



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: 04-03-2025

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 0506 0506 HHR2400000002 3	Procurement Folder:	1412718
Document Name:	SECURITY GUARD SERVICES	Reason for Modification:	Change Order 1 To Renew Contract
Document Description:	SECURITY GUARD SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-05-23
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-22

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 2025 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

4/7/25 CL

Total Order Amount:

Open End

Purchasing Division's File Copy

CH 4/13/25

PURCHASING DIVISION AUTHORIZATION
DATE: Tanager 4/7/2025
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. 1 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 May 23, 2025 through May 22, 2026.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	92121504			HOUR	21.170000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Site Supervisor - Diamond Building

Extended Description:

Site Supervisor - Diamond Building

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	92121504			HOUR	19.070000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Shift Supervisor - Diamond Building

Extended Description:

Shift Supervisor - Diamond Building

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	92121504			HOUR	17.150000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rover - Diamond Building

Extended Description:

Rover - Diamond Building

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	92121504			HOUR	17.150000
Service From		Service To		Service Contract Amount	
				0.00	

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

Extended Description:

Front Desk (Rover) - Diamond Building

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	92121504			HOUR	17.150000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Rover - Parking Garage

Extended Description:
Rover - Parking Garage

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	92121504			HOUR	17.150000
	Service From	Service To		Service Contract Amount	
					0.00

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

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

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	92121504			HOUR	17.150000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Rover - Kanawha County DHS

Extended Description:
Rover - Kanawha County DHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	92121504			HOUR	17.150000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Rover - Cabell County DHS

Extended Description:
Rover - Cabell County DHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	92121504			HOUR	17.150000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Rover - OCME

Extended Description:
Rover - OCME

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	92121504			HOUR	17.150000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Rover - OLS

Extended Description:
Rover - OLS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	92121504			HOUR	17.150000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Rover - Mercer County DHS

Extended Description:
Rover - Mercer County DHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	92121504			HOUR	17.150000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Rover - Raleigh County DHS

Extended Description:
Rover - Raleigh County DHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	92121504			HOUR	17.150000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Rover - Berkeley County DHS

Extended Description:
Rover - Berkeley County DHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	92121504			HOUR	17.150000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Rover - Additional Locations Not Yet Defined

Extended Description:
Rover - Additional Locations Not Yet Defined



Good afternoon Mr. Pauley

Cramer security is interested in continuing DHHR contract from 5-23-25 till 5-22-26. Cramer Security is agreeing to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders

A handwritten signature in black ink, appearing to read 'Timothy C Boothe', written over a horizontal line.

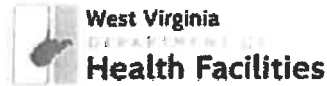
Timothy C Boothe

Vice President

03/21/2025

Agree to renew, CMA HHR24*2

Alth Greenhowe



**STATE OF WEST VIRGINIA
Office of Shared Administration
Office of Operational Administration**

**Bryan Rosen
Interim Executive Director**

**Brian D. Pauley
Director**

March 24th 2025

To whom it may concern:

Justification for renewing CMA 0506 HHR24*2 for security guard services through Cramer Security & Investigation Inc. will allow the Office of Shared Administration to continue to have security guard services at multiple Department of Human Services, Department of Health, Department of Health Facilities, and Office of Shared Administration locations to provide a safe environment for all staff, clients, and visitors.

If you have any questions, please let me know.

Thanks,

Tara S. Davis

OK

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

Alex Freerborn
Agency Head

3-25-25

Date

[Signature]
Cabinet Secretary/Department Head

3/31/25

Date

N/A
Governor's Office Representative

Date

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

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WV Purchasing *SW*
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The Accompanying Request has been reviewed and approved by the following:

Alex Greenbow
Agency Head

3-25-25
Date

[Signature]
Cabinet Secretary/Department Head

3/31/25
Date

Governor's Office Representative

Date

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

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The Accompanying Request has been reviewed and approved by the following:

Alex Greenhow
Agency Head

3-25-25
Date

Michael Carub
Cabinet Secretary/Department Head

3-31-25
Date

NLA
Governor's Office Representative

Date



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

Re: Approval Request - CMA 0511 BMS23*6

1 message

Capehart, Curtis RA <curtis.r.a.capehart@wv.gov>
To: "Greenhowe, Althea M" <althea.m.greenhowe@wv.gov>

Sat, Mar 8, 2025 at 1:05 PM

Althea,

Please circle back with Secretary Mayer on this and other contract approval requests for the foreseeable future. There is a temporary pause in the need to secure my approval.

Best regards,

Curtis R. A. Capehart

Director of Policy - Office of Governor

Office: 304-558-2000 |

curtis.r.a.capehart@wv.gov | Governor.wv.gov

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On Fri, Mar 7, 2025 at 10:27 AM Greenhowe, Althea M <althea.m.greenhowe@wv.gov> wrote:

Good morning,

This is one of 3 I left a voicemail about.

Thanks!

Althea

----- Forwarded message -----

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

Date: Tue, Feb 25, 2025 at 3:14 PM

Subject: Approval Request - CMA 0511 BMS23*6

To: Curtis RA Capehart <curtis.r.a.capehart@wv.gov>

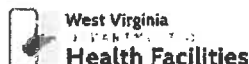
Good afternoon,

Attached is an approval request for the renewal of CMA BMS23*6. Please let me know if you need additional information.

Thanks,

Althea

--

**Althea Greenhowe**

Procurement Specialist, Senior

Office of Shared Administration

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

4/3/25, 7:57 AM

State of West Virginia Mail - Re: Approval Request - CMA 0511 BMS23*6

One Davis Square, Ste 100W
Charleston, WV 25301
P: 304-352-3924 | dhhr.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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e.g. 1606N020Q02

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- ☐ All Words 
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e.g. 123456789, Smith Corp

"CRAMER SECURITY & INVESTIGATIONS INC" Classification Excluded Individual Excluded Entity Federal Organizations Exclusion Type Exclusion Program Location Dates Reset Entity Information 

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

**No matches found**

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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.

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

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

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

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	

2017x
2017
2016
2015
2014
2013
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, March 31, 2025 — 3:04 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>4/3/25</u> Solicitation No. <u>CMA HHR24*02C01</u>	Agency: OSA <hr/> Procurement Officer Submitting Requisition: Althea Greenhowe <hr/> Requisition No. CMA 0506 HHR24*2 <hr/> PF No.: 1412718
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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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

Cynthia Husted