



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

State of West Virginia Master Agreement

Order Date: 01-07-2026

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:	CMA 0705 0705 LOT2400000005 3	Procurement Folder:	1368668
Document Name:	West Virginia Lottery contract for Security Guard Services	Reason for Modification:	Change Order No. 2 - to renew contract
Document Description:	West Virginia Lottery contract for Security Guard Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-02-28

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000018473			Requestor Name:	Thomas P Hymes
UNIVERSAL PROTECTION SERVICE LP				Requestor Phone:	304-558-2350
161 Washington Street				Requestor Email:	thymes@wvlottery.com
Conshohocken	PA	19428			
US					
Vendor Contact Phone:	614.381.5977	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

2026
 FILE LOCATION _____

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE LOTTERY PO BOX 2067 CHARLESTON WV 25327-2067 US	PURCHASING LOTTERY 900 PENNSYLVANIA AVE CHARLESTON WV 25302 US

CR 1-8-26

Total Order Amount:	Open End
----------------------------	----------

Purchasing Division's File Copy

[Signature]
 1/8/2026
 PURCHASING DIVISION AUTHORIZATION
 DATE: *[Signature]* 1/08/2026
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
[Signature]
 DATE: *[Signature]*
 ELECTRONIC SIGNATURE ON FILE

1/12/2026

ENCUMBRANCE CERTIFICATION
[Signature]
 DATE: *[Signature]* 1-13-26
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 2 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: 03/01/2026 - 02/28/2027

Renewals Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	92121504			HOUR	18.720000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Security Guard II

Extended Description:

See Specifications and Exhibit A - Pricing Page

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	92121504			HOUR	20.690000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Security Guard III - Shift Supervisor

Extended Description:

See Specifications and Exhibit A - Pricing Page



P.O. BOX 2067
CHARLESTON, WV 25327

DAVID R BRADLEY
ACTING DIRECTOR

PHONE: 304.558.0500
wvlottery.com

December 29, 2025

Daniel Roose, Director Government Services
Universal Protection Service LLC, dba: Allied Universal Security Services
500BI Prestige Park
Hurricane, WV 25526

Subject: Change Order # 2 – Renewal – CMA LOT2400000005 – West Virginia Lottery Security
Guard Services

Subject to the approval of the West Virginia Purchasing Division and the Attorney General’s Office,
the West Virginia Lottery is offering the second optional renewal of the subject contract under the
same terms, conditions and pricing as the original contract. This renewal will be for a twelve (12)
month period. The renewal dates are from March 1, 2026 through February 28, 2027.

If your company agrees to this renewal, please sign and date below and return to my attention as
soon as possible.

Thank You,

Thomas Hymes
Procurement Specialist, Senior
West Virginia Lottery

Attachment

*We agree to renew the subject contract for the period as stated above under the same terms and
conditions and pricing in the original contract.*

Name/Signature

January 5, 2026

Date

Director Government Services

Title

732-584-7905

Phone Number

Daniel.Roose@aus.com

Email

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 PROTECTION SERVICE, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	8/16/2010		8/16/2010	Foreign	Profit			

Organization Information			
Business Purpose	5616 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Investigation and Security Services (security guards, patrol, armored car, security systems, locksmiths)		Capital Stock
Charter County	Kanawha	Control Number	0
Charter State	NC	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	2333 MACCORKLE AVE SUITE 200 SAINT ALBANS, WV, 25177
Notice of Process Address	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
Principal Office Address	450 EXCHANGE IRVINE, CA, 92602 USA
Principal Office Mailing Address	161 WASHINGTON STREET SUITE 600 CONSHOHOCKEN, PA, 19428 USA ✓
Type	Address

Officers	
Type	Name/Address
Member	UNIVERSAL PROTECTION SERVICE, LP 450 EXCHANGE IRVINE, CA, 92602
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
ALLIED UNIVERSAL SECURITY SERVICES	TRADENAME	8/2/2016	
DBA Name	Description	Effective Date	Termination Date



[Sign In](#)

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

Search

Filter By —

Keyword Search
For more information on how to use our keyword search, visit our help guide

Any Words ⁱ
 All Words ⁱ
 Exact Phrase ⁱ

Entity ▼
 Location ▼
 Status ▲

Active
 Inactive

[Reset](#)

[Entity Information](#) ▲ | [All Entity Information](#) | [Entities](#) | [Disaster Response Registry](#) | [Respon:](#) ▶

No matches found

Your search did not return any results for active records.
Would you like to include inactive records in your search results?

Thomas Hymes

From: Crystal Crouch
Sent: Friday, December 12, 2025 8:46 AM
To: Thomas Hymes
Subject: FW: FW: Revisit Governor's Directive

From: Willis, Samantha L <samantha.l.willis@wv.gov>
Sent: Tuesday, December 9, 2025 3:19 PM
To: Crystal Crouch <ccrouch@wvlottery.com>
Subject: Re: FW: Revisit Governor's Directive

Thank you very much for the update Crystal! I will make sure everyone on our end knows.

On Tue, Dec 9, 2025 at 3:18 PM Crystal Crouch <ccrouch@wvlottery.com> wrote:

Good afternoon Samantha! I wanted to provide you an update on information that I have received from our Lottery director, David Bradley. Eric Nelson, Revenue Secretary, met with his agency revenue heads and the Governor yesterday and told them that he did not need to see any renewal contracts that have already been approved. He only wants to see new contracts with a spend over \$100,000 going forward.

We will be submitting several renewal contracts this week based on his directive unless I hear from you otherwise.

If you need any further information or have knowledge of conflicting directives, please let me know. I appreciate your assistance with this matter.

Thank you!

Crystal Crouch

West Virginia Lottery

Budget & Accounting Manager

304-352-1816 Office

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>1/8/2026</u> Solicitation No. <u>CMA LOT24*05</u>	Agency: Lottery Procurement Officer Submitting Requisition: Thomas Hymes Requisition No. CMA LOT2400000005 PF No.: 1368668
--	---

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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

1/8/2026