



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: 10-10-2024

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CMA 0211 4078 GSD2400000005 2	<b>Procurement Folder:</b>	1279879 <span style="color: green;">C</span>
<b>Document Name:</b>	Snow Removal Services - Buildings 74, 84, & 86	<b>Reason for Modification:</b>	Change Order 1 Issued to renew contract
<b>Document Description:</b>	Snow Removal Services - Buildings 74, 84, & 86		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-11-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-11-14

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000041283			<b>Requestor Name:</b>	John C Cummings
ENNIS BROTHERS LLC 85 CROSSWINDS DRIVE				<b>Requestor Phone:</b>	304-352-5521
CHARLES TOWN WV 25414				<b>Requestor Email:</b>	john.c.cummings@wv.gov
US				<div style="font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____	
<b>Vendor Contact Phone:</b>	703-999-9060	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

*CR 10-17-24*

<b>Total Order Amount:</b>	Open End
----------------------------	----------

Purchasing Division's File Copy

*MKP 10/10/2024*  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tanya 10/15/24*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE  
*10/22/24*

ENCUMBRANCE CERTIFICATION  
*Chryslers*  
 DATE: *10-22-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order 1

Change Order No. 1 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 November 15, 2024 through November 14, 2025.

Remaining Renewals: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72102903			EA	900.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-15	2025-11-14		0.00	

**Commodity Line Description:** Building 74 - De-icing

**Extended Description:**

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	72102903			EA	600.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-15	2025-11-14		0.00	

**Commodity Line Description:** Building 74 - Removal 1" - 6"

**Extended Description:**

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	72102903			EA	300.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-15	2025-11-14		0.00	

**Commodity Line Description:** Building 74 - Removal > 6"

**Extended Description:**

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	72102903			EA	1100.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-15	2025-11-14		0.00	

**Commodity Line Description:** Building 84 - De-icing

**Extended Description:**

Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	72102903			EA	800.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-15	2025-11-14		0.00	

**Commodity Line Description:** Building 84 - Removal 1" - 6"

**Extended Description:**  
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	72102903			EA	400.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-15	2025-11-14		0.00	

**Commodity Line Description:** Building 84 - Removal > 6"

**Extended Description:**  
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	72102903			EA	1100.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-15	2025-11-14		0.00	

**Commodity Line Description:** Building 86 - De-icing

**Extended Description:**  
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	72102903			EA	800.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-15	2025-11-14		0.00	

**Commodity Line Description:** Building 86 - Removal 1" - 6"

**Extended Description:**  
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	72102903			EA	400.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-15	2025-11-14		0.00	

**Commodity Line Description:** Building 86 - Removal > 6"

**Extended Description:**  
Snow Removal Services - Charleston Metro Buildings

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	72102903			HOUR	425.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2023-11-15	2025-11-14		0.00	

**Commodity Line Description:** Hourly Rate for Off-site Removal

**Extended Description:**  
Snow Removal Services - Charleston Metro Buildings

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

John K. McHugh  
Acting Cabinet Secretary

John K. McHugh  
Director

September 23, 2024

Ennis Brothers, LLC.  
85 Crosswinds Drive  
Charles Town, WV 25414

REF: CMA 0211 GSD2400000005 - Snow Removal Services - Buildings 74, 84, & 86

Attn: James Ennis,

The above referenced contract will expire on November 14th, 2024. The West Virginia Department of Administration, General Services Division wishes to renew the contract for one (1) year under the same pricing, specifications, terms and conditions. The renewal term of the contract will be from November 15th, 2024, through November 14th, 2025. If you are in agreement to renew this contract, please sign below and return to Wayne Boswell, via email at [Paul.W.Boswell@wv.gov](mailto:Paul.W.Boswell@wv.gov), at your earliest convenience along with current certificate of insurance.

If you have any questions, please feel free to contact me.

Thank you,

*Paul W Boswell*

P. Wayne Boswell  
Procurement Associate, General Services Division

  
Name/Signature

9/27/24  
Date

OWNER

Title

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>MP #05</u> Date: <u>10/10/2024</u>  Solicitation No. _____  c/o 1	Agency: <b>General Services Division</b> Procurement Officer Submitting Requisition: Paul W Boswell Requisition No. CMA GSD2400000005 PF No.: 1279879
--	--

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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	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"/>
<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: *Melissa K. Pettrey, Senior Buyer*

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

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

Thursday, October 10, 2024 — 10:05 AM



Search



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Select Domain  
Entity Information +

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By -

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words i

All Words i

Exact Phrase i

x

Entity ▼

Location ▼

Status ▲

Active

Inactive



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search re