

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: 09-20-2024

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:	CPO 1400 1400 AGR2500000002 2	Procurement Folder:	1419249
Document Name:	Electric Service from Generator to Building 2	Reason for Modification:	
Document Description:	Electric Service from Generator to Building 2	Change Order #1 To Issue Notice to Proceed	
Procurement Type:	Central Purchase Order		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-09-23
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-10-05

	VENDOR			DEPARTMENT CONTACT
Vendor Customer Code:	VC0000144252		Requestor Name:	Laryssa D Hoskins
PRO 1 ELECTRIC INC			Requestor Phone:	304-558-2221
205 N HICKORY ST			Requestor Email:	lhoskins@wvda.us
PARKERSBURG	wv	26101		
US				
Vendor Contact Phone:	0000000000 Extensi	on:	1	
Discount Details:				
Discount Allowed	Discount Percentage	Discount Days		0075
#1 No	0.0000	0		
#2 Not Entered			FIL	E LOCATION
#3 Not Entered			_	
#4 Not Entered				

INVOICE TO		SHIP TO		
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF		AUTHORIZED RECEIVER 304-558 AGRICULTURE DEPARTMENT OF		
ADMINISTRATIVE SERVICES		BUILDINGS & GROUNDS DIVISION	N	
1900 KANAWHA BLVD E		419 GUS R DOUGLAS LN, BLDG17	7A	
CHARLESTON	WV 25305-0173	CHARLESTON	WV 25312	
US		US		

9-25-2461

\$40,637.00 **Total Order Amount:** 

Purchasing Division's File Copy

4	Mer	4/	24	124				
PURC	CHAS	ING	DIV	ISION	AUT	HORI	ZATIO	N

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION** 

DATE:
ELECTRONIC SIGNATURE ON FILE

OCT 0 2 2024

DATE:

Date Printed: Sep 20, 2024

Order Number: CPO 1400 1400 AGR25000000002 2

Page: 1

FORM ID: WV-PRC-CPO-002 2020/05

#### **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: September 23, 2024, through October 5, 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81102400	0.00000		0.000000	40637.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description:

Electric Service from Generator to Building 2

#### **Extended Description:**

See attached documentation for further details.

 Date Printed:
 Sep 20, 2024
 Order Number:
 CPO
 1400
 AGR2500000002
 2
 Page:
 2
 FORM ID: WV-PRC-CPO-002 2020/05





Kent A. Leonhardt, Commissioner Joseph L. Hatton, Deputy Commissioner

20 September 2024

Janaa Mullenix Pro 1 Electric, Inc 205 N. Hickory St. Parkersburg, WV 26101

Re: CPO AGR250000002

Dear Ms. Mullenix:

This is your official Notice to Proceed for CPO AGR25\*2, WVDA Electric Service from Generator to Building 2. Your Notice to Proceed period will begin effective September 23, 2024, and will be completed by October 5, 2024.

If you have any questions concerning this, feel free to contact me at (304) 558-2221.

Sincerely,

Alan Clemans (Sep 20, 2024 10:46 EDT)

Alan Clemans, CFO-Director Administrative Services Division

telephone: 304-558-3550 • fax: 304-558-2203

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## West Virginia Secretary of State — Online Data Services

#### **Business and Licensing**

Online Data Services Help

## **Business Organization Detail**

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## PRO 1 ELECTRIC, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/9/2019		12/9/2019	Domestic	Profit			

Organization	Information		
Business Purpose		Capital Stock	1000.0000
Charter County	Wood	Control Number	9ATDW
Charter State	w	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

#### Addresses

Туре	Address
Local Office Address	205 HICKORY ST PARKERSBURG, WV, 26101 USA
Notice of Process Address	MARK E. DEEM 205 HICKORY ST PARKERSBURG, WV, 26101 USA
Principal Office Address	205 HICKORY ST PARKERSBURG, WV, 26101 USA
Туре	Address

Officers				
Туре	Name/Address			
Incorporator	MARK E. DEEM 205 HICKORY ST PARKERSBURG, WV, 26101 USA			
President	MARK E. DEEM 205 HICKORY ST. PARKERSBURG, WV, 26101 USA			
Туре	Name/Address			

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
Date filed	

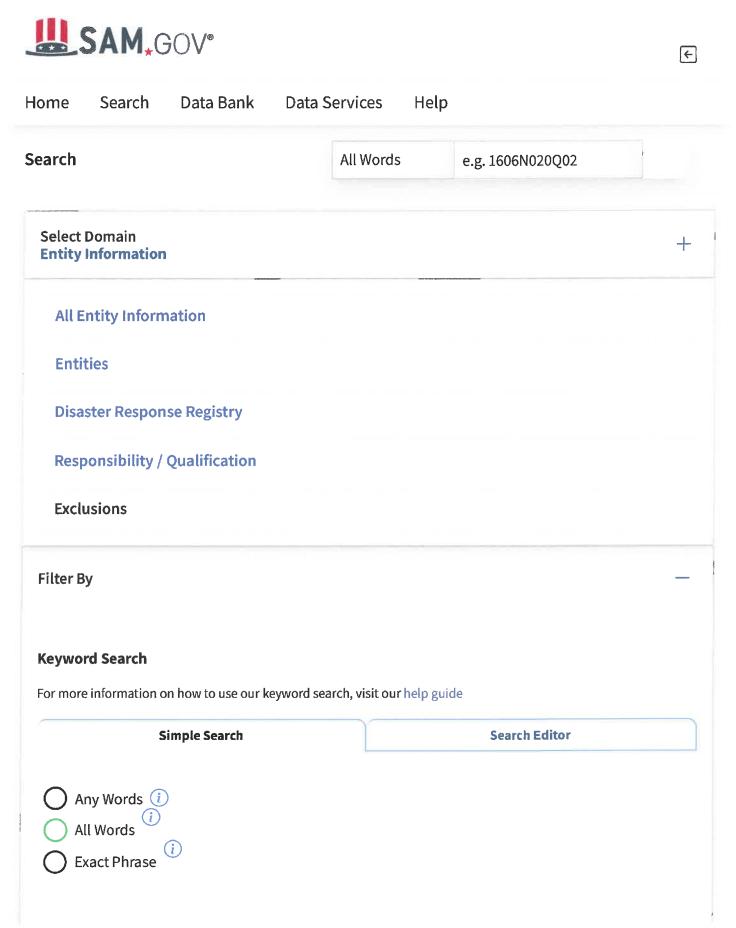
For more information, please contact the Secretary of State's Office at 304-558-8000.

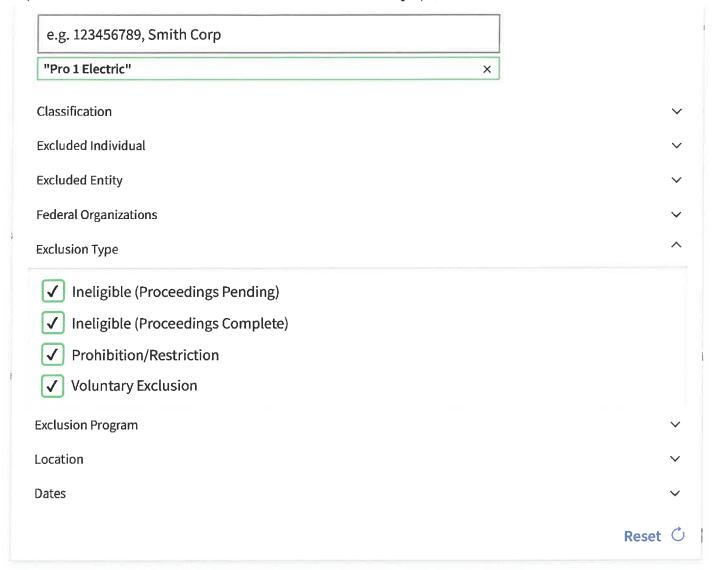
Tuesday, September 24, 2024 — 9:34 AM

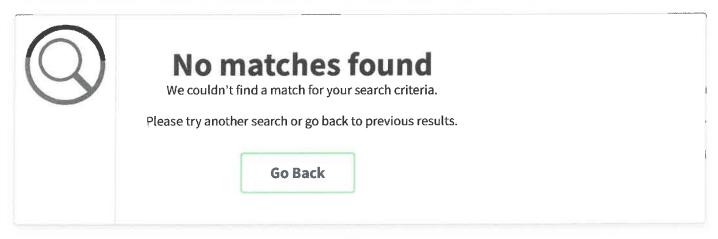
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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use:	Agency:
Buyer: Lary D. McDonnell Date: 9/24/24	West Virginia Department of Agriculture
Solicitation No. CO AGR 25 402 COL	Procurement Officer Submitting Requisition: Rita R. Gainer
	Requisition No. CPO AGR25*2
	PF No.: 1419249

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	$\square$			
2	Use of correct specification template				
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	$\square$			
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	Ø			
5	Maximum budgeted amount in wvOASIS	$\square$			
6	Suggested vendors in wvOASIS	$\square$			
7	Capitol Building Commission pre-approval				
8	Financing (Governor's Office) pre-approval				
9	Fleet Management Division pre-approval				

Form No. WV-36 Rev. 10/26/2022

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability				
	Automobile Liability				
	Workers' Compensation/Employer's Liability				
	Cyber Liability				
	Builder's Risk/Installation Floater				
	Professional Liability				
	Other (specify)				
11	Office of Technology CIO pre-approval				
12	Treasurer's Office (banking) pre-approval				
FOR CHANGE ORDERS/RENEWALS:					
1	Two-party agreement			V	
2	Standard change order language	$\checkmark$	V		V
3	Office of Technology CIO approval			~	<u> </u>
4	Justification for price increases/backdating/other			V	Ø
5	Bond Rider (Construction)			V	
6	Secretary of State Verification		V		$\square$
7	State debarment verification		<b>✓</b>		
8	Federal debarment verification		<b>V</b>		
*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:					

Form No. WV-36 Rev. 10/26/2022