



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

# State of West Virginia Purchase Order

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

Order Date: 10-21-2024

<b>Order Number:</b>	CPO 0211 4001 GSD2500000005 2	<b>Procurement Folder:</b>	1470313
<b>Document Name:</b>	Building 1 West Wing 3rd Floor Restroom Renovations Project	<b>Reason for Modification:</b>	Change Order No. 1 - to issue Notice to Proceed
<b>Document Description:</b>	Building 1 West Wing 3rd Floor Restroom Renovations Project		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-10-21
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-01-04

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000173699	<b>Requestor Name:</b>	Cody G Taylor	
BBL CARLTON LLC 600 KANAWHA BLVD E STE 200		<b>Requestor Phone:</b>	304-352-5531	
CHARLESTON WV 253012104		<b>Requestor Email:</b>	cody.g.taylor@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION</div>		
<b>Vendor Contact Phone:</b>	304-345-1300			<b>Extension:</b>
<b>Discount Details:</b>				
<b>#1</b>	No	0.0000	0	
<b>#2</b>	Not Entered			
<b>#3</b>	Not Entered			
<b>#4</b>	Not Entered			

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

*CR 10-22-24*

<b>Total Order Amount:</b>	\$334,500.00
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Purchasing Division's File Copy

*MKP 10/22/2024*

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara Hester 10/22/24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Cody Taylor 10-24-24</i> ELECTRONIC SIGNATURE ON FILE
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*10/24/2024*

**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: October 21, 2024 Through January 4, 2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72101510	0.00000		0.000000	334500.00
Service From	Service To	Manufacturer	Model No		
2024-10-21	2025-01-04				

**Commodity Line Description:** Building 1 West Wing 3rd Floor Restroom Renovations Project

**Extended Description:**

Building 1 West Wing 3rd Floor Restroom Renovations Project



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

October 11, 2024

BBL Carlton, LLC  
600 Kanawha Blvd East, Suite 200  
Charleston, WV, 25301

Attn: Mr. Moore,

**NOTICE TO PROCEED**

Per issuance of Purchase Order Number CPO 0211 GSD250000005, this is your notification to commence work on (Monday) October 21st, 2024, to provide all equipment, materials and incidentals for services related to the Building 1 West Wing 3<sup>rd</sup> Floor Restrooms Renovation Project, per the bid requirements, terms, and conditions of CRFQ 0211 GSD2500000001.

Given the contract's terms and conditions, you have Seventy-Five (75) calendar days from the issuance of the Notice to Proceed, the contract start date is October 21, 2024, and the Final Completion date is January 4, 2025.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5531, or e-mail at [cody.g.taylor@wv.gov](mailto:cody.g.taylor@wv.gov).

Sincerely, *Cody Taylor*

Cody Taylor, Procurement Specialist, GSD

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>10/22/2024</u>  Solicitation No. _____  <div style="font-size: 2em; color: blue; text-align: center;">C/O 1</div>	Agency: West Virginia General Services Division  Procurement Officer Submitting Requisition: Cody Taylor  Requisition No. CMA GSD2500000005  PF No.: 1470313
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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 ( <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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: *Melissa K. Petrey, Senior Buyer*

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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.*

### BBL CARLTON MANAGEMENT LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC   Limited Liability Company	9/26/2011		9/26/2011	Domestic	Profit				

Organization Information									
<b>Business Purpose</b>	5511 - Management of Companies and Enterprises - Management of Companies and Enterprises - Management of Companies and Enterprises Including Offices of Bank Holding Companies and Other Holding Companies			<b>Capital Stock</b>					
<b>Charter County</b>	Kanawha			<b>Control Number</b>	99R62				
<b>Charter State</b>	WV			<b>Excess Acres</b>					<a href="#">× Close</a>
<b>At Will Term</b>	A			<b>M</b>	Hi, I'm SOLO! I can help you file your Annual Report.				
<b>At Will Term Years</b>				<b>Pa</b>					
<b>Authorized Shares</b>				<b>Young Entrepreneur</b>	Not Specified				

## Addresses

Type	Address
<b>Designated Office Address</b>	302 WASHINGTON AVE EXT ALBANY, NY, 12203
<b>Mailing Address</b>	302 WASHINGTON AVENUE EXT ALBANY, NY, 12203 USA
<b>Notice of Process Address</b>	BBL CARLTON MANAGMENT LLC 302 WASHINGTON AVE EXT ALBANY, NY, 12203
<b>Principal Office Address</b>	302 WASHINGTON AVENUE EXT ALBANY, NY, 12203 USA
Type	Address

## Officers

Type	Name/Address
<b>Manager</b>	STEVE OBERMAYER 302 WASHINGTON AVENUE EXT ALBANY, NY, 12203
<b>Organizer</b>	CHARLES L WOODY PO BOX 273 CHARLESTON, WV, 25321 USA
Type	Name/Address

## Annual Reports

Filed For
2024
2023
2022
2021
2020
2019
2018

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2016
2015
2014
2013
2012
<b>Date filed</b>

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

Monday, October 21, 2024 — 9:23 AM

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All Entity Information

Entities

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Responsibility / Qualification

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- All Words <sup>(i)</sup>
- Exact Phrase <sup>(i)</sup>

e.g. 123456789, Smith Corp

"BBL Carlton LLC" ×

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