



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 1400 1400 AGR2500000002 2	Procurement Folder:	1419249
Document Name:	Electric Service from Generator to Building 2	Reason for Modification:	Change Order #1 To Issue Notice to Proceed
Document Description:	Electric Service from Generator to Building 2		
Procurement Type:	Central Purchase Order		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-09-23
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-10-05

VENDOR		DEPARTMENT CONTACT																						
Vendor Customer Code:	VC0000144252	Requestor Name:	Laryssa D Hoskins																					
PRO 1 ELECTRIC INC 205 N HICKORY ST PARKERSBURG WV 26101 US		Requestor Phone:	304-558-2221																					
Vendor Contact Phone:	0000000000	Requestor Email:	lhoskins@wvda.us																					
Discount Details:		<div style="font-size: 48px; font-weight: bold; margin: 0;">2025</div> <div style="font-weight: bold; margin: 0;">FILE LOCATION _____</div>																						
<table border="1" style="width: 100%;"><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				
	Discount Allowed			Discount Percentage	Discount Days																			
#1	No			0.0000	0																			
#2	Not Entered																							
#3	Not Entered																							
#4	Not Entered																							

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	AUTHORIZED RECEIVER 304-558-4058 AGRICULTURE DEPARTMENT OF BUILDINGS & GROUNDS DIVISION 419 GUS R DOUGLAS LN, BLDG17A CHARLESTON WV 25312 US

925-2261

Total Order Amount:	\$40,637.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>9/24/24</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>10/2/2024</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	ENCUMBRANCE CERTIFICATION DATE: <i>9/24/24</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>
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OCT 02 2024

Extended Description:

Change Order #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: September 23, 2024, through October 5, 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81102400	0.00000		0.000000	40637.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Electric Service from Generator to Building 2

Extended Description:

See attached documentation for further details.

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



20 September 2024

Janaa Mullenix
Pro 1 Electric, Inc
205 N. Hickory St.
Parkersburg, WV 26101

Re: CPO AGR250000002

Dear Ms. Mullenix:

This is your official Notice to Proceed for CPO AGR25*2, WVDA Electric Service from Generator to Building 2. Your Notice to Proceed period will begin effective September 23, 2024, and will be completed by October 5, 2024.

If you have any questions concerning this, feel free to contact me at (304) 558-2221.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan Clemans", is written over a horizontal blue line.

Alan Clemans (Sep 20, 2024 10:46 EDT)

Alan Clemans, CFO-Director
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0170
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312
telephone: 304-558-3550 • fax: 304-558-2203

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Business Organization Detail

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PRO 1 ELECTRIC, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/9/2019		12/9/2019	Domestic	Profit			

Organization Information			
Business Purpose		Capital Stock	1000.0000
Charter County	Wood	Control Number	9ATDW
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	205 HICKORY ST PARKERSBURG, WV, 26101 USA
Notice of Process Address	MARK E. DEEM 205 HICKORY ST PARKERSBURG, WV, 26101 USA
Principal Office Address	205 HICKORY ST PARKERSBURG, WV, 26101 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	MARK E. DEEM 205 HICKORY ST PARKERSBURG, WV, 26101 USA
President	MARK E. DEEM 205 HICKORY ST. PARKERSBURG, WV, 26101 USA
Type	Name/Address

Annual Reports
Filed For
2024
2023
2022
2021
2020
Date filed

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

Tuesday, September 24, 2024 — 9:34 AM

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All Entity Information

Entities

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e.g. 123456789, Smith Corp

"Pro 1 Electric" ×

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- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∧
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- Ineligible (Proceedings Complete)
- Prohibition/Restriction
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- Exclusion Program ∨
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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>9/24/24</u> Solicitation No. <u>CPO AGR25*02 c/p1</u>	Agency: West Virginia Department of Agriculture Procurement Officer Submitting Requisition: Rita R. Gainer Requisition No. CPO AGR25*2 PF No.: 1419249
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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 type="checkbox"/>	<input checked="" 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: _____

