



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: 10-31-2024

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> CPO 0603 0603 ADJ2500000028 2	<b>Procurement Folder:</b> 1488701
<b>Document Name:</b> Eleanor JRFC Lighting Installation (Construction)	<b>Reason for Modification:</b> Change Order 01: To Issue Notice to Proceed
<b>Document Description:</b> Eleanor JRFC Lighting Installation (Construction)	
<b>Procurement Type:</b> Central Purchase Order	
<b>Buyer Name:</b> David H Pauline	
<b>Telephone:</b> 304-558-0067	
<b>Email:</b> david.h.pauline@wv.gov	
<b>Shipping Method:</b> Best Way	<b>Effective Start Date:</b> 2024-11-04
<b>Free on Board:</b> FOB Dest, Freight Prepaid	<b>Effective End Date:</b> 2025-05-03

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> VS0000040340 BESCO 1100 Charles Avenue  Charleston WV 25064 US <b>Vendor Contact Phone:</b> 3045332701 <b>Extension:</b>  <b>Discount Details:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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 colspan="3">Not Entered</td> </tr> <tr> <td>#3</td> <td colspan="3">Not Entered</td> </tr> <tr> <td>#4</td> <td colspan="3">Not Entered</td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			<b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				
<b>Requestor Name:</b> Robert A Skaggs <b>Requestor Phone:</b> (304) 561-6550 <b>Requestor Email:</b> robert.a.skaggsii.nfg@army.mil																					

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR  CHARLESTON WV 25311 US	BUILDING TRADE SPECIALIST ELEANOR ARMED FORCES RESERVE CENTER 111 ARMY/NAVY DR  RED HOUSE WV 25168 US

CR 11-7-24

<b>Total Order Amount:</b>	\$143,000.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>11.6.24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>11-13-24</i> ELECTRONIC SIGNATURE ON FILE
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11/13/2024

**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: 11/04/2024 through 05/03/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	143000.00
Service From	Service To	Manufacturer	Model No		
2024-11-04	2025-05-03				

**Commodity Line Description:** Eleanor JRFC Lighting Installation (Construction)

**Extended Description:**

See attached Exhibit A Bid Form for Pricing.

Eleanor JRFC Lighting Installation (Construction)



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

NGWV-FMO

28 October, 2024

**NOTICE TO PROCEED**

TO: BESCO  
1100 Charles Avenue  
Dunbar, WV 25064

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

SUBJECT: Notice to Proceed for the West Virginia Army National Guard's Eleanor JFRC Lighting Replacement.

NOTICE TO PROCEED DATE: **4 November, 2024**

BESCO is authorized to proceed with work as per the Contract Documents for Contract number CPO-ADJ2500000028. Work should begin by 4 November, 2024 and last for a term of 180 days, with work completed no later than **3 May, 2025**.

Please provide all submittals for this project immediately for approval.

The point of contact for this correspondence is the undersigned at 304-881-2369 or email at [craig.a.welch5.nfg@army.mil](mailto:craig.a.welch5.nfg@army.mil).

Respectfully,

A handwritten signature in black ink that reads "Craig Welch".

Craig Welch  
Project Manager  
WVARNG - CFMO

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>11/4/2024</u>  Solicitation No. <u>CO1 NTP CPO ADJ25*28</u>	Agency: WV Adjutant General/WVANG <hr/> Procurement Officer Submitting Requisition: Cara M. Suppa <hr/> Requisition No. CPO ADJ2500000028 - CO1 NTP <hr/> PF No.: 1488701
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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 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 ( <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 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.

*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: David Pauline

**REFERENCE:**

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/TCP.pdf](http://www.state.wv.us/admin/purchase/TCP.pdf). **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** RE **Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**

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**Business Organization Detail**

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**Broadway Electric Service Company LLC**

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC   Limited Liability Company	4/1/2002		4/1/2002	Foreign	Profit				

Organization Information		
<b>Business Purpose</b>	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)	<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b> 47132
<b>Charter State</b>	TN	<b>Excess Acres</b>
<b>At Will Term</b>	A	<b>Member Managed</b> MGR
<b>At Will Term Years</b>		<b>Par Value</b>
<b>Authorized Shares</b>		<b>Young Entrepreneur</b> Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	1100 CHARLES AVE DUNBAR, WV, 25064
<b>Mailing Address</b>	PO BOX 3250 KNOXVILLE, TN, 37927 USA
<b>Notice of Process Address</b>	COGENCY GLOBAL 128 CAPITOL STREET CHARLESTON, WV, 25301
<b>Principal Office Address</b>	1800 N. CENTRAL ST. KNOXVILLE, TN, 37917 USA
Type	Address

*See Attached*

Officers	
Type	Name/Address
<b>Manager</b>	JEFF HOCK 4955 SPRING GROVE AVENUE CINCINNATI, OH, 45232
<b>Manager</b>	BRIDGETT MCMAHAN 1800 N CENTRAL ST KNOXVILLE, TN, 37917
Type	Name/Address

DBA				
DBA Name	Description	Effective Date	Termination Date	
BESCO	FORCED DBA	4/1/2002	10/8/2003	
BESCO	TRADENAME	3/8/2024		
DBA Name	Description	Effective Date	Termination Date	

Name Changes		
Date	Old Name	
3/6/2024	BROADWAY ELECTRIC SERVICE CORPORATION	X Close  Hi, I'm SOLO! I can help you file your Annual Report.
7/3/2003	BROADWAY ELECTRIC SERVICE INC.	
Date	Old Name	
Date	Amendment	
3/6/2024	NAME CHANGE: FROM BROADWAY ELECTRIC SERVICE CORPORATION	

<b>3/6/2024</b>	CONVERSION FROM CORPORATION TO LLC.
<b>7/3/2003</b>	NAME CHANGE: FROM BROADWAY ELECTRIC SERVICE INC.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2007	
2006	
2005	
2004	
2003	
<b>Date filed</b>	

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

Monday, November 4, 2024 — 7:01 AM

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X Close

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





Date: 09-26-2024

**Reference: (BESCO)-Broadway Electric Service Company LLC**

To Whom It Mat Concern:

Broadway Electric Service Company LLC is abbreviated by BESCO. Broadway Electric Service Company LLC Corporate office is located at PO Box 3250 Knoxville, TN 37927, but also has an office at 1100 Charles Avenue Dunbar, WV 25064.

These addresses are the same company, but our billing is sent to Corporate Office at the PO Box 3250 Knoxville, TN 37927 address.

Respectfully,

*Brandon Smith*

WV. License #, WV034701

Knoxville | Lexington | Oak Ridge | Dunbar  
P.O. BOX 3250 | Knoxville | TN 37927 | besco.com

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Sep 17, 2024



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besco x

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