



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

# State of West Virginia Delivery Order

Order Date: 03-14-2025

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:	CDO 0506 0506 HHR2400000003 9	Change Order No:	Procurement Folder:	1437108
Document Name:	Security Guard Services	Reason for Modification: Change Order 3 To increase hours on Commodity Line 10		
Document Description:	Security Guard Services			
Procurement Type:	Central Delivery Order			
Buyer Name:	Crystal G Hustead			
Telephone:	(304) 558-2402			
Email:	crystal.g.hustead@wv.gov			
Shipping Method:	Best Way	Master Agreement Number: CMA 0506 HHR2400000002 9		
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000101373 CRAMER SECURITY & INVESTIGATIONS INC 190 TEMPLEVIEW DR  BECKLEY WV 25801 US Vendor Contact Phone: 999-999-9999 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: Brian D Pauley Requestor Phone: (304) 558-2810 Requestor Email: brian.d.pauley@wv.gov  <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
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS/PURCHASING ONE DAVIS SQUARE, FIRST FLOOR, RM 110 CHARLESTON WV 25301 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US

Purchasing Division's File Copy

Total Order Amount: \$1,279,228.47

CH 3/17/25  
PURCHASING DIVISION AUTHORIZATION  
DATE: 3/19/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: 3-19-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 3

Change Order 3 is issued to increase the amount of hours on Commodity Line 10 for the OLS location. The current number of hours is 2,860 for a total of \$49,049.00. The number of hours is being increased to 4,368 for a total of \$74,911.20.

This is also increasing the overall total amount of the delivery order. It is currently a total of \$1,253,366.27 and will be increased to \$1,279,288.47.

Quantities listed in this delivery order are approximations only, based on agency estimates. It is understood and agreed that the Contract shall cover the quantities worked during the term of this delivery order.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	92121504	2080.00000	HOUR	\$21.1700	\$44,033.60
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-05-23	2025-05-22			2024-05-23	

**Commodity Line Description:** Site Supervisor - Diamond Building**Extended Description:**

Site Supervisor - Diamond Building

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	92121504	8736.00000	HOUR	\$19.0700	\$166,595.52
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-05-23	2025-05-22			2024-05-23	

**Commodity Line Description:** Shift Supervisor - Diamond Building**Extended Description:**

Shift Supervisor - Diamond Building

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	92121504	8736.00000	HOUR	\$17.1500	\$149,822.40
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-05-23	2025-05-22			2024-05-23	

**Commodity Line Description:** Rover - Diamond Building**Extended Description:**

Rover - Diamond Building

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	92121504	2340.00000	HOUR	\$17.1500	\$40,131.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-05-23	2025-05-22			2024-05-23	

**Commodity Line Description:** Front Desk (Rover) - Diamond Building**Extended Description:**

Front Desk (Rover) - Diamond Building

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	92121504	3380.00000	HOUR	\$17.1500	\$57,967.00
Service From		Service To	Manufacturer	Model No	Delivery Date
2024-05-23		2025-05-22			2024-05-23

Commodity Line Description: Rover - Parking Garage

Extended Description:  
Rover - Parking Garage

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	92121504	3120.00000	HOUR	\$17.1500	\$53,508.00
Service From		Service To	Manufacturer	Model No	Delivery Date
2024-05-23		2025-05-22			2024-05-23

Commodity Line Description: Front Desk (Rover) - One Davis Square

Extended Description:  
Front Desk (Rover) - One Davis Square

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	92121504	8736.00000	HOUR	\$17.1500	\$149,822.40
Service From		Service To	Manufacturer	Model No	Delivery Date
2024-05-23		2025-05-22			2024-05-23

Commodity Line Description: Rover - Kanawha County DHS

Extended Description:  
Rover - Kanawha County DHS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	92121504	8736.00000	HOUR	\$17.1500	\$149,822.40
Service From		Service To	Manufacturer	Model No	Delivery Date
2024-05-23		2025-05-22			2024-05-23

Commodity Line Description: Rover - Cabell County DHS

Extended Description:  
Rover - Cabell County DHS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	92121504	8736.00000	HOUR	\$17.1500	\$149,822.40
Service From		Service To	Manufacturer	Model No	Delivery Date
2024-05-23		2025-05-22			2024-05-23

Commodity Line Description: Rover - OCME

Extended Description:  
Rover - OCME

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	92121504	4368.00000	HOUR	\$17.1500	\$74,911.20
Service From		Service To	Manufacturer	Model No	Delivery Date
2024-05-23		2025-05-22			2024-05-23

Commodity Line Description: Rover - OLS

Extended Description:  
Rover - OLS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	92121504	2860.00000	HOUR	\$17.1500	\$49,049.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2024-05-23	2025-05-22				2024-05-23

**Commodity Line Description:** Rover - Mercer County DHS

**Extended Description:**

Rover - Mercer County DHS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	92121504	2860.00000	HOUR	\$17.1500	\$49,049.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2024-05-23	2025-05-22				2024-05-23

**Commodity Line Description:** Rover - Raleigh County DHS

**Extended Description:**

Rover - Raleigh County DHS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	92121504	2860.00000	HOUR	\$17.1500	\$49,049.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2024-05-23	2025-05-22				2024-05-23

**Commodity Line Description:** Rover - Berkeley County DHS

**Extended Description:**

Rover - Berkeley County DHS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	92121504	2189.00000	HOUR	\$17.1500	\$37,541.35
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2024-08-19	2025-05-22				2024-05-23

**Commodity Line Description:** Rover - Mason County DHS

**Extended Description:**

Rover - Mason County DHS

1406 Kanawha Street

Point Pleasant, WV 25550

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	92121504	1694.00000	HOUR	\$17.1500	\$29,052.10
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	<b>Delivery Date</b>
2024-10-21	2025-05-22				2024-05-23

**Commodity Line Description:** Rover - Wyoming County DHS

**Extended Description:**

Rover - Wyoming County DHS

1767 Bearhold Road

Pineville, WV 24874

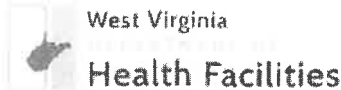
Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	92121504	1694.00000	HOUR	\$17.1500	\$29,052.10
Service From	Service To	Manufacturer	Model No	Delivery Date	
2024-10-21	2025-05-22			2024-05-23	

Commodity Line Description:     Rover - McDowell County DHS

Extended Description:  
Rover - McDowell County DHS  
840 Virginia Avenue  
Welch, WV 24801



Arvin Singh, EdD, MBA, MPH, MS,  
FACHE  
DH Cabinet Secretary



Michael J. Caruso  
DHF Cabinet Secretary



Alex J. Mayer  
DoHS Cabinet Secretary

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

DATE: March 14, 2025

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

FROM: Brian Pauley, Director of Operational Administration  
Office of Shared Administration Operations

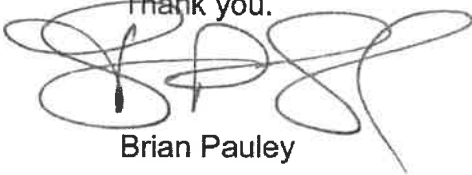
RE: CDO 0506 HHR24\*3 Change Order 3

We are requesting this Change Order to increase the hours on Commodity Line 10 for the OLS location. The current number of hours is 2,860 for a total of \$49,049.00. The number of hours is being increased to 4,368 for a total of \$74,911.20.

This will also increase the overall total amount of the delivery order. It is currently a total of \$1,253,366.27 and will be increased to \$1,279,288.47.

If you have any questions regarding this request, please do not hesitate to contact me.

Thank you.



Brian Pauley

Ok





Lyle, Tara L <tara.l.lyle@wv.gov>

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**Re: CDO HHR24\*03 - CO#3 (security guard)**

1 message

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**Greenhowe, Althea M** <althea.m.greenhowe@wv.gov>

Mon, Mar 17, 2025 at 10:51 AM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: Crystal G Hustead <crystal.g.hustead@wv.gov>

They estimated incorrectly.

On Mon, Mar 17, 2025 at 10:50 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Good morning,

Quick question - why the need for an increase for the OLS location? Justification memo only states the hours are being increased but not a reason.

Thanks,

Tara

**Tara Lyle**

*Buyer Supervisor, Purchasing Division*

304-558-2544 • Tara.L.Lyle@wv.gov



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**Althea Greenhowe**

Procurement Specialist, Senior

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

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## Subject: Governor's Office Approval of contracts over \$100,000



**Rosen, Bryan D** <bryan.d.rosen@wv.gov>  
to Wagner, Roberta A, Price, Robert L

Thu, Jan 23, 1:46 PM (6 d

I spoke with Curtis early today. He relayed the following information for how we will process these through his office.

1. He would like a synopsis of the purchase. I would suggest in most cases we can pull the extended description populate that in the email to him.
2. Please note if there is a specific timeframe in the request.
3. Contracts will be reviewed at the Master Agreement level meaning that he will not be approving DOs.
4. Renewals for contracts over \$100,000 must be approved.

This process is going to be fluid and will likely morph as we move forward but this is the best information that I have today.

Bryan



e.g. 123456789, Smith Corp

"CRAMER SECURITY & INVESTIGATIONS INC"

x

Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



Exclusion Program



Location



Dates



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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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### CRAMER SECURITY & INVESTIGATIONS, INC.

#### Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	4/7/2011		4/7/2011	Domestic	Profit			

#### Organization Information

<b>Business Purpose</b>	8129 - Other Services (except Public Administration) - Personal and Laundry Services - Other Personal Services (pet care, photofinishing, one-hour, parking lots & garages)			<b>Capital Stock</b>	1000.0000			
<b>Charter County</b>	Raleigh			<b>Control Number</b>	99ON3			
<b>Charter State</b>	WV			<b>Excess Acres</b>				
<b>At Will Term</b>				<b>Member Managed</b>				
<b>At Will Term Years</b>				<b>Par Value</b>	100.000000			
<b>Authorized Shares</b>	10			<b>Young Entrepreneur</b>	Not Specified			

**Addresses**

Type	Address
<b>Local Office Address</b>	190 TEMPLEVIEW DRIVE BECKLEY, WV, 25801
<b>Mailing Address</b>	PO BOX 1082 BECKLEY, WV, 25802
<b>Notice of Process Address</b>	GREG DARBY PO BOX 1082 BECKLEY, WV, 25802
<b>Principal Office Address</b>	190 TEMPLEVIEW DRIVE BECKLEY, WV, 25801 USA
Type	Address

**Officers**

Type	Name/Address
<b>Director</b>	CORY BEASLEY PO BOX 1082 BECKLEY, WV, 25801
<b>Director</b>	GREG DARBY PO BOX 1082 BECKLEY, WV, 25802
<b>President</b>	GREG DARBY PO BOX 1082 BECKLEY, WV, 25802
<b>Vice-President</b>	TIMOTHY BOOTHE PO BOX 1082 BECKLEY, WV, 25802
Type	Name/Address

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

Friday, March 14, 2025 — 11:41 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Hustead</u> Date: <u>3/17/25</u>  Solicitation No. <u>CDO HHR24*03</u>	Agency: OSA <hr/> Procurement Officer Submitting Requisition: Althea Greenhowe <hr/> Requisition No. CDO 0506 HHR24*3 <hr/> PF No.: 1437108
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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Christel Husted*