



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: 08-28-2026

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 0603 0603 ADJ2600000042 2                     | Change Order No: | 1 | Procurement Folder:                                                                                                                                                    | 1928085    |
| Document Name:        | MCA South- Vining Library Electrical Installation |                  |   | Reason for Modification:<br>CHANGE ORDER NO 1- To establish contract start and end dates, and to issue Notice to Proceed to the vendor per the attached documentation. |            |
| Document Description: | MCA South- Vining Library Electrical Installation |                  |   |                                                                                                                                                                        |            |
| Procurement Type:     | Central Purchase Order                            |                  |   |                                                                                                                                                                        |            |
| Buyer Name:           | David H Pauline                                   |                  |   |                                                                                                                                                                        |            |
| Telephone:            | 304-558-0067                                      |                  |   |                                                                                                                                                                        |            |
| Email:                | david.h.pauline@wv.gov                            |                  |   |                                                                                                                                                                        |            |
| Shipping Method:      | Best Way                                          |                  |   | Effective Start Date:                                                                                                                                                  | 2026-07-20 |
| Free on Board:        | FOB Dest, Freight Prepaid                         |                  |   | Effective End Date:                                                                                                                                                    | 2027-01-16 |

| VENDOR                |                  | DEPARTMENT CONTACT                 |                                |
|-----------------------|------------------|------------------------------------|--------------------------------|
| Vendor Customer Code: | VS0000049511     | Requestor Name:                    | Robert A Skaggs                |
| TRINITY ELECTRIC LLC  |                  | Requestor Phone:                   | (304) 561-6550                 |
| 121 OLD BRG           |                  | Requestor Email:                   | robert.a.skaggsii.nfg@army.mil |
| Elkins                | WV               | <b>2027</b><br>FILE LOCATION _____ |                                |
| US                    | 26241            |                                    |                                |
| Vendor Contact Phone: | 3047047054       |                                    |                                |
| Extension:            |                  |                                    |                                |
| Discount Details:     |                  |                                    |                                |
|                       | Discount Allowed | Discount Percentage                | Discount Days                  |
| #1                    | No               | 0.0000                             | 0                              |
| #2                    | Not Entered      |                                    |                                |
| #3                    | Not Entered      |                                    |                                |
| #4                    | Not Entered      |                                    |                                |

| INVOICE TO                                                                                          | SHIP TO                                                                                                                |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| STATE FINANCE<br>ADJUTANT GENERALS OFFICE<br>1703 COONSKIN DR<br><br>CHARLESTON WV 25311-1085<br>US | MOUNTAINEER CHALLENGE PROGRAM - SOUTH<br>ADJUTANT GENERALS OFFICE<br>305 FAYETTE PIKE<br><br>MONTGOMERY WV 25136<br>US |

8/31/26 CC

Total Order Amount: \$282,000.00

Purchasing Division's File Copy

|                                                                                           |                                                                                              |                                                                                   |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| PURCHASING DIVISION AUTHORIZATION<br>DATE: <i>8/31/26</i><br>ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM<br>DATE: <i>8/31/26</i><br>ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION<br>DATE: <i>8/31/26</i><br>ELECTRONIC SIGNATURE ON FILE |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

**Extended Description:**

CHANGE ORDER NO. 1 - TO ESTABLISH THE CONTRACT EFFECTIVE START AND EFFECTIVE END DATES, AND TO ISSUE THE NOTICE TO PROCEED FOR THE CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

CONTRACT TERM: 07/20/2026 THROUGH 01/16/2027.

NO OTHER CHANGES.

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 1            | 72000000       | 0.00000      |      | 0.000000   | 282000.00   |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2026-07-20   | 2027-01-16     |              |      |            |             |

**Commodity Line Description:** MCA South- Vining Library Electrical BID OPTION 1

**Extended Description:**

See Exhibit "A" Pricing Page to input pricing.

Contract Item #1- BID OPTION #1- Lump Sum Price to provide and install New MDP (Main Distribution Panel) & Utility provided Transformer, per the attached documentation.

**WEST VIRGINIA ARMY NATIONAL GUARD  
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE  
DIVISION OF ENGINEERING & FACILITIES  
1707 Coonskin Drive  
Charleston, West Virginia, 25311-1085**

20 JUL 2026

**NOTICE TO PROCEED**

TO: Trinity Electric LLC  
121 Old BRG  
Elkins, WV 26241

FROM: West Virginia Army National Guard  
CFMO – Division of Engineering & Facilities  
1707 Coonskin Drive  
Charleston, WV 25311

SUBJECT: Notice to Proceed for the MCA South Vining Library Electrical Installation

NOTICE TO PROCEED DATE: **20 JUL 2026**

Trinity Electric LLC is authorized to proceed with work as per the Contract Documents for Contract number ADJ26\*042. Work should begin by **20 JUL 2026** and last for a term of **180 days**, with work completed no later than **16 JAN 2027**.

Please provide all submittals for this project immediately for approval.

If you have any questions please contact Mr. Robert Skaggs at 304-719-8745.

Respectfully,



Robert Skaggs  
Technical Analyst



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

"Trinity Electric LLC"

Entity

Location

Status

- ☒ Active
- ☒ Inactive

Reset

No matches found

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

Please try another search or go back to previous results.



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 & Licensing

## Business Organization Search

**SEARCH TIPS:** If you have trouble finding a business, try the following:

1. Enter one or more key words in the business name
2. Use the % symbol for a wild card search.  
Example: searching for Fraternal Order Eagles 1234 ABCD, Inc.  
%Fraternal%1234%
3. The search results will include what are commonly referred to as a fictitious business names in the results, if they have been registered with the State Tax Department.

[Back To Top](#)

Matching records found: **4**. Please note that the results are broken into four results types: *Org Name*, *Doing Business As*, *Name Change* and *Name Registrations/Reservations*. You may use the following four links to see the results for each type.

| Organization Results             |        |          |                |                  |                  |                      |          |        |
|----------------------------------|--------|----------|----------------|------------------|------------------|----------------------|----------|--------|
| Organization Name                | Org Id | Type     | Effective Date | Established Date | Termination Date | Termination Reason   | Charter  | Class  |
| TRINITY ELECTRIC COMPANY INC.    | 278473 | C        | 6/15/2009      |                  | 1/11/2019        | Withdrawal (Foreign) | Foreign  | Profit |
| TRINITY ELECTRIC LLC             | 601421 | LLC      | 6/24/2025      |                  |                  |                      | Domestic | Profit |
| TRINITY ELECTRICAL SERVICES, LLC | 608362 | LLC      | 10/31/2025     |                  |                  |                      | Foreign  | Profit |
| Organization Name                | Org Id | Org Type | Effective Date | Established Date | Termination Date | Termination Reason   | Charter  | Class  |

|                   |        |          |                |                  |                  |                    |         |       |
|-------------------|--------|----------|----------------|------------------|------------------|--------------------|---------|-------|
| DBA Results       |        |          |                |                  |                  |                    |         |       |
| Organization Name | Org Id | Org Type | Effective Date | Established Date | Termination Date | Termination Reason | Charter | Class |
| No results found. |        |          |                |                  |                  |                    |         |       |
| Organization Name | Org Id | Org Type | Effective Date | Established Date | Termination Date | Termination Reason | Charter | Class |

|                            |  |
|----------------------------|--|
| <b>Name Change Results</b> |  |
|                            |  |

| Organization Name | Org Id | Org Type | Effective Date | Established Date | Termination Date | Termination Reason | Charter | Class |
|-------------------|--------|----------|----------------|------------------|------------------|--------------------|---------|-------|
| No results found. |        |          |                |                  |                  |                    |         |       |
| Organization Name | Org Id | Org Type | Effective Date | Established Date | Termination Date | Termination Reason | Charter | Class |

| Registration/Reservation Results    |            |          |                |                  |                  |                    |         |       |
|-------------------------------------|------------|----------|----------------|------------------|------------------|--------------------|---------|-------|
| Organization Name                   | NRG/NRS Id | Org Type | Effective Date | Established Date | Termination Date | Termination Reason | Charter | Class |
| TRINITY ELECTRICAL CONTRACTORS, LLC | 8110       | NRS      | 7/6/2005       |                  | 11/3/2005        |                    |         |       |
| Organization Name                   | NRG/NRS Id | Org Type | Effective Date | Established Date | Termination Date | Termination Reason | Charter | Class |

*\*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.*

Monday, August 31, 2026 — 11:26 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|                                                                                                                          |                                                                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Purchasing Division Use:</i><br>Buyer: <u>#13</u> Date: <u>8/31/2026</u><br><br>Solicitation No. <u>CRFG-ADJ26*16</u> | Agency:<br>ADJ<br><br>Procurement Officer Submitting Requisition:<br>Dean Wingerd<br><br>Requisition No.<br>CRQS ADJ26*16<br><br>PF No.:<br>1928085 |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|

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<br>[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<br>( <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"/> |

|           | Compliance Check Type                      | Required                 | Provided, if Required    | Not Required             | Purch. Div. Confirmation |
|-----------|--------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>10</b> | <b>Insurance requirements</b>              |                          |                          |                          |                          |
|           | 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"/> |
| <b>11</b> | Office of Technology CIO pre-approval      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>12</b> | Treasurer's Office (banking) pre-approval  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### FOR CHANGE ORDERS/RENEWALS:

|          |                                                    |                                     |                          |                                     |                                     |
|----------|----------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|
| <b>1</b> | Two-party agreement                                | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>2</b> | Standard change order language                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>3</b> | Office of Technology CIO approval                  | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>4</b> | Justification for price increases/backdating/other | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>5</b> | Bond Rider (Construction)                          | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>6</b> | Secretary of State Verification                    | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>7</b> | State debarment verification                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>8</b> | Federal debarment verification                     | <input checked="" type="checkbox"/> | <input 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: \_\_\_\_\_