



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: 03-15-2024

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 EBA220000002A 3	Procurement Folder:	1006112
Document Name:	Broadcast/Communications Tower Site Maintenance-South	Reason for Modification:	Change Order 2 To renew contract
Document Description:	Broadcast/Communications Tower Site Maintenance EBAr70371		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-02-28

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000186939	Requestor Name:	Cecil Dale Malcomb
PILLAR INNOVATIONS LLC 92 CORPORATE DR GRANTSVILLE MD 21536-1259 US		Requestor Phone:	(304) 254-7858
Vendor Contact Phone:	304-983-8900	Requestor Email:	dmalcomb@wvpublic.org
Extension:		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Discount Details:			
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

3-27-24 61

Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION
 DATE: *T. W. [Signature]* 3/28/2024
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *D. [Signature]* 3-28-24
 ELECTRONIC SIGNATURE ON FILE

3/28/2024

Extended Description:

Change Order

Change Order No. 2 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including authorized change orders.

Effective date of renewal 3/1/2024 through 2/28/2025.

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72141118				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tower Services - SOUTHERN DISTRICT

Extended Description:
See Pricing Page



February 1st, 2024

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

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

Subject: Renewal of contract# EBAr70371a / CMA_0439_EBA22000002A, tower services, Southern 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 March 1st, 2024, through February 28th, 2025. If your company agrees to this renewal, please sign below, and return the original to my attention as soon as possible.

In addition to these documents, please include a current, valid contractor’s license for verification and a current Certificate of Insurance (COI) for both General Commercial Liability and Automotive Liability insurance.

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.


Name


Signature


Title


Date



Backlog not
on agency - Purchasing
rejected one of the
renewals.
TFL

Fwd: CMA EBA22*2A

1 message

McDonnell, Larry D <larry.d.mcdonnell@wv.gov>
To: Tara L Lyle <tara.l.lyle@wv.gov>

Tue, Mar 26, 2024 at 10:23 AM

Good morning Tara,

Per our conversation, here are emails between me and the Agency regarding the Change Order to CMA EBA22*02A. I know this contract has passed its expiration date. When I was doing my review of CMA EBA22*02 I noticed that it had exceeded its \$500,000.00 threshold as a maintenance contract. This particular contract is a split award from CRFQ EBA22*01 that resulted in CMA EBA22*02 and CMA EBA22*02A.

Since the Agency's contract had exceeded the \$500,000.00 limit; I had inquired about the next steps in the office. I was originally informed that both contracts, CMA EBA22*02 and EBA22*02A, could not proceed with the change order process and would have to go back out to bid.

In a phone call with Dale Malcomb, I informed him that the contract had exceeded the \$500,000.00 threshold and both contracts would have to go back out to bid. He said he was aware that the contract showed he had exceeded his limit but an error had occurred at his business office. Several delivery orders and invoices were processed under the wrong contract. He stated that his Business Office is currently working to correct the issue on his end.

During our call I mentioned that if we tried to proceed with the change order for CMA EBA22*02, the contract could potentially crash on encumbrance.

I sent Dale Malcomb a follow up email from our phone conversation (see attached). I had explained to him that I would keep CMA EBA22*02 in draft mode until the contract reflected the correct spend amount. Once corrected, he would be able to resubmit. Dale Malcomb said that "sounds good".

As for the Change Order for CMA EBA22*02A; I was waiting for EBA22*02 to be corrected so both contracts could be processed at the same time. Then I recently became aware that one could be processed without the other.

Let me know if you need any additional information.

Thanks,

LARRY D. McDONNELL, WVPBC

Senior Buyer | Purchasing Division

West Virginia Department of Administration

2019 Washington St, East | Charleston, WV 25305

M: 304.558.2306 | **D:** 304.558.2063 | **F:** 304.558.3970

Larry.D.McDonnell@wv.gov |
www.wvpurchasing.gov



Procurement Excellence Through Collaboration and Service

----- Forwarded message -----

From: **Dale Malcomb** <dmalcomb@wvpublic.org>
Date: Thu, Mar 14, 2024 at 1:33 PM
Subject: Re: CMA EBA22*2A
To: McDonnell, Larry D <larry.d.mcdonnell@wv.gov>

Will do. Thanks for keeping me straight.

Enjoy the rest of your day.

Dale Malcomb
Purchasing Coordinator
Information Technology Manager
Fleet Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
dmalcomb@wvpublic.org

From: McDonnell, Larry D <larry.d.mcdonnell@wv.gov>
Sent: Thursday, March 14, 2024 12:12 PM
To: Dale Malcomb <dmalcomb@wvpublic.org>
Subject: Re: CMA EBA22*2A

Good afternoon Dale,

I have reviewed CMA EBA22*02 and CMA EBA22*02A. Before we can proceed I will need the following items revised.

1. The two-party agreements attached to the header were not signed by the vendor.
2. The Buying staff at WV Purchasing have been requested to tell Agencies that when files are attached to the header to name the file so it identifies it as a change order and the change order number. Please see the following example:

Change Order xx - Contract Number - document or COx - Contract Number - document.

i.e. Change Order 01 - CMA DCH22-07 - Two-Party Agreement or CO1 - CMA DCH22-07 - Two-Party Agreement

Be sure to use this format when you upload the signed two-party agreement.

3. Since the two-party agreement is requesting the vendor to provide a certificate of insurance, that will need to be provided but you can put that in the procurement folder.
4. The "Modification Tab" on the header of the CMA needs to be revised. Please see the following link for the Change Order Instructional Guide page 5. <https://www.state.wv.us/admin/purchase/Documents/ChangeOrderInstructionalGuide.pdf>
5. Just as a reminder, the Compliance Verification Checklist, since this a change order to renew you do not need to check mark any of the boxes under "FOR ALL SOLICITATION TYPES".

I have put the CMA's back into your bucket. Once these items are completed and resubmitted I will move forward with processing the change order.
Do not hesitate to reach out if you have any questions.

Thanks,

LARRY D. McDONNELL, WVPBC

Senior Buyer | Purchasing Division

West Virginia Department of Administration

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On Wed, Mar 13, 2024 at 2:26 PM Dale Malcomb <dmalcomb@wvpublic.org> wrote:
CMA EBA22*2A and EBA22*02 have both been submitted for renewal.

Thanks.

Dale Malcomb
Purchasing Coordinator
Information Technology Manager
Fleet Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
dmalcomb@wvpublic.org

From: McDonnell, Larry D <larry.d.mcdonnell@wv.gov>
Sent: Friday, March 8, 2024 2:53 PM
To: Dale Malcomb <dmalcomb@wvpublic.org>
Subject: Re: CMA EBA22*2A

Dale,
When do you get back from vacation?

Thanks,

LARRY D. McDONNELL, WVPBC

Senior Buyer | Purchasing Division

West Virginia Department of Administration

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Procurement Excellence Through Collaboration and Service

On Fri, Mar 8, 2024 at 12:01 PM Dale Malcomb <dmalcomb@wvpublic.org> wrote:

Thanks. I'm still on vacation, so I may not get to it until next week, but I'm trying to keep up while I'm gone.

This reminds me, I still have CRQM EBA24*3 in my bucket. I'm waiting on answers to a couple of questions you were checking on and you said you also had more changes you wanted made. If you'll send me that info I'll get back on that one.

Thanks again. Have a great day!

Dale Malcomb
Purchasing Coordinator
Information Technology Manager
Fleet Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
dmalcomb@wvpublic.org

From: McDonnell, Larry D <larry.d.mcdonnell@wv.gov>
Sent: Thursday, March 7, 2024 4:22 PM
To: Dale Malcomb <dmalcomb@wvpublic.org>
Subject: Re: CMA EBA22*2A

Dale,
I just want to follow up and let you know that this is still in your bucket.

Date Submitted : 3/6/2024 Submitter : Cecil Dale Malcomb

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
16524	5	5	2024-03-06	CMA Lvl 1 Dept:0439	Pending	
16524	6	6		PR Central CTS1 Approver	Pending	
16524	7	7		PR Central Purchasing Buyer	Pending	
16524	11	11		PR Central Buyer Manager	Pending	
16524	12	14		PR CTS2 Authorized Approver	Pending	
16524	13	12		Attorney General Approver	Pending	
16524	14	13		PR CTS2 Authorized Approver	Pending	

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LARRY D. McDONNELL, WVPBC

Senior Buyer | Purchasing Division

West Virginia Department of Administration

2019 Washington St, East | Charleston, WV 25305

M: 304.558.2306 | D: 304.558.2063 | F: 304.558.3970

Larry.D.McDonnell@wv.gov |
www.wvpurchasing.gov



Procurement Excellence Through Collaboration and Service

On Wed, Mar 6, 2024 at 1:54 PM Dale Malcomb <dmalcomb@wvpublic.org> wrote:

Larry:

I just approved this renewal without attaching the documents. Please reject it back to me.

Thanks.

Dale Malcomb
Purchasing Coordinator
Information Technology Manager
Fleet Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
dmalcomb@wvpublic.org

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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 the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

PILLAR INNOVATIONS, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/22/2007		1/22/2007	Foreign	Profit			

Organization Information			
Business Purpose	3332 - Manufacturing - Machinery Manufacturing - Industrial Machinery Manufacturing (food product, semiconductor, sawmill, woodworking, paper, printing)		Capital Stock
Charter County	Monongalia	Control Number	90949
Charter State	MD	Excess Acres	
At Will Term	T	Member Managed	MGR
At Will Term Years	93	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	92 CORPORATE DRIVE GRANTSVILLE, MD, 215361259
Mailing Address	ROGER L CUTRIGHT, ESQ PO BOX 842 MORGANTOWN, WV, 26507 USA
Mailing Address	92 CORPORATE DRIVE GRANTSVILLE, MD, 215361259 USA
Notice of Process Address	PILLAR INNOVATIONS, LLC 104 CORPORATE DRIVE MORGANTOWN, WV, 26501
Principal Office Address	92 CORPORATE DRIVE GRANTSVILLE, MD, 215361259 USA
Type	Address

Officers	
Type	Name/Address
	JUSTIN STEPHENS-MEMBER 104 CORPORATE DRIVE MORGANTOWN, WV, 26501 USA
Manager	SHAWN R. BENDER 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536
Member	ERIC GUTHRIE 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536 USA
Member	MERLIN BEITZEL - MEMBER 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536 USA
Member	SHELDON MAUST-MEMBER 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536 USA
Type	Name/Address

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

Thursday, March 21, 2024 — 3:07 PM

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e.g. 123456789, Smith Corp

"PILLAR INNOVATIONS" x

Classification v

Excluded Individual v

Excluded Entity v

Federal Organizations v

Exclusion Type ^

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

Exclusion Program v

Location v

Dates v

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>3/21/24</u> Solicitation No. <u>CMA EBA22*02A c/o2</u>	Agency: 0439 Educational Broadcasting Authority Procurement Officer Submitting Requisition: Dale Malcomb Requisition No. CMA EBA220000002A PF No.: 1006112
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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:

#	Compliance Check Type	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 www.state.wv.us/admin/purchase/TCP.pdf	<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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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.

