



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

State of West Virginia  
**Purchase Order**

Order Date: 06-04-2024

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>	CPO 0506 2848 BHS2400000001 2	<b>Procurement Folder:</b>	1268735
<b>Document Name:</b>	Change Order 1	<b>Reason for Modification:</b>	Change Order 1 To Issue Notice to Proceed
<b>Document Description:</b>	BARBOURSVILLE SCHOOL SEWER PROJECT		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-11-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-10-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000205574	<b>Requestor Name:</b>	Mark S Fox
FAMCO INC		<b>Requestor Phone:</b>	(304) 356-4088
PO BOX 1577		<b>Requestor Email:</b>	mark.s.fox@wv.gov
HUNTINGTON	WV 25716		
US			
<b>Vendor Contact Phone:</b>	304-529-3328	<b>Extension:</b>	2
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

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

INVOICE TO	SHIP TO
PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US	PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US

**Total Order Amount:** \$657,147.32

Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara H 6/4/24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John L. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>6/7/24</i> ELECTRONIC SIGNATURE ON FILE
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*6/17/2024*

**Extended Description:**

Change Order 1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract term: 11/01/2023 through 10/31/2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121505	0.00000		0.000000	657147.32
Service From	Service To	Manufacturer		Model No	
2023-11-01	2024-10-31	GENERAC		QT025A	

**Commodity Line Description:** Barboursville School Sewer Project

**Extended Description:**

Lump Sum total for all labor, material, and equipment to complete Barboursville School Wastewater pump stations and force Main



**STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH AND HUMAN RESOURCES  
Office of Health Facilities**

**Jeffery H. Coben, MD  
Interim Cabinet Secretary**

**Shevona Lusk  
Chief Operating Officer**

Date: October 20, 2023

Randy Richmond  
FAMCO  
3450 James Kilowatt Road  
Huntington, WV 25701

Mr. Richmond:

Please accept this letter as a notice to proceed for CRFQ BHS2400000001 for The Barboursville School Sewer Project located at 1535 Martha Road Barboursville WV 25504. This letter is to notify your company to proceed with all work to complete this project within this period beginning November 1, 2023.

I look forward to working with you and please do not hesitate to contact me if you have any questions or concerns during this project.

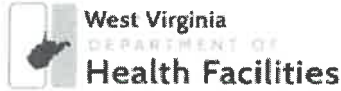
Thank you for your time and attention in this matter.

Sincerely  
**Kris Wilcoxen**

Kris Wilcoxen  
Director of Facilities, Plant Operations  
Office of Health Facilities, DHHR  
100 Dee Drive  
Charleston, WV 25311

E-mail: [Kristopher.r.wilcoxen@wv.gov](mailto:Kristopher.r.wilcoxen@wv.gov)  
Mobile: 304-993-0480

OK



Sherri A. Young, D.O., MBA, FAAFP  
DH Cabinet Secretary

Michael J. Caruso  
DHF Cabinet Secretary

Cynthia A. Persily, Ph.D.  
DoHS Cabinet Secretary

STATE OF WEST VIRGINIA  
DEPARTMENTS OF HEALTH, HEALTH FACILITIES, AND HUMAN SERVICES  
OFFICE OF SHARED ADMINISTRATION

DATE: June 4, 2024

TO: Crystal Husted, Senior Buyer  
DOA Purchasing

FROM: *Althea Greenhowe*  
Althea Greenhowe, Procurement Specialist, Senior  
Office of Shared Administration Purchasing

RE: CPO 0506 BHS24\*1

Please accept this late justification memo for the Change Order to the above referenced contract. The office was unaware that a Change Order needed to be completed for the Notice to Proceed. A copy of the Notice has been attached to the Header and the dates entered within the document.

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

Thanks.

*Backlog  
apj*



"FAMCO INC" x

- Classification v
- Excluded Individual v
- Excluded Entity v
- Federal Organizations v
- Exclusion Type v
- Exclusion Program v
- Location v
- Dates v

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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 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.*

#### FAMCO, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	3/26/1986		3/26/1986	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2371 - Construction - Heavy & Civil Engineering Construction - Utility System Construction (water & Sewer, oil& gas pipeline, power & communication)		<b>Capital Stock</b> 1000.0000
<b>Charter County</b>	Cabell		<b>Control Number</b> 0
<b>Charter State</b>	WV		<b>Excess Acres</b> 0
<b>At Will Term</b>	<b>Member Managed</b>		
<b>At Will Term Years</b>			<b>Par Value</b> 0.200000
<b>Authorized Shares</b>	5000		<b>Young Entrepreneur</b> Not Specified

#### Addresses

Type	Address
<b>Mailing Address</b>	P.O. BOX 1577 HUNTINGTON, WV, 25716 USA
<b>Notice of Process Address</b>	RICHARD SMAILES 3450 16TH STREET ROAD HUNTINGTON, WV, 25701
<b>Principal Office Address</b>	3450 16TH ST ROAD HUNTINGTON, WV, 25701 USA
Type	Address

Officers	
Type	Name/Address
<b>Incorporator</b>	RICHARD C. SMAILES 3348 16TH ST. RD. HUNTINGTON, WV, 25701 USA
<b>President</b>	RICHARD C. SMAILES 3440 16TH STREET ROAD HUNTINGTON, WV, 25701
<b>Vice-President</b>	YONG H. SMAILES 3440 16TH STREET ROAD HUNTINGTON, WV, 25701
Type	Name/Address

Date	Amendment
<b>10/26/1998</b>	INCREASE IN SHARES FROM 1,000 AT \$1.00 PAR TO 5,000 SHARES AT \$.20 PAR VALUE WHICH MAKES THE AUTH. CAP. STK REMAIN THE SAME AT \$1,000
Date	Amendment

Annual Reports	
Filed For	
2024	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, June 4, 2024 — 9:08 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>6/4/24</u>  Solicitation No. <u>CPO BHS24*01</u>	Agency: WV OSA  Procurement Officer Submitting Requisition: Althea Greenhowe  Requisition No. CPO BHS24*1  PF No.: 1268735
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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 ( <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
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<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:**

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

*Crystal Head*