



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: 11-20-2025

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 0803 0077 DOT2500000010 2	Procurement Folder:	1540451
Document Name:	Security Guard Services for MCS&T	Reason for Modification:	
Document Description:	Open-End contract for Security Guard Services for MCS&T	Change Order 01	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-01-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-12-31

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> VS0000018473 UNIVERSAL PROTECTION SERVICE LP 500B1 Prestige Park  Hurricane WV 25526 US <b>Vendor Contact Phone:</b> 0000000000 <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> Wanda F Casto <b>Requestor Phone:</b> 304-414-6653 <b>Requestor Email:</b> wanda.f.casto@wv.gov  <b>2026</b> <b>FILE LOCATION</b> _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS MATERIALS, CONTROL, SOILS, & TESTING 190 DRY BRANCH DR CHARLESTON WV 25306 US	DIVISION OF HIGHWAYS MATERIALS, CONTROL, SOILS, & TESTING 190 DRY BRANCH DR CHARLESTON WV 25306 US

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

Purchasing Division's File Copy

**PURCHASING DIVISION AUTHORIZATION**  
DATE: 11-21-25  
ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
DATE: 12/3/2025  
ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
DATE: 12-3-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

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 01/01/2026 through 12/31/2026.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	92121504			HOUR	18.860000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Security Guard II

**Extended Description:**

Security Guard Services for MCS&T  
7725011

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	92121504			HOUR	20.520000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Security Guard III / Shift Supervisor

**Extended Description:**

Security Guard Services for MCS&T  
7725011



**WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION**

1900 Kanawha Boulevard East • Building Five • Room 109  
Charleston, West Virginia 25305-0440 • (304) 558-0444

Michael J. DeMers  
Deputy Secretary of Transportation

Stephen T. Rumbaugh, P. E.  
Secretary of Transportation  
Commissioner of Highways

November 4, 2025

Universal Protection Service  
500B1 Prestige Park  
Hurricane, WV 25526

Subject: Security Guard Services Renewal  
Contract Renewal: CMA 0803 0077 DOT2500000010  
Procurement Folder: 1540451

The West Virginia Department of Transportation is offering to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

The renewal dates are 01/01/2026 through 12/31/2026. If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to: [tonya.r.mellinger@wv.gov](mailto:tonya.r.mellinger@wv.gov)

Please contact the email listed above if you have any questions.

Thank you,

Tonya R Mellinger  
Accountant/Auditor

We agree to renew the contract for the period as stated above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

Shawn Bailey  
Name/Signature

11/12/2025  
Date

Branch Manger  
Title

**PROCUREMENT USE ONLY**

Carla Cherry Mgr II 11-20-25  
Signature/Title/Date

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.*

UNIVERSAL PROTECTION SERVICE, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	8/16/2010		8/16/2010	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 Stock			
Charter County	Kanawha	Control Number	0
Charter State	NC	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

**Addresses**

Type	Address
<b>Designated Office Address</b>	2333 MACCORKLE AVE SUITE 200 SAINT ALBANS, WV, 25177
<b>Mailing Address</b>	161 WASHINGTON STREET SUITE 600 CONSHOHOCKEN, PA, 19428 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
<b>Principal Office Address</b>	450 EXCHANGE IRVINE, CA, 92602 USA
Type	Address

**Officers**

Type	Name/Address
<b>Member</b>	UNIVERSAL PROTECTION SERVICE, LP 450 EXCHANGE IRVINE, CA, 92602
Type	Name/Address

**DBA**

DBA Name	Description	Effective Date	Termination Date
ALLIED UNIVERSAL SECURITY SERVICES	TRADENAME	8/2/2016	
DBA Name	Description	Effective Date	Termination Date

**Name Changes**

Date	Old Name
<b>8/30/2012</b>	SECURITY FORCES, LLC

11/21/2011	SECURITY FORCES, INC.
Date	Old Name

Date	Amendment
8/30/2012	NAME CHANGE: FROM SECURITY FORCES, LLC
11/21/2011	CONVERSION: FROM SECURITY FORCES, INC.
Date	Amendment

Annual Reports
Filed For
2025
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
Date filed

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

Friday, November 21, 2025 — 9:04 AM

© 2025 State of West Virginia



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 ⓘ

e.g. 123456789, Smith Corp

Universal Protection Service x

Entity ▾

Location ▾

Status ▴

☒ Active

☒ Inactive

Reset ↻

- Entity Information ^
- <
- All Entity Information
- Entities
- Disaster Response Registry
- Responsibility / Qu

No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back

## Vendor/Customer

## Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO BOX 277469	ATLANTA	GA	30384 7469	Mallorie Heyl
Ordering	PO BOX 277469	ATLANTA	GA	30384 7469	Mallorie Heyl
Web Registrar	PO BOX 277469	ATLANTA	GA	30384 7469	Mallorie Heyl
Ordering	500B1 Prestige Park	Hurricane	WV	25526	
Ordering	161 Washington Street	Conshohocken	PA	19428	
Payment	PO BOX 828854	PHILADELPHIA	PA	19182 8854	

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : VS0000018473

UNIVERSAL PROTECTION SERVICE LP

Address Type : Payment

Division/Department : AUS

Additional Address Info. : 120 Columbine St.

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 03/18/2019

Active To :

Default Record :

Mail Returned :

Active Address : Yes

## ▼ Address Information

Address ID :	AD000010	Country Phone Code :	1
Street 1 :	PO BOX 277469	Phone :	8-668-771-9565
Street 2 :		Phone Extension :	
City :	ATLANTA	County :	
State/Province :	GA	County Name :	
Zip/Postal Code :	30384 7469	Country :	US
DUNS :			
Extended DUNS :			
Unique Entity Identifier :			
CAGE Code :			

## ► Prenote/EFT

## ► Remittance Advice

## ► Contact Information

## ► Contact Address Information

## ► Geographic Designation

## ► Change Management

[Top](#)[Modify Existing Record](#) [Add New Address](#)[Master Address](#)[Master Contacts](#)[Languages](#)[Vendor Transaction History](#)



## COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>JESTED</u> Date: <u>11/21/25</u>  Solicitation No. <u>CMA DOT 25*10</u> <u>CO# 1</u>	Agency: WVDOT/DOH
	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CMA DOT6624C027C
	PF No.: 1322263

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 ( <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 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				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:

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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: \_\_\_\_\_

