



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

State of West Virginia Contract

Order Date: 09-03-2025

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:	CCT 0926 0926 PSC2500000001 2	Procurement Folder:	1467454
Document Name:	Legislative Consultant	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	Legislative Consultant		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
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																				
Vendor Customer Code: VS0000046667 STEWART CAPITOL SOLUTIONS LLC 4678 CANTERBURY COURT ASHLAND KY 41101 US Vendor Contact Phone: 3046335995 Extension: 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: Lindsey Randolph Requestor Phone: (304) 340-0435 Requestor Email: lrandolph@psc.state.wv.us 2026 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
ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US	ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US

Total Order Amount: \$150,000.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 9/10/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 9/12/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 9-12-25 ELECTRONIC SIGNATURE ON FILE
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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 January 1, 2026 through December 31, 2026.

Renewal Years/Months Remaining: 2 years.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101516	0.00000		0.000000	\$75,000.00
Service From	Service To	Manufacturer		Model No	
2025-01-01	2025-12-31				

Commodity Line Description: Consultant

Extended Description:

See attached documentation for further details.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101516	0.00000		0.000000	\$75,000.00
Service From	Service To	Manufacturer		Model No	
2025-01-01	2026-12-31				

Commodity Line Description: Consultant

Extended Description:

See attached documentation for further details.



Public Service Commission of West Virginia
201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323
Phone: (304) 340-0300
Fax: (304) 340-0325

August 15, 2025

Stewart Capitol Solutions LLC
4678 Canterbury Court
Ashland, KY 41101

Re: Contract Renewal CCT 0926 PSC2500000001 Stewart Capitol Solutions LLC

The PSC requests to renew contract CCT PSC2500000001. This consulting contract will be renewed under the same terms and conditions as set forth in the original contract, including any subsequent change orders. The renewal period will be valid from January 1, 2026 through December 31, 2026 and will have two renewal periods remaining. If you agree to renew this contract under these terms, please sign and date below.

Jesse Stewart President SCS 8-15-2025
Stewart Capitol Solutions LLC Date

Lindsey Randolph 8/25/2025
Lindsey Randolph
Public Service Commission
Senior Procurement Specialist
Agency Procurement Officer Date

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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.

STEWART CAPITOL SOLUTIONS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	2/9/2024		2/9/2024	Foreign	Profit			

Organization Information			
Business Purpose	5418 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Advertising, Public Relations and Related Services (media, outdoor, direct mail, material distribution)		Capital Stock
Charter County			Control Number
Charter State	KY	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		No

Addresses	
Type	Address
Designated Office Address	4678 CANTERBURY COURT ASHLAND, KY, 41101
Mailing Address	4678 CANTERBURY COURT ASHLAND, KY, 41101 USA
Notice of Process Address	STEVEN STEWART 4678 CANTERBURY COURT ASHLAND, KY, 41101
Principal Office Address	4678 CANTERBURY COURT ASHLAND, KY, 41101 USA
Type	Address

Officers	
Type	Name/Address
Member	STEVEN STEWART 4678 CANTERBURY COURT ASHLAND, KY, 41101
Type	Name/Address

Annual Reports	
Filed For	
2025	
Date filed	

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

Thursday, September 4, 2025 — 9:27 AM

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"STEWART CAPITOL SOLUTIONS LLC" Entity Location Status ☒ Active☐ InactiveReset Entity Information 

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>JA</u> Date: <u>9/4/25</u> Solicitation No. <u>CO #1</u>	Agency: Public Service Commission Procurement Officer Submitting Requisition: Lindsey Randolph Requisition No. CCT PSC2500000001 PF No.: 1467454
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
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: _____

[Handwritten Signature]