



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: 06-09-2025

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 0506 2848 BHS2400000001 6	Change Order No:	2	Procurement Folder:	1268735
Document Name:	BARBOURSVILLE SCHOOL SEWER PROJECT			Reason for Modification: Change Order 2 To Extend Contract	
Document Description:	BARBOURSVILLE SCHOOL SEWER PROJECT				
Procurement Type:	Central Purchase Order				
Buyer Name:	Crystal G Hustead				
Telephone:	(304) 558-2402				
Email:	crystal.g.hustead@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2023-11-01
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-01-28

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000205574 FAMCO INC PO BOX 1577 HUNTINGTON WV 25716 US Vendor Contact Phone: 304-529-3328 Extension: 2 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>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Jennifer L Fletcher Requestor Phone: 304-352-5598 Requestor Email: jennifer.l.fletcher@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US	PURCHASING AGENT - 304-356-4802 HEALTH AND HUMAN RESOURCES BBH/HF 350 CAPITOL ST, RM 350 CHARLESTON WV 25301-3702 US

6/11/25 60

Total Order Amount:	\$657,147.32
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Purchasing Division's File Copy

CH 6/9/25

PURCHASING DIVISION AUTHORIZATION DATE: 6/10/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 6/17/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 6-17-25 ELECTRONIC SIGNATURE ON FILE
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6/17/2025

Extended Description:**Change Order**

Change Order No. 2 is issued to extend the original contract to January 28, 2025 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to accommodate the delays due to equipment unavailability and inclement weather.

Extend Contract From: 11/01/2024 to 01/28/2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121505	0.00000		0.000000	657147.32
Service From	Service To	Manufacturer		Model No	
2023-11-01	2025-01-28	GENERAC		QT025A	

Commodity Line Description: Barboursville School Sewer Project

Extended Description:

Lump Sum total for all labor, material, and equipment to complete Barboursville School Wastewater pump stations and force Main

FAMCO, INC.
GENERAL CONTRACTORS
PO BOX 1577 3450 16TH STREET ROAD
304-529-3328 FAX: 304-529-3325
HUNTINGTON, WV 25716
rob@famcoinc.net

June 4, 2025

Damon E. Iarossi
West Virginia Department of Health Facilities
One Davis Square
Charleston, WV 25301

Re: Barboursville School Sewer
CRFQ BHS2400000001
Justification for Delayed Completion

Dear Sir:

The purpose of this correspondence is to provide justification for extending the completion date beyond October 31, 2024. Material delays and inclement weather were the causes. However, the final inspection walk through was conducted on November 1, 2024. All piping and equipment were operating as intended.

Telemetry at the lift stations was the only item not installed by the contract time due to equipment unavailability and inclement weather. All the equipment was received by the installer after Thanksgiving. On December 4, 2024, the equipment was installed but the site could not be accessed to modify the main PLC repeater and perform start up due to snow and ice. The work was rescheduled for January and completed on the 28th.

These unforeseen delays encountered were beyond our control. The project was substantially complete within the contract time. Please except this letter of justification and process our final Application for Payment No. 4 so the contract can be closed.

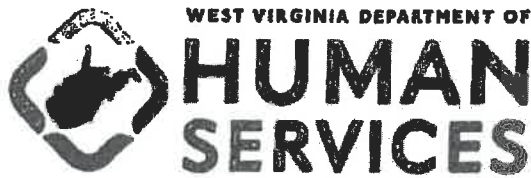
If you have any questions regarding this correspondence, please contact us at your earliest convenience. We appreciate your time to review this correspondence.

Regards,



Robert M LaFon
President

Ok
Chick Greenhouse



STATE OF WEST VIRGINIA
DEPARTMENT OF HUMAN SERVICES
BUREAU FOR BEHAVIORAL HEALTH

Alex J. Mayer
Cabinet Secretary

Nicholas R. Stuchell
Interim Commissioner

June 5, 2025

Bryan Rosen, Purchasing Director
Office of Shared Administration
One Davis Square, Suite 100
Charleston, WV 25301

Re: Justification for extension of CRFQ BHS2400000001 to allot for previous delays incurred

Please accept this letter as a formal request and justification for extension of CRFQ BHS2400000001 which awarded to the vendor FAMCO for their work related to the Barboursville School Project. This request is based on unexpected delays in the completion of the work within the contract period requiring services to extend beyond the original service date. Those issues are addressed in the attached justification memo from the vendor. The contracted work was formally completed on January 28th, 2025 and came in on budget.

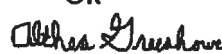
This justification for the delay in this request due to the transition of the former BBH Purchasing Director (and sole purchasing specialist) which inadvertently resulted in a breakdown in communication between the various project vendors, and collaborators on the project. With the hiring of the new Purchasing Director the BBH was attempting to process all outstanding documents when it was realized the formal request for extension had not been timely submitted.

With your approval, we would like to extend the end date to cover the entire service period so that we can submit final payments for the project. The BBH fully agrees with the extension and are satisfied with the work provided by the vendor.

Thank you for your consideration of this request, and if you have any questions, please feel free to contact me directly at (304) 352-5592.

Sincerely,


Damon Iarossi

Ok






ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION

SAMANTHA WILLIS
PURCHASING DIRECTOR

PURCHASING DIVISION

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:

Eric L. Householder
Agency Head

6/6/25
Date

[Signature]
Cabinet Secretary/Department Head

6/6/25
Date

Governor's Office Representative

Date

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- ☐ Any Words ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"famco inc" x

Entity

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Business Organization Detail

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FAMCO, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	3/26/1986		3/26/1986	Domestic	Profit			

Organization Information			
Business Purpose	2371 - Construction - Heavy & Civil Engineering Construction - Utility System Construction (water & Sewer, oil& gas pipeline, power & communication)		Capital Stock 1000.0000
Charter County	Cabell		Control Number 0
Charter State	WV		Excess Acres 0
At Will Term	Member Managed		
At Will Term Years			Par Value 0.200000
Authorized Shares	5000	Young Entrepreneur	Not Specified

Addresses

Type	Address
Mailing Address	P.O. BOX 1577 HUNTINGTON, WV, 25716 USA
Notice of Process Address	RICHARD SMAILES 3450 16TH STREET ROAD HUNTINGTON, WV, 25701
Principal Office Address	73 JAMES KILOWATT LANE HUNTINGTON, WV, 25701 USA
Type	Address

Officers

Type	Name/Address
Incorporator	RICHARD C. SMAILES 3348 16TH ST. RD. HUNTINGTON, WV, 25701 USA
President	RICHARD C. SMAILES 3440 16TH STREET ROAD HUNTINGTON, WV, 25701
Secretary	ROBERT M. LAFON, II 3450 16TH STREET ROAD HUNTINGTON, WV, 25701
Vice-President	YONG H. SMAILES 3440 16TH STREET ROAD HUNTINGTON, WV, 25701
Type	Name/Address

Date	Amendment
10/26/1998	INCREASE IN SHARES FROM 1,000 AT \$1.00 PAR TO 5,000 SHARES AT \$.20 PAR VALUE WHICH MAKES THE AUTH. CAP. STK REMAIN THE SAME AT \$1,000
Date	Amendment

Annual Reports

Filed For
2025
2024

2023
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Date filed

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

Monday, June 9, 2025 — 10:14 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>6/9/25</u> Solicitation No. <u>CPO BHS24*01</u>	Agency: OSA Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CPO 0506 BHS24*1 PF No.: 1268735
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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				
	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"/>
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 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: _____

Crystal Husted