



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: 03-26-2025

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 0603 0603 ADJ2400000006 2	Procurement Folder:	1402748
Document Name:	WVNG Joint Forces Headquarters Lawn Care Services	Reason for Modification:	Change Order 1: To renew contract.
Document Description:	WVNG Joint Forces Headquarters Lawn Care Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-31

VENDOR

Vendor Customer Code: VS0000041283
ENNIS BROTHERS LLC
85 CROSSWINDS DRIVE

CHARLES TOWN WV 25414
US

Vendor Contact Phone: 703-999-9060 Extension:

Discount Details:

	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

DEPARTMENT CONTACT

Requestor Name: Rachel L White
Requestor Phone: (304) 982-1417
Requestor Email: rachel.l.white36.nfg@army.mil

2025
FILE LOCATION _____

INVOICE TO

DIVISION ENGINEERING & FACILITIES
ADJUTANT GENERALS OFFICE
1707 COONSKIN DR

CHARLESTON WV 25311
US

SHIP TO

DIVISION ENGINEERING & FACILITIES
ADJUTANT GENERALS OFFICE
1707 COONSKIN DR

CHARLESTON WV 25311
US

CR 3-31-25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 3-28-25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 4/2/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 4-2-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1

Change Order No. 01 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: June 1, 2025 through May 31, 2026

Renewal Years/Months Remaining: 2 years remaining.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	70111706				0.000000
				Service From	Service To
				Service Contract Amount	
				92690.00	

Commodity Line Description: Mowing, Edging, Trimming, and Clearing

Extended Description:

Vendor should complete the Exhibit A: Pricing Page.



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

February 28, 2025

Mr. James Ennis
Ennis Brothers LLC
85 Crosswinds Drive
Charles Town, WV 25415

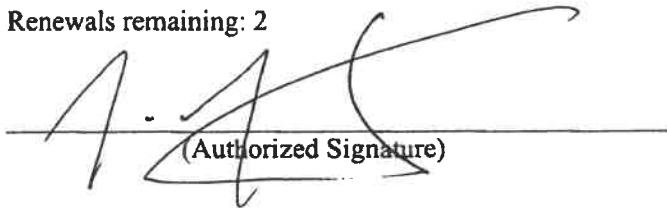
**REF: CMA ADJ2400000006 - Change Order No. 1 – WVNG Joint Forces Headquarters
Lawn Care Services 2025**

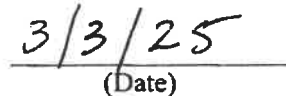
Dear Mr. Ennis:

Our current contract expires on June 1, 2025. If you agree to renew the original contract prices according to all terms, conditions, and specifications contained in the original contract and all authorized change orders for the period noted below, please sign and date at the bottom of this document.

Effective Date of renewal: June 01, 2025 to May 31, 2026

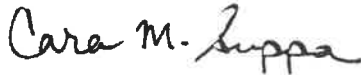
Renewals remaining: 2


(Authorized Signature)


(Date)

If you have any questions regarding this request for documentation, please contact me.

Sincerely,



Cara M. Suppa
Procurement Analyst
WV ADJ GEN/WVARNG
304-561-6667

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>3/25/2025</u> Solicitation No. <u>CMA ADJ24*06</u>	Agency: Adjutant General's Office <hr/> Procurement Officer Submitting Requisition: Cara M. Suppa <hr/> Requisition No. CMA ADJ2400000006 <hr/> PF No.: 1402748
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: David Pauline

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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.

ENNIS BROTHERS, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	8/1/2022		8/1/2022	Domestic	Profit			

Organization Information					
Business Purpose	8114 - Other Services (except Public Administration) - Repair and Maintenance - Personal and Household Goods Repair and Maintenance (home & garden, appliance, reupolstery, furniture, footwear, leather goods)			Capital Stock	
Charter County	Kanawha			Control Number	
Charter State	WV			Excess Acres	
At Will Term	A			Member Managed	MBR
At Will Term Years				Par Value	
Authorized Shares				Young Entrepreneur	No

Addresses

Type	Address
Designated Office Address	85 CROSSWINDS DRIVE CHARLES TOWN, WV, 25414
Mailing Address	85 CROSSWINDS DRIVE CHARLES TOWN, WV, 25414 USA
Notice of Process Address	JAMES ENNIS 85 CROSSWINDS DRIVE CHARLES TOWN, WV, 25414
Principal Office Address	85 CROSSWINDS DRIVE CHARLES TOWN, WV, 25414 USA
Type	Address

Officers

Type	Name/Address
Member	JAMES ENNIS 85 CROSSWINDS DRIVE CHARLES TOWN, WV, 25414
Organizer	JAMES ENNIS 85 CROSSWINDS DRIVE CHARLES TOWN, WV, 25414
Type	Name/Address

Annual Reports

Filed For
2024
2023
Date filed

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

Tuesday, March 25, 2025 — 1:18 PM



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"Ennis Brothers, LLC" 

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Status



- ☒ Active
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