



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: 09-20-2024

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:	CPO 0603 0603 ADJ2300000025 4	Procurement Folder:	1187605
Document Name:	Marshall County Readiness Center Generator & ATS Install	Reason for Modification:	Change Order 01: To Issue Notice to Proceed
Document Description:	CHANGE ORDER NO 1-Establish Contract Dates Notice to Proceed		
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:	2024-08-13
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-02-09

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000012515 Universal Engineering & Contracting LLC 400 AIRPORT RD STE 7 ELKINS WV 26241 US Vendor Contact Phone: 304-678-9065 Extension: Discount Details: <table border="1"> <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: Timothy D Hersman Requestor Phone: 304-561-6337 Requestor Email: timothy.d.hersman.nfg@army.mil <div style="text-align: center; font-size: 2em; font-weight: bold;">2025</div> 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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	MARSHALL COUNTY READINESS CENTER ADJUTANT GENERALS OFFICE 1600 SOUTH LAFAYETTE AVENUE MOUNDSVILLE WV 26041 US

925-2461

Total Order Amount:	\$487,900.00
----------------------------	--------------

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>JA 9.25.24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>10/2/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>10.2.24</i> ELECTRONIC SIGNATURE ON FILE
---	---	--

Extended Description:

Change Order 01

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 order.

Contract Term: August 13, 2024 through February 9, 2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	487900.00
Service From	Service To	Manufacturer	Model No		
2024-08-13	2025-02-09				

Commodity Line Description: Marshall County Readiness Center Generator & ATS Install

Extended Description:

Contract Item #1- Lump Sum Price for purchase and installation of a new 1000Kw diesel generator and a 1000AMP automatic transfer switch for the Marshall County Readiness Center, per the attached documentation.



**DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026**

NGWV-FMO

18 September 2024

TO: Mr. David Pauline, Senior Buyer
West Virginia Division of Purchasing

FROM: Ms. Cara Suppa, Procurement Analyst
Office of the Adjutant General, State of West Virginia

RE: Change Order Justification
CPO ADJ2300000025
Marshall County Readiness Center Generator & ATS Install
Universal Engineering & Contracting LLC

This change order request for the project referenced above is to issue the Notice to Proceed for the contract. The letter from the Project Manager reflects this request for the NTP to the contract and is attached to this submission. This request is delayed in getting the change order submitted due to staff vacations and staff workload with the end of the federal fiscal year.

Per this justification, we respectfully request the approval of Change Order #1 as submitted.

If you have any questions or need any additional information, please contact me via email at Cara.M.Suppa.NFG@army.mil, or by phone at 304-561-6667.

Cara M. Suppa

Cara M. Suppa
Procurement Analyst
WV Military Authority
Construction & Facilities Management Office

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

12 AUG 2024

NOTICE TO PROCEED

TO: Universal Engineering & Contracting LLC
400 Airport Rd STE 6C
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 Marshall County Generator

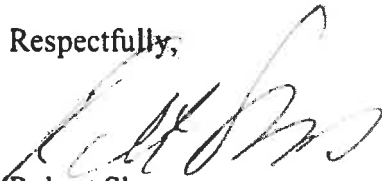
NOTICE TO PROCEED DATE: 13 AUG 2024

Universal Engineering & Contracting LLC is authorized to proceed with work as per the Contract Documents for Contract number CPO ADJ23*025. Work should begin by **13 AUG 2024** and last for a term of **180** days, with work completed no later than **9 FEB 2025**.

Please provide all submittals for this project immediately for approval.

If you have any questions please contact Mr. Robert Skaggs at 304-561-6550.

Respectfully,



Robert Skaggs
Technical Analyst

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>9/25/24</u> Solicitation No. <u>CPO ADJ 23025</u>	Agency: WV Adjutant General/WVANG Procurement Officer Submitting Requisition: Cara M. Suppa Requisition No. CPO ADJ2300000025 - CO1 NTP PF No.: 1187605
--	--

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:

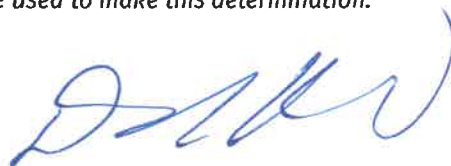
#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.



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.

UNIVERSAL ENGINEERING & CONTRACTING LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	2/23/2017		2/23/2017	Domestic	Profit			

Organization Information			
Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		Capital Stock
Charter County	Randolph	Control Number	0
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	400 AIRPORT ROAD STE 7 ELKINS, WV, 26241
Mailing Address	400 AIRPORT ROAD STE 7 ELKINS, WV, 26241 USA
Notice of Process Address	UNIVERSAL ENGINEERING & CONTRACTING LLC 400 AIRPORT ROAD STE 7 ELKINS, WV, 26241
Principal Office Address	400 AIRPORT ROAD STE 7 ELKINS, WV, 26241 USA
Type	Address

Officers	
Type	Name/Address
Member	PATRICK SMITH P O BOX 688 ELKINS, WV, 26241
Organizer	PATRICK SMITH P O BOX 688 ELKINS, WV, 26241
Type	Name/Address

DBA			X Close
DBA Name	Description	Effective Date	Termination Date
MGS	TRADENAME	5/15/2017	
MOUNTAINEER GENERATOR SERVICE	TRADENAME	5/15/2017	
UEC	TRADENAME	2/23/2017	
DBA Name	Description	Effective Date	Termination Date

Hi, I'm SOLO! I can help you file your Annual Report.

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

Date filed

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

Wednesday, September 25, 2024 — 8:53 AM

© 2024 State of West Virginia

× Close

Hi, I'm SOLO! I can help you file your Annual Report.



Important Reqs and Certs Update Show Details
Jul 18, 2024



See All Alerts

Entity Validation Show Details
Sep 17, 2024



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words e.g. 1606N020Q02

Select Domain
All Domains



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. 1606N020Q02

"universal enteeneering & contracting"

Federal Organizations

Enter Code or Name



Status

- Active
- Inactive



Reset



No matches found

Your search did not return any results.

To view Entity Registrations, you must sign in.

[Sign In](#)

Would you like to include inactive records in your search results?

[Yes](#)

[Go Back](#)



Feedback

Our Website

[About This Site](#)

Our Partners

[Acquisition.gov](#)