14.50	\$14.50	\$14.50
	SECURITY GUARD III / SHIFT SUPERVISOR								
X	SERGEANT (IV)	1	8	5		\$14.50	\$14.50	\$14.50	\$14.50
	LIEUTENANT (IV)								

VENDOR INSTRUCTIONS:

- Please attach a brief description of job duties if different from Purchasing Division SECSVS19 specifications.
- If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
- If you need additional space for specific instructions please provide in the agency instructions space below.

AGENCY INSTRUCTIONS: (If additional space is needed, please add another page).

-
-
-
-
-
-

Agency Representative Signature: Michael Clevenger Title:

Procurement
Supervisor



*West Virginia Veterans Nursing Facility
One Freedoms Way
Clarksburg WV 26301*

MEMO

To: Mark A. Atkins *M.A.*
Buyer Supervisor, Statewide Contracts
WV Purchasing Division

From: Michael Clevenger *Michael Clevenger*
Procurement Supervisor, WVVNF

Date: June 7, 2022

Subject: Allied Universal Security Services CDO VNF22*02

The following is Backdate Justification for CDO VNF22*02.

I was on vacation for eleven days.

I was sick for three days.

Procurement staff has also been sick multiple days and time was spent covering their absence.

We were short staffed multiple days because of Covid-19.

One day was spent in Charleston for a meeting with the Purchasing Dept.

We are short staffed one OAI position.

Peggy Alexander and I have spent over 6 Days preparing and interviewing for said position.

We spent three consecutive weeks preparing for the Purchasing Division and federal audit.

I spent evenings sitting with family members consoling the tragic death of their father.

I take part time care of a parent with advanced dementia and Alzheimer's.



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 2509NC20Q02



Please Sign In! This tool only works for GSA government users (not Contractors and the Disaster Response Registry).

[Sign In](#)

Select Domain Entity Information

[All Entity Information](#) [Entities](#) [Disaster Response Registry](#) [Exclusions](#)

All Entity Information

[Entities](#)

[Disaster Response Registry](#)

[Exclusions](#)

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#).

☐ Any Words ⓘ

☒ All Words ⓘ

☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"universal protection service ip" x

Entity

Location

Entity Status

☒ Active

☐ Inactive

☐ ID Assigned

[Reset](#)



No matches found

We couldn't find a match for your search criteria.
Please try another search or go back to previous results.

[Go Back](#)



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Privacy Policy](#)

[Disclaimers](#)

[Freedom of Information Act](#)

[Accessibility](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Registration](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)



This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.



MARK D. SCOTT
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION

W. MICHAEL SHEETS
DIRECTOR

PURCHASING DIVISION

MEMORANDUM

TO: Frank Whittaker, CPPB, Assistant Director, WV Purchasing Division

FROM: James Meadows, CPPO, General Counsel, WV Purchasing Division

DATE: April 19, 2022

RE: HB 4499; Purchasing Affidavit; Interested Party Disclosure

A handwritten signature in blue ink, likely belonging to James Meadows, is located to the right of the "FROM:" line.

Pursuant to your request, I have investigated the impact of the recently passed House Bill 4499 on the bidding/contract award process as it relates to the Purchasing Affidavit and the Interested Party Disclosure Form. More specifically, you asked if the buying staff would need to continue collecting the two forms for contracts put out to bid, but not yet awarded, prior to the law change. My conclusion is that continuing to collect those forms is not necessary.

House Bill 4499 was a bill sponsored by the Governor's office, and made effective from passage, that made changes to various provisions of the West Virginia Code to make the procurement process more efficient. Two notable changes are the elimination of the need to collect the Purchasing Affidavit (previously found in W. Va. § Code 5A-3-10a) and the Interested Party Disclosure form (previously found in W. Va. Code § 6D-1-2) prior to award. Since the need for those forms prior to award was statutorily driven, and the statutes have now been modified, I see no reason to continue collecting them.

One concern was that the solicitations issued prior to the laws passage reference the applicable statutes and indicate that the two forms will be needed prior to award. Those references were found in term 37 and term 43 of the General Terms and Conditions. From a priority standpoint, the change to the law would certainly trump the solicitation's terms and conditions. To help explain that inaccurate statement, and the lack of the two forms in the procurement file, however, please request that procurement staff include a copy of this memo in all solicitation files that went out to bid prior to HB 4499 passing and contain the old versions of term 37 and term 43.