



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: 06-17-2025

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 3	Procurement Folder:	1402748
Document Name:	WVNG Joint Forces Headquarters Lawn Care Services	Reason for Modification:	CO#2- Issued to cancel the contract effective 06/30/2025
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:	2025-06-30

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> VS0000041283 ENNIS BROTHERS LLC 85 CROSSWINDS DRIVE  CHARLES TOWN WV 25414 US <b>Vendor Contact Phone:</b> 703-999-9060 <b>Extension:</b>  <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> Rachel L White <b>Requestor Phone:</b> (304) 982-1417 <b>Requestor Email:</b> rachel.l.white36.nfg@army.mil  <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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR  CHARLESTON WV 25311 US	DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR  CHARLESTON WV 25311 US

CR 6 - 19-25  
Purchasing Division's File Copy

Total Order Amount:	Open End
---------------------	----------

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: 6-19-25 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: 6/24/2025 ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: 6-25-25 ELECTRONIC SIGNATURE ON FILE
---	--	---



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

NGWV-FMO

**DATE:** June 11, 2024

**TO:** Mr. David Pauline, Senior Buyer  
West Virginia Division of Purchasing

**FROM:** Mr. Chuck Bowman, Chief Procurement Officer  
West Virginia Office of the Adjutant General

**RE:** **Request to Cancel Per Section 18 General Terms & Conditions**  
CMA ADJ24\*006 JFHQ Lawn Care Maintenance / Ennis Bros

The West Virginia Adjutant General's Office respectfully requests the cancellation of the above referenced contract effective June 30, 2025, per Section 18 of the General T&Cs.

The Legislative appropriation for our FY2026 budget does not afford us the ability to fund this contract after June 30, 2025, and no other funds can be made available to continue these services into FY2026.

Our agency has been instructed by the Governor's Office to cut an additional 5% from our operating budget above and beyond the cuts the Legislature approved for us for FY2026, because of this, we see no other option than to cancel this contracted service at this time.

The point of contact for this correspondence is the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read "Chuck Bowman", is written over a horizontal line.

Chuck Bowman  
Chief Procurement Officer  
304.561.6654  
[Charles.A.Bowman26.nfg@army.mil](mailto:Charles.A.Bowman26.nfg@army.mil)

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>6/18/25</u>  Solicitation No. <u>CMA ADJ24*06</u>	Agency: Guard <hr/> Procurement Officer Submitting Requisition: Chuck Bowman <hr/> Requisition No. CMA ADJ24*06 <hr/> PF No.: 1402748
---	--

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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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"/>

You are viewing this page over a secure connection. Click [here](#) for more information.

## 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.*

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

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

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

Annual Reports	
Filed For	
2024	
2023	
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.

Wednesday, June 18, 2025 — 11:02 AM

© 2025 State of West Virginia

 An official website of the United States government [Here's how you know](#)



**Extended SAM Maintenance Window** [Show Details](#)  
Jun 11, 2025



[See All Alerts](#)

**Scheduled FSD.gov Maintenance** [Show Details](#)  
Jun 11, 2025



[Home](#)   [Search](#)   [Data Bank](#)   [Data Services](#)   [Help](#)

Search

All Words

e.g. 1606N020Q02




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 



Federal Organizations





Status

- ☒ Active
- ☐ Inactive

Reset 

All Domains

Contracting

Federal Assistance

Entity Information

Federal Hierarchy

Wage Determinations

No matches found

Your search did not return any results.

To view Entity Registrations, Subcontract Reports, Subaward Reports you must sign in.

[Sign In](#)

Would you like to include inactive records in your search results?

[Yes](#)

[Go Back](#)