



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: 02-06-2025

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 0432 5701 DCH2200000003 4	Procurement Folder:	971047
Document Name:	WVIH: Elevator Maintenance Contract	Reason for Modification:	
Document Description:	Change Order No. 3	Change Order 03 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-01-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-01-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000160387 INDUSTRIAL ELEVATOR MAINTENANCE INC PO BOX 262 CECIL PA 15321 US Vendor Contact Phone: 4122570124 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Deborah J Jones Requestor Phone: (304) 558-0220 Requestor Email: deborah.j.jones@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

CR 2-11-25

Total Order Amount:

Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: 2/10/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 2/10/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 2-13-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:
Change Order

Change Order No. 03 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: 01/15/2025 through 01/14/2026

Renewal Years/Months Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72154010				0.000000
Service From		Service To		Service Contract Amount	
				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
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/AA Employer

February 3, 2025

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

**REF: CO3 - CMA DCH2200000003 – WVIH Elevator Maintenance Services – Two Party
Renewal Agreement**

To Whom it May Concern:

The above referenced contract expired on January 14, 2025. The West Virginia Department of Arts, Culture, and History is offering to renew the contract for one (1) year under the same terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The renewal term of the contract will be January 15, 2025, through January 14, 2026. If you agree to renew this contract, please sign below and return to Charles Thompson via Charles.l.thompson@wv.gov at your earlier convenience.

Thank you,


Charles Thompson
Procurement Officer

****We agree to renew the contract for the period 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

2.3.2025

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
EEQ/AA Employer

From: Charles Thompson, Procurement Officer, WVDACH
Date: February 3, 2025
Subject: **Ref: Backdate Justification for CMA DCH2200000003 – WVIH: Elevator Maintenance Services**

Please allow this memorandum to serve as a written explanation and justification for the delayed issuance of CMA DCH2200000003's contract renewal. The referenced Central Master Agreement issuance date is January 15, 2025, thus causing a "backdate" issue.

The Procurement Officer was out due to medical reasons from November 11, 2024, through February 2, 2025, and was not able to renew the contract in a timely manner.

Thank You


Charles Thompson

*backdate
approved
[Signature]*

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Business Organization Detail

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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			
Business Purpose	8113 - Other Services (except Public Administration) - Repair and Maintenance - Commercial and Industrial Machinery and Equipment (exe Auto and Elec) Repair and Maintenance	Capital Stock	0.0000
Charter County		Control Number	0
Charter State	PA	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

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

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

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

Thursday, February 6, 2025 — 1:00 PM

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"INDUSTRIAL ELEVATOR MAINTENANCE" x

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- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▲

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDermott</u> Date: <u>2/16/25</u> Solicitation No. <u>CMA DCH22 #03</u>	Agency: WVDACH <hr/> Procurement Officer Submitting Requisition: Charles Thompson <hr/> Requisition No. CMA DCH2200000003 <hr/> PF No.: 971047
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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"/>
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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____