




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: 09-23-2024

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 0211 4078 GSD2300000001 3	Procurement Folder:	1068462
Document Name:	Window Cleaning Services for GSD	Reason for Modification:	Change Order 2 Issued to renew contract
Document Description:	Window Cleaning Services for GSD Buildings		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-10-24
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-23

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VS0000015338	Requestor Name:	Scotty E Pauley		
JACK & JOES WINDOW CLEANING INC 8427 172ND AVE NE COLUMBUS MN 55025 US		Requestor Phone:	304-352-5481		
Vendor Contact Phone:	612-919-7130	Requestor Email:	scotty.e.pauley@wv.gov		
Extension:					
Discount Details:					
	Discount Allowed			Discount Percentage	Discount Days
#1	No			0.0000	0
#2	No				0
#3	No		0		
#4	No		0		

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

9-30-24 cr

Total Order Amount:	Open End
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Purchasing Division's File Copy

MVP 09/26/2024

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara H. 9/26/24*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
Cathy
 DATE: *10-7-24*
 ELECTRONIC SIGNATURE ON FILE

10/7/2024

Extended Description:

Change Order 2

Change Order No. 2 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 October 24, 2024 through October 23, 2025.

Remaining Renewals: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	76111504				0.000000
	Service From	Service To		Service Contract Amount	
	2022-10-24	2025-10-23		0.00	

Commodity Line Description: Window Cleaning- Inside and Out including High-rises

Extended Description:

Window Cleaning- Bid Inside and Out including High-rise buildings.



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

John K. McHugh
Cabinet Secretary

John K. McHugh
Director

August 21, 2024

Jack & Joe's Window Cleaning, Inc.
8427 172nd Ave. NE
Columbus, MN 55025

REF: CMA 0211 GSD2300000001 Window Cleaning Services for GSD Buildings

Attn: Jack Ruegsegger,

The above referenced contract will expire on October 23rd, 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 October 24th, 2024, through October 23th, 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, at your earliest convenience along with current certificate of insurance.

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

Thank you,

P. Wayne Boswell
Procurement Associate, General Services Division

Jack Ruegsegger  8/23/2024
Name/Signature Date

President

Title

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MXP</u> Date: <u>09/26/2024</u> Solicitation No. _____ % 2	Agency: General Services Division Procurement Officer Submitting Requisition: Paul W Boswell Requisition No. CMA GSD2300000001 PF No.: 1068462
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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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

*onep
09/26/2024*

**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*

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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.

JACK & JOE'S WINDOW CLEANING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/30/2021		7/30/2021	Foreign	Profit			

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



Addresses	
Type	Address
Local Office Address	8427 172ND AVE NE COLUMBUS, MN, 55025
Mailing Address	8427 172ND AVE NE COLUMBUS, MN, 55025 USA
Notice of Process Address	JACK RUEGSEGGER 8427 172ND AVE NE COLUMBUS, MN, 55025
Principal Office Address	8427 172ND AVE NE COLUMBUS, MN, 55025 USA
Type	Address

Officers	
Type	Name/Address
President	JACK RUEGSEGGER 8427 172ND AVE NE COLUMBUS, MN, 55025
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
Date filed	

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

Thursday, September 26, 2024 — 1:23 PM

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