



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

State of West Virginia Master Agreement

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: 10-15-2024

Order Number: CMA 0926 1950 PSC2200000001 4	Procurement Folder: 937117
Document Name: Consulting Services	Reason for Modification: Change Order 03 To Renew Contract
Document Description: Consulting Services	
Procurement Type: Central Master Agreement	
Buyer Name:	
Telephone:	
Email:	
Shipping Method: Best Way	Effective Start Date: 2021-12-01
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2025-11-30

VENDOR	DEPARTMENT CONTACT																			
Vendor Customer Code: VS0000010638	Requestor Name: Lindsey Randolph																			
DAVID J ELLIS	Requestor Phone: (304) 340-0435																			
301 Hunters Ridge Rd	Requestor Email: lrandolph@psc.state.wv.us																			
Charleston WV 25314-2408	<div style="font-size: 48px; font-weight: bold; margin: 0;">2025</div> <div style="font-size: 18px; margin: 0;">FILE LOCATION _____</div>																			
US																				
Vendor Contact Phone: 3043469490 Extension:																				
Discount Details:																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 20%;">Discount Allowed</th> <th style="width: 20%;">Discount Percentage</th> <th style="width: 15%;">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>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		#	Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No	
#	Discount Allowed	Discount Percentage	Discount Days																	
#1	No	0.0000	0																	
#2	No																			
#3	No																			
#4	No																			

INVOICE TO	SHIP TO
ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US	ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US

CR 10-21-24

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

KMM 10/17/24

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Tara K 10/15/24</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

10/23/2024

ENCUMBRANCE CERTIFICATION
DATE: <i>Cody Rice</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 03 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 December 1, 2024 through November 30, 2025.

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81101516			HOUR	104.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Consultant - hourly fee

Extended Description:

Consultant Services- hourly fee



Public Service Commission of West Virginia
201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323
Phone: (304) 340-0300
Fax: (304) 340-0325

October 3, 2024

David J. Ellis
301 Hunters Ridge Rd.
Charleston WV 25314

Re: Contract Renewal CMA 0926 PSC2200000001 David J Ellis

The PSC requests to renew contract CMA PSC2200000001. This consulting contract will be renewed under the same terms and conditions as set forth in the original contract, including any subsequent change orders. The renewal period will be valid from December 1, 2024 through November 30, 2025 and will have no renewal periods remaining. If you agree to renew this contract under these terms, please sign and date below.

David J. Ellis

October 10, 2024

David J. Ellis

Date

Lindsey Randolph

10/15/24

Lindsey Randolph
Public Service Commission
Senior Procurement Specialist
Agency Procurement Officer

Date

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323



Phone: (304) 340-0300
Fax: (304) 340-0325

October 15, 2024

West Virginia Purchasing Division
Larry D. McDonnell, WVPBC
2019 Washington Street, E.,
P.O. Box 50130
Charleston, WV 25305

Re: Contract renewal CMA PSC2200000001 David J Ellis

Mr. McDonnell,

The Public Service Commission wishes to renew contract CMA PSC22*1 with David J. Ellis for consulting services. This contract will be effective from December 1, 2024 through November 30, 2025 and will have no renewal periods remaining thereafter.

Sincerely,

A handwritten signature in black ink that reads "Lindsey Randolph". The signature is written in a cursive, flowing style.

Lindsey Randolph
Procurement Officer
Public Service Commission
304-340-0322
lrandolph@psc.state.wv.us

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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.

DAVID J ELLIS

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
SP Sole Proprietor	5/1/2006			Domestic				

Organization Information		
Business Purpose	Capital Stock	
Charter County	Control Number	
Charter State WV	Excess Acres	
At Will Term	Member Managed	
At Will Term Years	Par Value	
Authorized Shares	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	1812 SMITH RD CHARLESTON, WV, 253142252
Principal Office Address	1812 SMITH RD CHARLESTON, WV, 253142252
Type	Address

Officers	
Type	Name/Address
Owner	DAVID J ELLIS 1812 SMITH RD CHARLESTON, WV, 253142252
Type	Name/Address

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

Thursday, October 17, 2024 — 9:57 AM

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McDonnell, Larry D <larry.d.mcdonnell@wv.gov>

RE: Change Order 3 for CMA PSC22-01 - Consulting Services

1 message

Randolph, Lindsey <LRandolph@psc.state.wv.us>
To: "McDonnell, Larry D" <larry.d.mcdonnell@wv.gov>

Fri, Oct 18, 2024 at 12:09 PM

Good Afternoon Larry,

Below is the Vendor's response:

From: David Ellis [mailto:dellispsc@gmail.com]
Sent: Friday, October 18, 2024 12:01 PM
To: Randolph, Lindsey <LRandolph@psc.state.wv.us>
Subject: Re: FW: Change Order 3 for CMA PSC22-01 - Consulting Services

I am not sure what "documentation" is requested. I think the below explanation may suffice.

What you sent me a copy of is what you get from the Secretary of State if you do a Business Search for "David J. Ellis." That returns a single hit, which is a **2006** record created when I first registered to do business in West Virginia. At that time my only residence in West Virginia was **1812 Smith Road, Charleston, WV.**

When I returned to WV around 2011 I stopped doing any consulting work. Then in 2017 I re-registered as a sole proprietorship with a dba. I did that because I thought I might want to do utility consulting work for someone other than the PSC. Thus, in 2017 I registered as a sole

proprietor business with a Trade Name as David Ellis Utility Consulting Services.

If you do a business search on the Secretary of State site, for "David Ellis" it returns "David Ellis Utility consulting Services." The business address now, and in 2017, as shown on the Sec of State site is my condo at **301 hunters Ridge Road, Charleston, WV**. However, since I still own my house at 1812 Smith Road, that address for "officer" was not changed on the Secretary of State Site. (See copy below.) (Note that I am still only a Sole Proprietorship so I cannot explain why the Secretary of State shows the "officers" address as my original 1812 Smith Road Address. I don't consider a sole owner of a sole proprietorship as an "officer" but if that is the way the Secretary of State wants to do it, there was no problem because I still own 1812 Smith Road, my grandson lives there, and he can give me any mail that goes there if anyone mails to me at that address.)

Current Secretary of State record for me as a sole proprietor if you search for "David Ellis"

DAVID ELLIS UTILITY CONSULTING SERVICES

Org Type	Effective Date	Established Date	Organization Information
SP Sole Proprietor	11/8/2017		Domestic

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Business Purpose	Charter County	Charter State	At Will Term	At Will Term Years	Authorized Shares
		WV			

Back To Top

Type	Addresses
Mail Address	301 HUNTERS RIDGE RD CHARLESTON, WV, 253142408
Principal Office Address	301 HUNTERS RIDGE RD CHARLESTON, WV, 253142408

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Type	Officers
Owner	DAVID J ELLIS 1812 SMITH RD CHARLESTON, WV, 253142252

The vendor registration address is my condo at 301 Hunters Ridge Road.

So I prefer mail at 301 Hunters Ridge Road, but mail to 1812 Smith Road would go to the house I own, and get to me.

From: McDonnell, Larry D [mailto:larry.d.mcdonnell@wv.gov]
Sent: Friday, October 18, 2024 8:37 AM
To: Randolph, Lindsey <LRandolph@psc.state.wv.us>
Subject: Change Order 3 for CMA PSC22-01 - Consulting Services

Lindsey,

I am working on Change Order 3 for CMA PSC22-01 for consulting services with David J. Ellis. The address listed in vcust and on WV SOS are not matching. Can you request some type of documentation from the vendor linking those addresses?

Thanks,

Thresholds Discount Information

Vendor Customer: VS0000010638

Legal Name: DAVID J ELLIS

Alias/DBA:

Address Code: AD000019

301 Hunters Ridge Rd

Charleston

WV

25314-2408

US

Vendor Preference Level: 99

Vendor Line Discontinued:

DAVID J ELLIS

Org Type	Effective Date	Established Date
SP Sole Proprietor	5/1/2006	

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Business Purpose	
Charter County	
Charter State	WV
At Will Term	
At Will Term Years	
Authorized Shares	

Back To Top

Type	
Mailing Address	1812 SMITH RD CHARLESTON, WV, 253142252
Principal Office Address	1812 SMITH RD CHARLESTON, WV, 253142252
Type	

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Search

All Words

e.g. 1606N020Q02

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 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"DAVID J ELLIS" ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∧

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program ∨

Location ∨

Dates ∨

[Reset](#)



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>Larry D. McDunnell</u> Date: <u>10/17/24</u> Solicitation No. <u>CMA PSC 22 #01 c/03</u>	Agency: Public Service Commission Procurement Officer Submitting Requisition: Lindsey Randolph Requisition No. CMA PSC220000001 David J Ellis PF No.: 937117
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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				
	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"/>
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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: _____

