



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: 08-13-2024

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 0702 7814 TAX2400000005 3	Procurement Folder:	1414117
Document Name:	Security Guard Service for Revenue Center Bldg 22	Reason for Modification:	Change Order to replace the incorrectly uploaded pricing page.
Document Description:	Security Guard Service for Revenue Center Bldg 22		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-05-31

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VS0000045398	Requestor Name:	Melissa L Anthony		
CAPITOL SECURITY SOLUTIONS LLC 9 ANTLER DRIVE		Requestor Phone:	(304) 558-6000		
CULLODEN WV 25510		Requestor Email:	manthony@wvsos.com		
US		<div style="text-align: center; font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____			
Vendor Contact Phone:	3048070840			Extension:	
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748 CHARLESTON WV 25339-1748 US	OPERATIONS DIVISION TAX DIVISION OF REVENUE CENTER 1001 LEE ST E, STE 1 CHARLESTON WV 25301-1725 US

8/15/24 60

Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION
 DATE: *JA 8.14.24*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *8-20-24*
 ELECTRONIC SIGNATURE ON FILE

8/19/2024

Extended Description:

Change Order

Change Order #1 to correct an administrative error in which the incorrect pricing page was uploaded. The low bid meeting specifications pricing page replaces the current one.

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	92121504				0.000000
Service From				Service Contract Amount	
				0.00	

Commodity Line Description: Guard II M-F 0600 to 1730

Extended Description:

Exhibit "A" Pricing Page for pricing.

This position consists of 2 guards one working M-T-F and the other working W-TH of the week

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	92121504				0.000000
Service From				Service Contract Amount	
				0.00	

Commodity Line Description: Guard II M-F 0900 to 1730

Extended Description:

Exhibit "A" Pricing Page for pricing.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	92121504				0.000000
Service From				Service Contract Amount	
				0.00	

Commodity Line Description: Guard II M-F 0800 to 1630

Extended Description:

Exhibit "A" Pricing Page for pricing.

REQUEST FOR QUOTATION
Security Guard Services

Security Guard service for Revenue Building 22 1001 Lee Street East, Charleston, WV 25301

Security Guard Classification	Unit Price (Hourly Rate)		Total Hours		Total Cost
*GUARD II **	15.75				
GUARD II	15.75				
*GUARD II	15.75				

*30-minute unpaid lunch break, and the two 15-minute unpaid breaks.

**This position consists of 2 guards one working M-T-F and the other working W-TH of the week. No overtime will be paid only at the standard hourly rate.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>8/13/24</u>	Agency: Tax
Solicitation No. <u>CMA Tax 24*05</u>	Procurement Officer Submitting Requisition: Anthony Cooper
	Requisition No. CMA TAX 24*05
	PF No.: 1414117

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"/>
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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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:  _____

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Business Organization Detail

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CAPITOL SECURITY SOLUTIONS LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	4/4/2022		4/4/2022	Domestic	Profit				

Organization Information									
Business Purpose	5616 - Admin/Support Waste Mgt/ Remediation Services - Administrative and Support Services - Investigation and Security Services (security guards, patrol, armored car, security systems, locksmiths)				Capital Stock				
Charter County	Cabell			Control Number					
Charter State	WV			Excess Acres					
At Will Term	A			Member Managed		MBR			
At Will Term Years				Par Value					
Authorized Shares				Young Entrepreneur		No			

Addresses									
Type	Address								
Designated Office Address	9 ANTLER DRIVE CULLODEN, WV, 25510								
Mailing Address	9 ANTLER DRIVE CULLODEN, WV, 25510 USA								
Notice of Process Address	STEVEN JOHNSON 9 ANTLER DRIVE CULLODEN, WV, 25510								
Principal Office Address	9 ANTLER DRIVE CULLODEN, WV, 25510 USA								
Type	Address								

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Officers

Type	Name/Address
Member	STEVEN JOHNSON 9 ANTLER DRIVE CULLODEN, WV, 25510
Organizer	STEVEN JOHNSON 9 ANTLER DRIVE CULLODEN, WV, 25510
Type	Name/Address

Annual Reports

Filed For
2024
2023
Date filed

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

Tuesday, August 13, 2024 — 4:13 PM

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