



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

State of West Virginia Master Agreement

Order Date: 12-05-2022

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:	CMA 0211 4078 GSD2200000001 2	Procurement Folder:	889317
Document Name:	GSD Elevator Maintenance - Open-End	Reason for Modification:	
Document Description:	GSD Elevator Maintenance - Various facilities-	Change Order No. 1 To renew the contract.	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-10-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-12-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000038531 3 PHASE EXCEL ELEVATOR LLC 1 HARMON PLAZA SECAUCUS NJ 07094 US Vendor Contact Phone: 718-966-2600 Extension: 414 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></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Scotty E Pauley Requestor Phone: 304-352-5481 Requestor Email: scotty.e.pauley@wv.gov 23 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount:

Open End

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION
DATE: *Tarafe 12/6/2022*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: *John S. Grouse*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *12/12/2022*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 1 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders. Renewal will be for a period of 78 days, in order to allow for new contract to become effective.

Effective date of renewal October 15, 2022 through December 31, 2022.

Renewal Months Remaining: 29.5

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72101506			EA	0.000000
	Service From	Service To			

Commodity Line Description: Elevator Maintenance

Extended Description:

Elevator Maintenance Contract - See attached Exhibit C - Pricing Page



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

APPROVED
12/6/22

Mark D. Scott
Cabinet Secretary

Bill Barry
Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, WV Purchasing Division
From: Jamie Jones, Procurement Administrator, General Services Division
Date: November 22, 2022
Ref: CMA GSD2200000001 GSD Elevator Maintenance

Jamie R Jones

Melissa,

Please let this memo serve as justification to backdate the renewal of the subject contract. The General Services Division had solicited for a new contract for Elevator Maintenance, as a result of having limited contract spending threshold, as established by § 5-22-1 (a)(5). While the subject contract was set to expire on October 14, 2022, the Agency had an established delivery order that covered preventative maintenance services through the month of November. As we have progressed in attempting to get the replacement contract established, we are approaching a period where it is very likely that we will not have a contract in place in order to cover services for the month of December. We are, with the approval of the vendor (3Phase Excel Elevator, dba WV Elevator), agree to a short-term renewal of this contract to cover the period to December 31, 2022.

Thank you!



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

Mark D. Scott
Cabinet Secretary

Bill Barry
Director

November 18, 2022

3Phase Excel Elevator LLC
1 Harmon Plaza
Secaucus, NJ 07094

REF: CMA 0211 GSD2200000001, GSD Elevator Maintenance

Mr. Murphy,

The above referenced contract expired on October 14, 2022. The West Virginia Department of Administration, General Services Division wishes to renew the contract for the remainder of the year, until December 31, 2022 under the same pricing, specifications, terms and conditions, while a new contract is in the process of becoming active. The renewal term of the contract will be October 15, 2022 through December 31, 2022. If you are in agreement to renew this contract, please sign below and return via email to James.R.Jones@wv.gov, or fax at 304-558-1475 at your earliest convenience.

If you have any questions, please feel free to contact me.

Thank you,

James R. Jones
Procurement Administrator, General Services Division

Name/Signature

11/22/22

Date

Account Sales Manager

Title