



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: 02-05-2025

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 0704 7889 INS1500000006 12	Procurement Folder:	22024
Document Name:	G4S Security Guard for Smith Street Location.	Reason for Modification:	Change Order #1 To close out encumbrance and contract
Document Description:	G4S Security Guard for Smith Street Location.		
Procurement Type:	Central Delivery Order		
Buyer Name:	John L Hannan		
Telephone:	(304) 558-6279		
Email:	john.l.hannan@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 SECSVS14 12
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000216853 G4S SECURE SOLUTIONS USA INC 2333 MACCORKLE AVE STE 200  SAINT ALBANS WV 251772073 US <b>Vendor Contact Phone:</b> 3047274608 <b>Extension:</b> 304  <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> John L Hannan <b>Requestor Phone:</b> (304) 558-6279 <b>Requestor Email:</b> john.l.hannan@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
ACCOUNTS PAYABLE MANAGER OFFICES OF THE INSURANCE COMMISSIONER PO BOX 50540  CHARLESTON WV 25305-0540 US	MAIL ROOM MANAGER OFFICES OF THE INSURANCE COMMISSIONER 1124 SMITH ST  CHARLESTON WV 25301 US

Total Order Amount: \$22,572.96

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
DATE: *M. J. [Signature]* 2/5/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *[Signature]* 2-5-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order #1

Change Order #1 is being issued to close out the existing encumbrance and to close out the contract in its entirety.

Original Amount of Contract: \$22,664.72

Amount Decreased: \$91.76

New Contract Amount: \$22,572.96

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	92121504	1968.00000	LS	\$11.4700	\$22,572.96
Service From	Service To	Manufacturer	Model No	Delivery Date	
2014-08-01	2015-07-31				

**Commodity Line Description:** GUARD AND SECURITY SERVICES**Extended Description:**

To provide Uniformed Security Guard II Service at the WV Offices of the Insurance Commissioner Located at 112 4 Smith Street, Charleston WV 25301.

Security Guard II 40 hours per week 8:30 AM - 5:00 PM with 1/2 hour unpaid. Monday Through Friday excluding State Holidays. The 1976 Hours contracted for does not include State Holidays

## Description of Job Duties

1. Maintain a constant appearance at the reception desk located at 1124 Smith Street Charleston WV
2. Maintain a sign in sheet listing all visitors who enter and exit the building.
3. Distribute and maintain visitor badges
4. Contact the person/unit the visitor is requesting to see and announce the visitor is here to see.
5. Serve as a concierge assisting visitors by directing them to the proper location.
6. Contact emergency authorities in the event of an emergency. (Police, Fire, or Ambulance).
7. Will be required to search the rest rooms on the first floor to ensure that no outside visitors remain in the building after business hours.
8. Double check all exit doors to ensure that they are locked and secure before leaving for the day.
9. May assist in light clerical duties such as stuffing envelopes or folding letters.
10. Will have access to both a computer and telephone.
11. Other duties mutually agreed upon by both G4S Secure Solutions and the WV Offices of the Insurance Commissioner.

## **MEMORANDUM**

**TO:** Mark Atkins  
Buyer Supervisor  
Purchasing Division

**FROM:** Beverley Toney  
Procurement Specialist, Sr.  
OIC

**Re:** CDO INS1500000006  
G4S Secure Solutions USA Inc.

Please be advised that the above-referenced CDO INS2500000006 for G4S Secure Solutions USA Inc. is being closed out due to an outstanding charge of \$91.76, Several attempts to contact the vendor have been made, and the number listed in OASIS is no longer in service. The OIC is requesting to close out the outstanding encumbrance of \$91.76. Listed below is the breakdown:

Original contract:	\$22,664.72
Amount decreased:	\$91.76
New contract amount:	\$22,572.96

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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.

G4S SECURE SOLUTIONS (USA) INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/2/1969		7/2/1969	Foreign	Profit			

Organization Information			
Business Purpose	5616 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Investigation and Security Services (security guards, patrol, armored car, security systems, locksmiths)		Capital Stock0.0000
Charter County			Control Number0
Charter State	FL		Excess Acres0
At Will Term			Member Managed
At Will Term Years			Par Value0.000000
Authorized Shares	0		Young EntrepreneurNot Specified

Addresses	
Type	Address
Local Office Address	THE WACKENHUT CORPORATION 2333 MACCORMICK AVE., SUITE 200 SAINT ALBANS, WV, 25177
Mailing Address	1395 UNIVERSITY BLVD. JUPITER, FL, 33458
Notice of Process Address	Corporation Service Company 806 Greenbrier Street Charleston, WV, 25311
Principal Office Address	1395 UNIVERSITY BLVD. JUPITER, FL, 33458 USA
Type	Address

Officers	
Type	Name/Address
Director	STEVEN S. JONES + 1 450 EXCHANGE IRVINE, CA, 92602
Director	DAVID I. BUCKMAN 161 WASHINGTON STREET SUITE 600 CONSHOHOCKEN, PA, 19428
President	TRACY FULLER 1395 UNIVERSITY BLVD JUPITER, FL, 33458
Secretary	DANIEL W. GRIZZARD 1395 UNIVERSITY BLVD JUPITER, FL, 33458
Treasurer	DANIEL W. GRIZZARD 1395 UNIVERSITY BLVD JUPITER, FL, 33458
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CORRECTIONAL FOODSERVICE MANAGEMENT	TRADENAME	2/14/1997	
G4S	TRADENAME	6/30/2010	
G4S USA	TRADENAME	6/30/2010	
G4S WACKENHUT	TRADENAME	3/23/2007	
WACKENHUT	TRADENAME	6/30/2010	
DBA Name	Description	Effective Date	Termination Date

Name Changes	
Date	Old Name
6/1/2010	THE WACKENHUT CORPORATION
Date	Old Name

Date	Amendment
6/1/2010	AMENDMENT FILED CHANGING NAME FROM THE WACKENHUT CORPORATION
3/16/1993	CHANGE TO AMEND AND RESTATE ARTICLES OF CERTIFICATE OF AUTHORITY.
9/25/1974	AMENDMENT: ARTICLES OF INCORPORATION (ROLL 87)
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	

2020
2019
2018
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2017
2016
2015
2014
2013
2012
2011
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2007
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1999
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, February 5, 2025 — 1:33 PM

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