



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

State of West Virginia Purchase Order

Order Date: 01-31-2025

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:	CPO 0803 0081 DOT2500000010 2	Change Order No:	Procurement Folder:	1561885
Document Name:	Trimble Pivot Maintenance & Subscription		Reason for Modification:	Change Order 1 To add effective contract dates to header
Document Description:	Trimble Pivot Maintenance & Subscription			
Procurement Type:	Central Sole Source			
Buyer Name:	John W Estep			
Telephone:	304-558-2566			
Email:	john.w.estep@wv.gov			
Shipping Method:	Best Way	Effective Start Date:	2025-01-30	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2030-01-29	

VENDOR

Vendor Customer Code: 000000213488
DUNCAN PARNELL INC
305 ASHCAKE ROAD SUITE K

ASHLAND VA 23005
US

Vendor Contact Phone: 999-999-9999 Extension:

Discount Details:

	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

DEPARTMENT CONTACT

Requestor Name: Sidney Oliver
Requestor Phone: 304-414-7119
Requestor Email: jr.oliver@wv.gov

2025
FILE LOCATION _____

INVOICE TO

INFORMATION TECHNOLOGY DIVISION
DEPT. OF TRANSPORTATION
1900 KANAWHA BLVD E, BLD. 5 RM-720

CHARLESTON WV 25305
US

SHIP TO

INFORMATION TECHNOLOGY DIVISION
DEPT. OF TRANSPORTATION
1900 KANAWHA BLVD E, BLD. 5 RM-720

CHARLESTON WV 25305
US

CR 2-21-25

Purchasing Division's File Copy

Total Order Amount: \$137,160.00

PURCHASING DIVISION AUTHORIZATION

DATE: *2/2/25*
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *2/2/25*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *2-24-25*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 1

Change Order No.1 is issued for administrative purposes only and is intended to add contract effective dates to the header.
The original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Effective date of change: 01/31/2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81112200	1.00000	EA	27432.000000	27432.00
Service From	Service To	Manufacturer	Model No		
2025-01-30	2026-01-29				

Commodity Line Description: Trimble Pivot Platform Level 2 - Year 1**Extended Description:**

Trimble Pivot Platform Level 2 - Year 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81112200	1.00000	EA	27432.000000	27432.00
Service From	Service To	Manufacturer	Model No		
2026-01-30	2027-01-29				

Commodity Line Description: Trimble Pivot Platform Level 2 - Year 2**Extended Description:**

Trimble Pivot Platform Level 2 - Year 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81112200	1.00000	EA	27432.000000	27432.00
Service From	Service To	Manufacturer	Model No		
2027-01-30	2028-01-29				

Commodity Line Description: Trimble Pivot Platform Level 2 - Year 3**Extended Description:**

Trimble Pivot Platform Level 2 - Year 3

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81112200	1.00000	EA	27432.000000	27432.00
Service From	Service To	Manufacturer	Model No		
2028-01-30	2029-01-29				

Commodity Line Description: Trimble Pivot Platform Level 2 - Year 4**Extended Description:**

Trimble Pivot Platform Level 2 - Year 4

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81112200	1.00000	EA	27432.000000	27432.00
Service From	Service To	Manufacturer	Model No		
2029-01-30	2030-01-29				

Commodity Line Description: Trimble Pivot Platform Level 2 - Year 5**Extended Description:**

Trimble Pivot Platform Level 2 - Year 5



Estep, John W <john.w.estep@wv.gov>

Re: CPO 0803 0081 DOT25*0010, Procurement Folder 1561885

1 message

DiNallo, Lisa L <lisa.l.dinallo@wv.gov>

Wed, Feb 19, 2025 at 1:22 PM

To: "Estep, John W" <john.w.estep@wv.gov>, Amber J Heath <amber.j.heath@wv.gov>

Cc: JR Oliver <jr.oliver@wv.gov>, "Selbe, Gabby" <gabby.selbe@wv.gov>

Hi John and Amber-

Following up on the status of the administrative CO submitted per the request below for the Auditor's office.
It is pending L1 approval

Year 1 Maint & Subscription started on 1/30/25 and am expecting the invoice to be received soon.
However, the invoice cannot be processed if the CO is pending.

Track Work in Progress - CPO - 0803 - DOT2500000010 - 2

Date Submitted : 1/31/2025 Submitter : Lisa L DiNallo

	Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status
✓	17722	5	5	2025-01-31	CPO Lvl 1 Dept:0803	Pending
	17722	6	6		PR Central CTS1 Approver	Pending
	17722	7	7		PR Central Purchasing Buyer	Pending
	17722	11	11		PR Central Buyer Manager	Pending

Thank you-

Lisa DiNallo

WVDOT | Information Technology Division - Procurement Section

Phone: 304-352-6053 | Email: lisa.l.dinallo@wv.gov

On Fri, Jan 31, 2025 at 8:58 AM DiNallo, Lisa L <lisa.l.dinallo@wv.gov> wrote:
John & Amber-

I initiated and have submitted the change order to add the effective dates to the header.

Thank you and please let me know if anything further is needed.

Lisa DiNallo

WVDOT | Information Technology Division - Procurement Section

Phone: 304-352-6053 | Email: lisa.l.dinallo@wv.gov

On Fri, Jan 31, 2025 at 8:34 AM Estep, John W <john.w.estep@wv.gov> wrote:

See the email below

Thanks

John Estep

Senior Buyer, Purchasing Division

304-558-2566 • John.W.Estep@wv.gov



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

From: **David Hughes** <david.hughes@wvsao.gov>

Date: Fri, Jan 31, 2025 at 8:16 AM

Subject: CPO 0803 0081 DOT25*0010, Procurement Folder 1561885

To: jr.oliver@wv.gov <jr.oliver@wv.gov>

Cc: john.w.estep@wv.gov <john.w.estep@wv.gov>, Auditing-List <Auditing@wvsao.gov>

Hi Sidney,

WV SAO received contract **CPO 0803 0081 DOT25*0010, Procurement Folder 1561885** from State Purchasing. Upon review of the contract, the effective start and effective end dates are missing on the first page. The Term Contract provides that it will be for a period of Five (5) years and becomes effective on the effective start date listed on the cover page. Please process a change order through State Purchasing to establish the effective start and effective end dates to be on file with WV SAO.

If you have any questions, please do not hesitate to email us. Thanks.

Thank you,

David C. Hughes

Assistant Director of Auditing

Auditing Division

West Virginia State Auditor's Office

Phone: 304-205-8557

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Business Organization Detail

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DUNCAN-PARNELL, INC.

see ATTACHED

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	6/17/2013		6/17/2013	Foreign	Profit				

Organization Information		
Business Purpose	4238 - Wholesale Trade - Merchant Wholesalers, Durable Goods - Machinery, Equipment and Supplies Merchant Wholesalers (construction, mining, farm, garden, industrial machinery & supplies, service establishment, transportation)	Capital Stock
Charter County		Control Number
Charter State	NC	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	900 SOUTH MCDOWELL STREET CHARLOTTE, NC, 28204
Mailing Address	P O BOX 35649 CHARLOTTE, NC, 28235 USA
Notice of Process Address	ALYSON PEARCE PO BOX 35649 CHARLOTTE, NC, 28235
Principal Office Address	900 SOUTH MCDOWELL STREET CHARLOTTE, NC, 28204 USA
Type	Address

Officers	
Type	Name/Address
President	MARK DUNCAN 3125 CHAMPAIGN ST. CHARLOTTE, NC, 28210
Treasurer	VICKI HAFELE 6239 SETON HOUSE LANE CHARLOTTE, NC, 28277
Vice-President	PETER CHROBAK 900 S MCDOWELL ST CHARLOTTE, NC, 28204
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	

2020
2019
2018
2017x
2017
2016
2015
Date filed

File Your Current Year Annual Report Online Here

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

Friday, February 21, 2025 — 8:50 AM

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Vendor/Customer


Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO BOX 35649	CHARLOTTE	NC	28235	CINDY MOORE
Ordering	305 ASHCAKE ROAD SUITE K	ASHLAND	VA	23005	VICKI HAFELE
Ordering	PO BOX 6277	CHARLOTTESVILLE	VA	22906	CINDY MOORE

First Prev Next Last

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) 

Vendor/Customer : 000000213488
DUNCAN PARNELL INC

Address Type : Payment 

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar 

Active From : 01/01/1999 

Active To : 

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : CV40001

Street 1 : PO BOX 35649

Street 2 :

City : CHARLOTTE

State/Province : NC 

Zip/Postal Code : 28235

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :



Country Phone Code : 1

Phone : 434-817-5000

Phone Extension :

County :



County Name :

Country : US



▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

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[Modify Existing Record](#) [Add New Address](#)

[Master Address](#)

[Master Contacts](#)

[Languages](#)

[Vendor Transaction History](#)



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

[Sign In](#)

Select Domain
Entity Information



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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All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

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

Simple Search

Search Editor

- ☐ Any Words 
- ☒ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

Duncan-Parnell Inc. ×

Entity

Entity Name

No results found

Unique Entity ID

e.g. H7F9PUN034

CAGE / NCAGE

Location

Status

- ☒ Active
- ☒ Inactive

Reset 

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>2/21/25</u> Solicitation No. <u>CPO DOT 25*10</u> <u>CO#1</u>	Agency: WVDOT Procurement Officer Submitting Requisition: Kristy James Requisition No. CPO 0803 DOT2500000010 PF No.: 1561885
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<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:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

