



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: 12-02-2022

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 0439 0439 EBA2100000004 3	Procurement Folder:	792173
Document Name:	CENTRALIZED MASTER AGREEMENT-CENTRAL DISTRICT	Reason for Modification:	CHANGE ORDER NO 2 - TO RENEW CONTRACT
Document Description:	EBAr68757r2 TOWER SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2020-10-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-10-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000186939 PILLAR INNOVATIONS LLC 92 CORPORATE DR  GRANTSVILLE MD 21536-1259 US Vendor Contact Phone: 304-983-8900 Extension:	Requestor Name: Cecil Dale Malcomb Requestor Phone: (304) 254-7858 Requestor Email: dmalcomb@wvpublic.org																				
Discount Details:	<b>23</b> FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><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></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		No																			
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
CHIEF FINANCIAL OFFICER EDUCATIONAL BROADCASTING  124 INDUSTRIAL PARK RD  BEAVER WV 25813  US	PURCHASING ADMINISTRATOR EDUCATIONAL BROADCASTING  600 CAPITOL ST  CHARLESTON WV 25301-1223  US

Total Order Amount:

Open End

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION

DATE: *Mark Abbott 12/05/2022*  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *John S. Gray 12/6/2022*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *12/02/2022*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CHANGE ORDER NO. 2

TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITION, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

EFFECTIVE DATE OF RENEWAL: 10/15/22 THROUGH 10/14/23

RENEWALS REMAINING: 1

--NO OTHER CHANGES--

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72141118			EA	0.000000
	Service From	Service To			

**Commodity Line Description:** Tower, Antenna, Transmission Line, and Site Maintenance or R**Extended Description:**

Tower, Antenna, Transmission Line, and Site Maintenance or Repair

Use the pricing page attached to header

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	72141118			EA	0.000000
	Service From	Service To			

**Commodity Line Description:** Tower Lighting Maintenance or Repair**Extended Description:**

Tower Lighting Maintenance or Repair

Use the pricing page attached to header

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81101700			EA	0.000000
Service From		Service To			

**Commodity Line Description:** Electrical Maintenance or Repair**Extended Description:**

Electrical Maintenance or Repair

Use the pricing page attached to header

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	56111905			EA	0.000000
Service From		Service To			

**Commodity Line Description:** Parts will be multiplied by \$1.20**Extended Description:**

Parts will be multiplied by \$1.20

Use the pricing page attached to header

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	72141702			EA	0.000000
	Service From	Service To			

**Commodity Line Description:** Equipment Rental / This is at cost

**Extended Description:**

Equipment Rental / This is at cost.

Use the pricing page attached to header

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81101700			EA	0.000000
	Service From	Service To			

**Commodity Line Description:** RoundTrip Travel Time fr: Vendor's office to Agency District

**Extended Description:**

Round Trip Travel Time from Vendor's office to Agency District per traveler. see section 5.2 of the specification for example

Use the pricing page attached to header



Toby L. Welch, Buyer  
West Virginia Purchasing Division  
2019 Washington Street East  
Capitol Complex Building 15  
Charleston, WV 25305  
304-558-8802 ext 57522  
[Toby.L.Welch@wv.gov](mailto:Toby.L.Welch@wv.gov)

December 2nd, 2022

OK  
M. L. Welch  
12/2/22

Dale Malcomb  
Purchasing Coordinator  
Phone: (304) 254-7858  
Cell: (304) 222-9252  
Email: [DMalcomb@WVPublic.Org](mailto:DMalcomb@WVPublic.Org)

Re: Second renewal of CMA's 0439 EBA2100000003, 4, and 5 – Tower Services.

Toby:

Our three contracts with Pillar Innovations LLC for tower services expired on October 14<sup>th</sup>, 2022. We submitted all three renewals, but they were rejected on September 27<sup>th</sup>, 2022. The person who submitted these renewals left our agency without notifying us that they required additional work. As a result, we failed to process these renewals in a timely fashion.

I appreciate you processing these late renewals for us. We are in the process of training a new staff member which, hopefully, will help prevent such oversights in the future.

Thank you for your time and consideration,

A handwritten signature in black ink, appearing to read 'C. Dale Malcomb'.

C. Dale Malcomb



Dale Malcomb  
Purchasing Coordinator  
Phone: (304) 254-7858  
Email: [dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)

September 22<sup>nd</sup>, 2022

Todd Hetrick  
Dept Manager – Tower Services & Telecommunications  
Pillar Innovations LLC  
104 Corporate Drive  
Morgantown, WV 26501  
Phone: (301) 616-6344  
Fax: (304) 983-8905  
Email: [ToddHetrick@PillarInnovations.Com](mailto:ToddHetrick@PillarInnovations.Com)

Subject: Renewal of contract# EBAr68757r2 / CMA\_0439\_EBA2100000004, tower services, Central District.

Dear Mr. Hetrick:

The State of West Virginia is offering to renew subject contract under the same terms, conditions, and pricing. The renewal dates are October 15<sup>th</sup>, 2022, through October 14<sup>th</sup>, 2023. If your company agrees to this renewal, please sign below, and return the original to my attention as soon as possible.

I have also attached a Purchasing Affidavit which must be completed and returned as well. If your company is unable to have the affidavit notarized due to CoVid restrictions, you must send the completed affidavit (un-notarized) and include a signed, dated letter on company letterhead stating this.

In addition to these documents, please include a current, valid contractor's license for verification and a current Certificate of Insurance (COI). The COI must list WV Educational Broadcasting Authority as an additional insured with our address as 600 Capitol St, Charleston, WV 25301.

Please call if you have any questions.

Very truly yours,

  
C. Dale Malcomb

Attachment

*We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

Justin Stephens  
Name

  
Signature

VP of Operations  
Title

9/26/22  
Date