



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: 02-06-2024

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CMA 0432 5701 DCH2200000003 3	<b>Procurement Folder:</b>	971047
<b>Document Name:</b>	WVIH: Elevator Maintenance Contract	<b>Reason for Modification:</b>	Change Order No. 2 To Renew Contract
<b>Document Description:</b>	Change Order No. 2		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-01-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-01-14

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000160387	<b>Requestor Name:</b>	Deborah J Jones
INDUSTRIAL ELEVATOR MAINTENANCE INC PO BOX 262		<b>Requestor Phone:</b>	(304) 558-0220
CECIL PA 15321 US		<b>Requestor Email:</b>	deborah.j.jones@wv.gov
<b>Vendor Contact Phone:</b>	4122570124	<b>Extension:</b>	
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY WV INDEPENDENCE HALL 1528 MARKET ST WHEELING WV 26003-3532 US

2-8-2460

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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*LM 2/07/24*  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara* 2/7/2024  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
 DATE: *Debra* 2-14-24  
 ELECTRONIC SIGNATURE ON FILE

*2/14/2024*

**Extended Description:**

Change Order

Change Order No. 02 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

Effective Date of Renewal: 01/15/2024 through 01/14/2025

Renewal Years/Months Remaining: 1

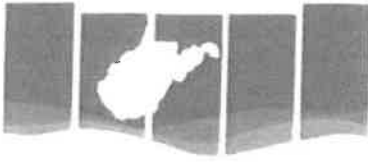
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72154010				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** WVIH: Elevator Maintenance Contract

**Extended Description:**

Elevator Maintenance Contract -  
As per Exhibit C: Pricing Page



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

The Culture Center  
1901 Kanawha Blvd. E.  
Charleston, WV 25305-0360

**Randall Reid-Smith, Curator**  
Phone 304.558.0220 • [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.7779 • TDD 304.558.3563

January 30, 2024

Industrial Commercial Elevator  
P.O. Box 262  
Cecil, PA 15321

**REF: CMA DCH2200000003 – Change Order #2 - WVIH: Elevator Maintenance Services**

To Whom it May Concern:

The above referenced contract expired on January 14, 2024. The West Virginia Department of Arts, Culture and History is offering to renew the contract for one (1) year under the same pricing, specifications, and terms and conditions. The renewal term of the contract will be January 15, 2024 through January 14, 2025. If you agree to renew this contract, please sign below, and return to Charles Thompson via [Charles.L.Thompson@wv.gov](mailto:Charles.L.Thompson@wv.gov) at your earliest convenience before the contract expiration date.

Best regards,

  
Charles Thompson  
Procurement Officer

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

Steven J. Cottrill

Name

Director of Sales/Field Operations

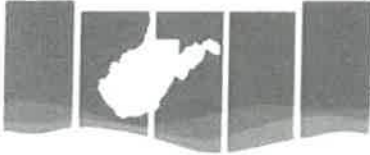
Title

Signature



1/30/24

Date



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

The Culture Center  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

**Randall Reid-Smith, Curator**  
Phone 304.558.0220 • www.wvculture.org  
Fax 304.558.2779 • TDD 304.558.3562

EEO/AAE Employee

From: Charles Thompson, Procurement Officer, WVDACH

Date: January 31, 2024

**REF: CMA DCH2200000003 – Elevator Service Maintenance**

To Whom it May Concern:

Please allow this memorandum to serve as written explanation and justification for the delayed issuance of CMA DCH23-03's contract renewal. The referenced Central Master Agreement renewal issuance date is January 15, 2024, thus creating a "backdate" issue.

Since there was a gap in the time the previous Procurement Officer vacated the position and the time the position was filled, there was not trained personnel in place to keep track of contract expiration dates. We are currently working on a program to properly track Agency contracts.

Best regards,

A handwritten signature in black ink that reads "Charles Thompson".

Charles Thompson  
Procurement Officer

*Backdate  
approved  
J. W. [unclear]  
P. W. [unclear]  
1/31/24*

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure accuracy of information. However, we make no representation or warranty as to the correctness completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

#### INDUSTRIAL ELEVATOR MAINTENANCE, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/30/1975		6/30/1975	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		<b>Capital Stock</b> 0.0000
<b>Charter County</b>		<b>Control Number</b>	0
<b>Charter State</b>	PA	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

**Addresses**

Type	Address
<b>Mailing Address</b>	PO BOX 262 3177 MILLERS RUN ROAD CECIL, PA, 15321 USA
<b>Notice of Process Address</b>	STEPHEN J GIELAROWSKI 3177 MILLERS RUN ROAD CECIL, PA, 15321
<b>Principal Office Address</b>	3177 MILLERS RUN ROAD PO BOX 262 CECIL, PA, 15321 USA
Type	Address

**Officers**

Type	Name/Address
<b>President</b>	STEPHEN J GIELAROWSKI PO BOX 262 CECIL, PA, 15321
<b>Secretary</b>	R. A. GIELAROWSKI JR PO BOX 262 CECIL, PA, 15321
Type	Name/Address

**Annual Reports**

Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

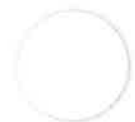
2015

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2013
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1999
<b>Date filed</b>

For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, February 7, 2024 — 2:49 PM

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e.g. 1606N020Q02

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Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By






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Search Editor

- Any Words 
- All Words 
- Exact Phrase 



e.g. 123456789, Smith Corp

"INDUSTRIAL ELEVATOR MAINTENANCE" ✕

Classification ▼

Excluded Individual ▼

Excluded Entity ▼

Federal Organizations ▼

Exclusion Type ▲

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program ▼

Location ▼

Dates ▼

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDermott</u> Date: <u>2/07/24</u>  Solicitation No. <u>CMA DCH22*03 c/o2</u>	Agency: <u>WVDACH</u> Procurement Officer Submitting Requisition: <u>Charles L. Thompson</u> Requisition No. <u>CMA DCH22*03</u> PF No.: <u>971047</u>
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1 Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b> Insurance requirements				
<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b> Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b> Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b> Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b> Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b> Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b> Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b> Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b> Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b> State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b> Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

