



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: 03-21-2025

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 0439 0439 EBA2200000003 5	Procurement Folder:	989649
Document Name:	MULTI-SITE PLUMBING MAINTENANCE - CENTRAL DISTRICT	Reason for Modification:	
Document Description:	MULTI-SITE PLUMBING MAINTENANCE - CENTRAL DISTRICT	Change Order 03 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-03-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-14

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000189985 DSO MECHANICAL LLC 515 THIRD AVE  SO CHARLESTON WV 25303 US <b>Vendor Contact Phone:</b> 3047448479 <b>Extension:</b> 101  <b>Discount Details:</b> <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			<b>Requestor Name:</b> Cecil Dale Malcomb <b>Requestor Phone:</b> (304) 254-7858 <b>Requestor Email:</b> dmalcomb@wvpublic.org  <b>2025</b> FILE LOCATION _____
	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

4/8/25 60

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 4/8/2025  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 4/15/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 4-15-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 3 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 3/15/2025 through 3/14/2026

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72101510			HOUR	100.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: STANDARD RATE - CENTRAL DISTRICT

**Extended Description:**

STANDARD HOURLY RATE FOR CENTRAL DISTRICT

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	72101510			HOUR	140.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: OVERTIME RATE - CENTRAL DISTRICT

**Extended Description:**

OVERTIME HOURLY RATE FOR CENTRAL DISTRICT

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	72101510			HOUR	140.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: EMERGENCY RATE - CENTRAL DISTRICT

**Extended Description:**

EMERGENCY HOURLY RATE FOR CENTRAL DISTRICT

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	72101510			HOUR	80.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: TRAVEL RATE - CENTRAL DISTRICT

**Extended Description:**

TRAVEL HOURLY RATE FOR CENTRAL DISTRICT

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	72101510			EA	0.000000
		Service From	Service To	Service Contract Amount	
				0.00	

Commodity Line Description: SUBCONTRACTED TASKS PER SECTION 3.1.3 - 1.10 MULTIPLIER

Extended Description:  
SUBCONTRACTED TASKS PER SECTION 3.1.3 - 1.10 MULTIPLIER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	72101510			EA	0.000000
		Service From	Service To	Service Contract Amount	
				0.00	

Commodity Line Description: PARTS/MATERIAL MARKUP PER SECTION 3.1.4 - 1.25 MULTIPLIER

Extended Description:  
PARTS/MATERIAL MARKUP PER SECTION 3.1.4 - 1.25 MULTIPLIER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	72101510			EA	0.000000
		Service From	Service To	Service Contract Amount	
				0.00	

Commodity Line Description: EQUIPMENT RENTAL PER SECTION 3.1.5 - 1.10 MULTIPLIER

Extended Description:  
EQUIPMENT RENTAL PER SECTION 3.1.5 - 1.10 MULTIPLIER



Dale Malcomb  
Purchasing Director  
Phone: (304) 254-7858  
Email: [dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)

March 19<sup>th</sup>, 2025

Mike Laughlin, Estimator  
DSO Mechanical LLC  
515 Third Ave.  
South Charleston, WV 25303  
Phone: (304) 744-8479  
Fax: (304) 744-8481  
Email: [MLaughlin@DSOMech.Com](mailto:MLaughlin@DSOMech.Com)

Subject: Third renewal of contract EBAr70476, CMA EBA2200000003, Multi-site plumbing maintenance, Central District.

Dear Mr. Laughlin:

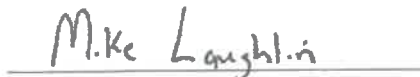
The State of West Virginia is offering to renew subject contract under the same terms, conditions, and pricing. The final renewal dates are March 15<sup>th</sup>, 2025, through March 14<sup>th</sup>, 2026. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible. We will also need an updated copy of your automobile and general liability certificates of insurance as well as an updated contractor's license.

Please call if you have any questions.


Very truly yours,

  
C. Dale Malcomb

*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



# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV050370

**CLASSIFICATION:**

HVAC  
PLUMBING  
SPECIALTY

DSO MECHANICAL LLC  
515 THIRD AVENUE  
SOUTH CHARLESTON, WV 25303

DATE ISSUED

EXPIRATION DATE

JANUARY 21, 2025

JANUARY 21, 2026

  
Authorized Signature

Chair, West Virginia Contractor  
Licensing Board



**WEST VIRGINIA  
CONTRACTOR  
LICENSING BOARD**

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

Dale Malcomb  
Purchasing Coordinator  
Phone: (304) 254-7858  
Cell: (304) 222-9252  
Email: [DMalcomb@WVPublic.Org](mailto:DMalcomb@WVPublic.Org)

March 19th, 2025

Re: Late processing of the third renewal for CMA 0439 0439 EBA2200000003, Multi-Site plumbing maintenance, Central District

To Whom It May Concern:

Our agency has a contract with DSO Mechanical LLC which recently expired March <sup>14th 2025</sup> 19th, 2025. This final renewal slipped by us and didn't get processed. Once we realized this, we promptly processed the renewal paperwork. We have also added future renewal and or contract bid dates to the calendar for our purchasing department in an effort to prevent this happening in the future.

Please process this late renewal documentation, it would cause significant hardship for us to re-solicit this contract from scratch.

Sincerely,



C. Dale Malcomb

Backdate  
approved  
[Signature]

Dale Malcomb  
Purchasing Coordinator  
Phone: (304) 254-7858  
Cell: (304) 222-9252  
Email: [DMalcomb@WVPublic.Org](mailto:DMalcomb@WVPublic.Org)

April 3rd, 2025

Re: Secretary and Governor's offices approvals for purchases over \$100,000.00, CMA EBA22\*03.

To Whom It May Concern:

We are in the process of establishing/renewing an open-ended contract (CMA). We understand that purchases of \$100,000.00 or higher require the approval of our Secretary and the Governor's Office, however our Executive Director, Eddie Isom, has been instructed by our Secretary's Office that this approval is only required when an actual purchase is being made (see attached email). No approval is required just to establish a contract from which purchases may be made.

Please process this renewal without additional approvals. We appreciate it.

Sincerely,



C. Dale Malcomb



Outlook

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**RE: Need Your, Secretary's, and Governor's approval.**

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**From** Eddie Isom <eisom@wvpublic.org>  
**Date** Thu 4/3/2025 1:53 PM  
**To** Dale Malcomb <dmalcomb@wvpublic.org>  
**Cc** Trinity Green <tgreen@wvpublic.org>

We only have to send over invoices that are over \$100,000 in one-time payments. These are for work as needed.

Eddie Isom  
Executive Director  
West Virginia Public Broadcasting  
(304)556-4912  
eisom@wvpublic.org

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**From:** Dale Malcomb <dmalcomb@wvpublic.org>  
**Sent:** Monday, March 24, 2025 2:45 PM  
**To:** Eddie Isom <eisom@wvpublic.org>  
**Cc:** Trinity Green <tgreen@wvpublic.org>  
**Subject:** Need Your, Secretary's, and Governor's approval.

Eddie:

Attached are contract renewals the Purchasing Division won't process without your, the Secretary's, and the Governor's approval. Please have them signed and returned as soon as possible.

Thank you.

Dale Malcomb

Purchasing Coordinator

Information Technology Manager

Fleet Coordinator

Phone: (304) 254-7858

Cell: (304) 222-9252

[dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)

**West Virginia Public Broadcasting**



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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.*

### DSO MECHANICAL LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	12/6/2012		12/6/2012	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		
<b>Charter County</b>	Kanawha	<b>Control Number</b>	99Y0B
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

**Addresses**

Type	Address
<b>Designated Office Address</b>	515 THIRD AVENUE SOUTH CHARLESTON, WV, 25303
<b>Mailing Address</b>	515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303 USA
<b>Notice of Process Address</b>	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
<b>Principal Office Address</b>	515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303 USA
Type	Address

**Officers**

Type	Name/Address
<b>Manager</b>	CAROLYN A. HOTES 515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303
<b>Organizer</b>	BRYAN K. PROSEK 41 SOUTH HIGH STREET, SUITE 2200 COLUMBUS, OH, 43215 USA
Type	Name/Address

**Annual Reports****Filed For**

2024

2023

2022

2021

2020

2019

2018

2017

2016

2015
2014
2013
Date filed

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

Monday, March 24, 2025 — 4:26 PM

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## Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

## Simple Search

## Search Editor

- ☐ Any Words [i](#)
- ☐ All Words [i](#)
- ☐ Exact Phrase [i](#)

e.g. 123456789, Smith Corp

"DSO Mechanical" x

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

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

Exclusion Program

Location

Dates

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Entity Information ^



Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



## No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>3/25/25</u> Solicitation No. <u>CMA EBA220000003 c/o</u>	Agency: 0439 Educational Broadcasting Procurement Officer Submitting Requisition: Dale Malcomb Requisition No. CO3 / EBAr70476r3 / CMA EBA2200000003 PF No.: 989649
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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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### FOR CHANGE ORDERS/RENEWALS:

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