



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

State of West Virginia
Delivery Order

Order Date: 06-14-2023

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:	CDO 0802 5020 DMV2300000003 1	Procurement Folder:	1244605
Document Name:	Security Services DMV Locations	Reason for Modification:	
Document Description:	Security Services DMV Locations		
Procurement Type:	Central Delivery Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Master Agreement Number: CMA 0212 SECSVS23 1	
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000010871			Requestor Name:	Cecil W Loyd
B3 SECURITY GROUP LLC				Requestor Phone:	(304) 872-8781
284 W Meadows Ln				Requestor Email:	cecil.w.loyd@wv.gov
Maxwelton	WV	24957-8047		<div style="font-size: 48pt; font-weight: bold;">23</div> FILE LOCATION _____	
US					
Vendor Contact Phone:	3813183569	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO		SHIP TO	
MANAGER ACCOUNTS PAYABLE		304-926-3960	
DIVISION OF MOTOR VEHICLES		DIVISION OF MOTOR VEHICLES	
5707 MACCORKLE AVE. S.E., SUITE 200		RECEIVING AND PROCESSING	
		5707 MACCORKLE AVENUE, S.E. SUITE 200	
CHARLESTON	WV 25304	CHARLESTON	WV 25317
US		US	

Purchasing Division's File Copy

Total Order Amount:	\$305,896.52
----------------------------	--------------

[Handwritten Signature]
 6/29/2023

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mary Coffey* 6/29/2023
 ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Toler* 6-29-2023
 ELECTRONIC SIGNATURE ON FILE

Extended Description:
Security Services DMV Locations

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	92121504	1755.00000	HOUR	\$15.7500	\$27,641.25
Service From	Service To	Manufacturer	Model No	Delivery Date	
2023-07-01	2024-04-30			2024-03-31	

Commodity Line Description: Region 1 - Security Guard III - Shift Supervisor-Moundsville

Extended Description:
Region 1 - Security Guard III - Shift Supervisor

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	92121504	1657.50000	HOUR	\$15.7500	\$26,105.63
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2024-03-31	

Commodity Line Description: Region 1 - Security Guard III - Shift Supervisor-Winfield

Extended Description:
Region 1 - Security Guard III - Shift Supervisor

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	92121504	3315.00000	HOUR	\$15.7500	\$52,211.25
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2024-03-31	

Commodity Line Description: Region 2 - Security Guard II-HQ

Extended Description:
Region 2 - Security Guard II

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	92121504	1657.50000	HOUR	\$15.7500	\$26,105.63
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2024-03-31	

Commodity Line Description: Region 2 - Security Guard III - Shift Supervisor-Parkersburg

Extended Description:
Region 2 - Security Guard III - Shift Supervisor

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	92121504	1950.00000	HOUR	\$15.7500	\$30,712.50
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2024-03-31	

Commodity Line Description: Region 2 - Security Guard III - Shift Supervisor-KC Regional

Extended Description:
Region 2 - Security Guard III - Shift Supervisor

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	92121504	234.00000	HOURL	\$15.7500	\$3,685.50
Service From	Service To	Manufacturer		Model No	Delivery Date
					2024-03-31

Commodity Line Description: Region 2 - Security Guard III - Shift Supervisor-KC Regional

Extended Description:
Region 2 - Security Guard III - Shift Supervisor

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	92121504	1852.50000	HOURL	\$15.7500	\$29,176.88
Service From	Service To	Manufacturer		Model No	Delivery Date
					2024-03-31

Commodity Line Description: Region 2 - Sergeant-HQ

Extended Description:
Region 2 - Sergeant

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	92121504	1755.00000	HOURL	\$15.7500	\$27,641.25
Service From	Service To	Manufacturer		Model No	Delivery Date
					2024-03-31

Commodity Line Description: Region 3 - Security Guard III - Shift Supervisor-CharlesTown

Extended Description:
Region 3 - Security Guard II

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	92121504	1755.00000	HOURL	\$15.7500	\$27,641.25
Service From	Service To	Manufacturer		Model No	Delivery Date
					2024-03-31

Commodity Line Description: Region 3 - Security Guard III - Shift Supervisor-Martinsburg

Extended Description:
Region 3 - Security Guard II

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	92121504	175.50000	HOURL	\$15.7500	\$2,764.13
Service From	Service To	Manufacturer		Model No	Delivery Date
					2024-03-31

Commodity Line Description: Region 3 - Security Guard III - Shift Supervisor-Martinsburg

Extended Description:
Region 3 - Security Guard II

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	92121504	3315.00000	HOURL	\$15.7500	\$52,211.25
Service From	Service To	Manufacturer		Model No	Delivery Date
					2024-03-31

Commodity Line Description: Region 2 - Security Guard II-HQ

Extended Description:
Region 2 - Security Guard II

CMA 0212 SECSVS23 SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	WV Division of Motor Vehicles	Request Date:	5/16/2023
Contact Person:	Georgina Davis	Contract Start Date:	7/1/2023
Contact Title:	Division Manager	Contract End Date:	6/30/2024
Contact Phone:	(304) 352-5691	Shift Start Time:	8:30 am
Contact Fax:		Shift End Time:	5:30 pm
Contact Email: georgina.davis@wv.gov		Lunch: X ½ hour 1-hour X Paid Unpaid	
(Required Information) State PO/SCO #:		SWC# CMA 0212 SECSVS23	
Job Location: DMV Moundsville Regional 400 Teletech Drive Moundsville, WV 26041			
County: Marshall			

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	REGION I	REGION II	REGION III	REGION IV
	LIMITED ASSIGNMENT PERSONNEL							
	PROBATIONARY GUARD I							
	SECURITY GUARD II							
X	SECURITY GUARD III / SHIFT SUPERVISOR	1	9	5	\$15.75			
	SERGEANT (IV)							
	LIEUTENANT (IV)							

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties **if different** from Purchasing Division SECSVS19 specifications.
- b) If you have problems with employee time sheets or employee, **immediately** contact the appropriate vendor.
- c) If you need additional space for specific instructions please provide in the agency instructions space below.

AGENCY INSTRUCTIONS: (If additional space is needed, please add another page).

- a) Report to regional office manager for daily assignment. _____
- b) _____
- c) Each guard must have a minimum credit score of 500 _____
- d) _____
- e) _____
- f) _____

Agency Representative Signature: _____



Title: Director, Management Services _____

CMA 0212 SECSVS23 SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	WV Division of Motor Vehicles	Request Date:	5/16/2023
Contact Person:	Georgina Davis	Contract Start Date:	7/1/2023
Contact Title:	Division Manager	Contract End Date:	6/30/2024
Contact Phone:	(304) 352-5691	Shift Start Time:	8:30 am
Contact Fax:		Shift End Time:	5:00 pm
Contact Email:	georgina.davis@wv.gov		
(Required Information) State PO/SCO #:		Lunch: X ½ hour 1-hour X Paid Unpaid	
		SWC# CMA 0212 SECSVS23	
Job Location:	DMV Winfield Regional 116 Liberty Square Hurricane, WV 25526		
County:	Putnam		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	<u>REGION I</u>	<u>REGION II</u>	<u>REGION III</u>	<u>REGION IV</u>
	LIMITED ASSIGNMENT PERSONNEL							
	PROBATIONARY GUARD I							
	SECURITY GUARD II							
X	SECURITY GUARD III / SHIFT SUPERVISOR	1	8.5	5		\$15.75		
	SERGEANT (IV)							
	LIEUTENANT (IV)							

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from Purchasing Division SECSVS19 specifications.
- b) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
- c) If you need additional space for specific instructions please provide in the agency instructions space below.

AGENCY INSTRUCTIONS: (If additional space is needed, please add another page).

- a) Report to regional office manager for daily assignment. _____
- b) Each guard must have a minimum credit score of 500 _____
- c) _____
- d) _____
- e) _____
- f) _____

Agency Representative Signature: _____



Title: Director, Management Services _____

CMA 0212 SECSVS23 SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	WV Division of Motor Vehicles	Request Date:	5/16/2023
Contact Person:	Georgina Davis	Contract Start Date:	7/1/2023
Contact Title:	Division Manager	Contract End Date:	6/30/2024
Contact Phone:	(304) 352-5691	Shift Start Time:	8:30 am
Contact Fax:		Shift End Time:	5:00 pm
Contact Email: georgina.davis@wv.gov		Lunch: X ½ hour 1-hour X Paid Unpaid	
(Required Information) State PO/SCO #:		SWC# CMA 0212 SECSVS23	
Job Location: DMV Parkersburg Regional 601 Lubeck Avenue Parkersburg, WV 26101			
County:	Wood		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	REGION I	REGION II	REGION III	REGION IV
	LIMITED ASSIGNMENT PERSONNEL							
	PROBATIONARY GUARD I							
	SECURITY GUARD II							
X	SECURITY GUARD III / SHIFT SUPERVISOR	1	8.5	5	\$15.75			
	SERGEANT (IV)							
	LIEUTENANT (IV)							

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from Purchasing Division SECSVS19 specifications.
- b) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
- c) If you need additional space for specific instructions please provide in the agency instructions space below.

AGENCY INSTRUCTIONS: (If additional space is needed, please add another page).

- a) Report to regional office manager for daily assignment. _____
- b) Each guard must have a minimum credit score of 500 _____
- c) _____
- d) _____
- e) _____
- f) _____

Agency Representative Signature: _____



Title: Director, Management Services _____

CMA 0212 SECSVS23 SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	WV Division of Motor Vehicles	Request Date:	5/16/2023
Contact Person:	Georgina Davis	Contract Start Date:	7/1/2023
Contact Title:	Division Manager	Contract End Date:	6/30/2024
Contact Phone:	(304) 352-5691	Shift Start Time:	8:30 am
Contact Fax:		Shift End Time:	5:30 pm
Contact Email:	georgina.davis@wv.gov		
(Required Information) State PO/SCO #:	Lunch: X ½ hour 1-hour X Paid Unpaid		
Job Location:	DMV Charles Town Regional 24 Ruland Road Parkway Kearneysville, WV 25430		
County:	Jefferson		
	SWC# CMA 0212 SECSVS23		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	REGION I	REGION II	REGION III	REGION IV
	LIMITED ASSIGNMENT PERSONNEL							
	PROBATIONARY GUARD I							
	SECURITY GUARD II							
X	SECURITY GUARD III / SHIFT SUPERVISOR	1	9	5			\$15.75	
	SERGEANT (IV)							
	LIEUTENANT (IV)							

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from Purchasing Division SECSVS19 specifications.
- b) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
- c) If you need additional space for specific instructions please provide in the agency instructions space below.

AGENCY INSTRUCTIONS: (If additional space is needed, please add another page).

- a) Report to regional office manager for daily assignment. _____
- b) _____
- c) Each guard must have a minimum credit score of 500 _____
- d) _____
- e) _____
- f) _____

Agency Representative Signature: _____



Title: Director, Management Services _____

CMA 0212 SECSVS23 SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	WV Division of Motor Vehicles	Request Date:	5/16/2023
Contact Person:	Georgina Davis	Contract Start Date:	7/1/2023
Contact Title:	Division Manager	Contract End Date:	6/30/2024
Contact Phone:	(304) 352-5691	Shift Start Time:	8:30 am
Contact Fax:		Shift End Time:	5:30 pm
Contact Email:	georgina.davis@wv.gov	Lunch:	X ½ hour 1-hour X Paid Unpaid
(Required Information) State PO/SCO #:		SWC# CMA 0212 SECSVS23	
Job Location:	DMV Martinsburg Regional 38 Severna Parkway Martinsburg, WV 25403		
County:	Berkeley		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	REGION I	REGION II	REGION III	REGION IV
	LIMITED ASSIGNMENT PERSONNEL							
	PROBATIONARY GUARD I							
	SECURITY GUARD II							
X	SECURITY GUARD III / SHIFT SUPERVISOR	1	9	5			\$15.75	
	SERGEANT (IV)							
	LIEUTENANT (IV)							

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from Purchasing Division SECSVS19 specifications.
- b) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
- c) If you need additional space for specific instructions please provide in the agency instructions space below.

AGENCY INSTRUCTIONS: (If additional space is needed, please add another page).

- a) Report to regional office manager for daily assignment.
- b) Security Guard II for Saturday Only - Shift 6:00 am to 12:30 pm
- c) Each guard must have a minimum credit score of 500
- d) _____
- e) _____
- f) _____

Agency Representative Signature: _____



Title: Director, Management Services

CMA 0212 SECSVS23 SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	WV Division of Motor Vehicles	Request Date:	5/16/2023
Contact Person:	Georgina Davis	Contract Start Date:	7/1/2023
Contact Title:	Division Manager	Contract End Date:	6/30/2024
Contact Phone:	(304) 352-5691	Shift Start Time:	8:30 am
Contact Fax:		Shift End Time:	5:30 pm
Contact Email:	georgina.davis@wv.gov	Lunch:	<input checked="" type="checkbox"/> ½ hour <input type="checkbox"/> 1-hour <input checked="" type="checkbox"/> Paid <input type="checkbox"/> Unpaid
(Required Information) State PO/SCO #:		SWC# CMA 0212 SECSVS23	
Job Location:	DMV Martinsburg Regional 38 Severna Parkway Martinsburg, WV 25403		
County:	Berkeley		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week		REGION I	REGION II	REGION III	REGION IV
	LIMITED ASSIGNMENT PERSONNEL								
	PROBATIONARY GUARD I								
	SECURITY GUARD II								
X	SECURITY GUARD III / SHIFT SUPERVISOR	1	4.5	1				\$15.75	
	SERGEANT (IV)								
	LIEUTENANT (IV)								

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties **if different** from Purchasing Division SECSVS19 specifications.
- b) If you have problems with employee time sheets or employee, **immediately** contact the appropriate vendor.
- c) If you need additional space for specific instructions please provide in the agency instructions space below.

AGENCY INSTRUCTIONS: (If additional space is needed, please add another page).

- a) Report to regional office manager for daily assignment. _____
- b) Security Guard II for Saturday Only - Shift 8:00 am to 12:30 pm _____
- c) Each guard must have a minimum credit score of 500 _____
- d) _____
- e) _____
- f) _____

Agency Representative Signature: _____



Title: Director, Management Services _____

CMA 0212 SECSVS23 SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	WV Division of Motor Vehicles	Request Date:	5/16/2023
Contact Person:	Georgina Davis	Contract Start Date:	7/1/2023
Contact Title:	Division Manager	Contract End Date:	6/30/2024
Contact Phone:	(304) 352-5691	Shift Start Time:	7:30 am and 8:30 am
Contact Fax:		Shift End Time:	5:00 pm
Contact Email: georgina.davis@wv.gov	Lunch: X ½ hour 1-hour X Paid Unpaid		
(Required Information) State PO/SCO #:	swc# CMA 0212 SECSVS23		
Job Location: DMV Headquarters 5707 MacCorkle Ave., S.E. Charleston, WV 25317			
County: Kanawha			

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week		REGION I	REGION II	REGION III	REGION IV
	LIMITED ASSIGNMENT PERSONNEL								
	PROBATIONARY GUARD I								
X	SECURITY GUARD II	2	8.5	5			\$15.75		
	SECURITY GUARD III / SHIFT SUPERVISOR								
X	SERGEANT (IV)	1	9.5	5			\$15.75		
	LIEUTENANT (IV)								

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from Purchasing Division SECSVS19 specifications.
- b) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
- c) If you need additional space for specific instructions please provide in the agency instructions space below.

AGENCY INSTRUCTIONS: (If additional space is needed, please add another page).

- a) Report to guard station at front entrance for daily assignment. _____
- b) Guard II shift start time is 8:30 am _____
- c) Sergeant shift start time is 7:30 am _____
- d) Each guard must have a minimum credit score of 500 _____
- e) _____
- f) _____

Agency Representative Signature:

Steve Monroe

Title:

Director, Management Services

CMA 0212 SECSVS23 SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	WV Division of Motor Vehicles	Request Date:	5/16/2023
Contact Person:	Georgina Davis	Contract Start Date:	7/1/2023
Contact Title:	Division Manager	Contract End Date:	6/30/2024
Contact Phone:	(304) 352-5691	Shift Start Time:	8:00 am
Contact Fax:		Shift End Time:	6:00 pm
Contact Email: georgina.davis@wv.gov		Lunch: X ½ hour 1-hour X Paid Unpaid	
(Required Information) State PO/SCO #:		swc# CMA 0212 SECSVS23	
Job Location: DMV Kanawha City Regional 5707 MacCorkle Ave., S.E. Charleston, WV 25317			
County:	Kanawha		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week		REGION I	REGION II	REGION III	REGION IV
	LIMITED ASSIGNMENT PERSONNEL								
	PROBATIONARY GUARD I								
	SECURITY GUARD II								
X	SECURITY GUARD III / SHIFT SUPERVISOR	1	10	5			\$15.75		
	SERGEANT (IV)								
	LIEUTENANT (IV)								

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties **if different** from Purchasing Division SECSVS19 specifications.
- b) If you have problems with employee time sheets or employee, **immediately** contact the appropriate vendor.
- c) If you need additional space for specific instructions please provide in the agency instructions space below.

AGENCY INSTRUCTIONS: (If additional space is needed, please add another page).

- a) Report to regional office manager for daily assignment. _____
- b) _____
- c) Each guard must have a minimum credit score of 500 _____
- d) _____
- e) _____
- f) _____

Agency Representative Signature:

Steve Monroe

Title:

Director, Management Services

CMA 0212 SECSVS23 SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	WV Division of Motor Vehicles	Request Date:	5/16/2023
Contact Person:	Georgina Davis	Contract Start Date:	7/1/2023
Contact Title:	Division Manager	Contract End Date:	6/30/2024
Contact Phone:	(304) 352-5691	Shift Start Time:	8:00 am
Contact Fax:		Shift End Time:	2:00 pm
Contact Email:	georgina.davis@wv.gov	Lunch:	X ½ hour 1-hour X Paid Unpaid
(Required Information) State PO/SCO #:	SWC# CMA 0212 SECSVS23		
Job Location:	DMV Kanawha City Regional 5707 MacCorkle Ave., S.E. Charleston, WV 25317		
County:	Kanawha		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week		REGION I	REGION II	REGION III	REGION IV
	LIMITED ASSIGNMENT PERSONNEL								
	PROBATIONARY GUARD I								
	SECURITY GUARD II								
X	SECURITY GUARD III / SHIFT SUPERVISOR	1	6	1			\$15.75		
	SERGEANT (IV)								
	LIEUTENANT (IV)								

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from Purchasing Division SECSVS19 specifications.
- b) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
- c) If you need additional space for specific instructions please provide in the agency instructions space below.

AGENCY INSTRUCTIONS: (If additional space is needed, please add another page).

- a) Report to regional office manager for daily assignment.
- b) Guard Shift 8:00 am to 2:00 pm Saturday only
- c) Each guard must have a minimum credit score of 500
- d) _____
- e) _____
- f) _____

Agency Representative Signature: _____

 Steve Monroe

Title: Director, Management Services