



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: 05-08-2026

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>	CMA 0211 4078 GSD26ELEVATEB 2	<b>Procurement Folder:</b>	1810672
<b>Document Name:</b>	GSD Elevator Maintenance Region 2 - Open-End	<b>Reason for Modification:</b>	Change Order No. 1 - Administrative change order to change contract dates.
<b>Document Description:</b>	GSD Elevator Maintenance - Open-End		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2026-05-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2027-04-30

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	VC0000120417	<b>Requestor Name:</b>	Scotty E Pauley	
SPECIALIZED ELEVATOR CORP 60 SHAWMUT RD SUITE 1		<b>Requestor Phone:</b>	304-352-5481	
CANTON MA 02021 US		<b>Requestor Email:</b>	scotty.e.pauley@wv.gov	
<b>Vendor Contact Phone:</b>	6172218606	<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 0;">FILE LOCATION _____</div>		
<b>Discount Details:</b>	<b>Extension:</b>			
<b>Discount Allowed</b>	<b>Discount Percentage</b>			<b>Discount Days</b>
#1 No	0.0000			0
#2 No				
#3 No				
#4 No				

INVOICE TO	SHIP TO
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

*CR 5-13-26*

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

*DP 5/8/26*  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tarah 5/8/26*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
*Edy Rene*  
 DATE: *5-14-26*  
 ELECTRONIC SIGNATURE ON FILE

*5/14/2026*

**Extended Description:**

Change Order No. 1 - Administrative change order to re-establish contract start and end dates per Section 8 in the contract specifications. See attached documentation.

Changing from: April 1, 2026 to March 31, 2026

Changing to: May 1, 2026 to April 30, 2027

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72101506			MO	300.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Bldg. 25 - Elevator #1

**Extended Description:**

For Pricing See Exhibit "C" The Pricing Page

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	72101506			MO	575.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Bldg. 25 - Elevator #2

**Extended Description:**

For Pricing See Exhibit "C"

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	72101506			MO	300.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Bldg. 34 - Elevator #1

**Extended Description:**

For Pricing See Exhibit "C"

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	72101506			MO	300.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Bldg. 34 - Elevator #2

**Extended Description:**

For Pricing See Exhibit "C"

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	72101506			MO	650.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Bldg. 53 - Elevator #1

**Extended Description:**  
For Pricing See Exhibit "C"

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	72101506			MO	650.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Bldg. 53 - Elevator #2

**Extended Description:**  
For Pricing See Exhibit "C"

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	72101506			MO	650.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Bldg. 53 - Elevator #3

**Extended Description:**  
For Pricing See Exhibit "C"

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	72101506			MO	650.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Bldg. 54 - Elevator #1

**Extended Description:**  
For Pricing See Exhibit "C"

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	72101506			MO	650.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Bldg. 54 - Elevator #2

**Extended Description:**  
For Pricing See Exhibit "C"

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	72101506			HOUR	260.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Hourly Labor Rate

**Extended Description:**  
For Pricing See Exhibit "C"

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	72101506				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2026-05-01	2027-04-30		0.00	

**Commodity Line Description:** Parts Mark-up

**Extended Description:**  
Parts Mark-up 1.20

**REQUEST FOR QUOTATION – CRFQ GSD26\*18  
General Services Division Elevator Maintenance**

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**8. CONTRACT AWARD:** This Contract will be awarded to the Vendor meeting the required specifications that provides the lowest Total Cost on the Pricing Pages, per indicated region. Region 1 shall encompass buildings as indicated in 3.1.2 (considered Charleston Metro area). Region 2 shall encompass buildings in the northern portion of the state (Buildings 25-Parkersburg, 34-Weirton, 53-Clarksburg, & 54-Fairmont). Region 3 shall encompass buildings in the southern portion of the state (Buildings 23-Beckley, 32-Huntington, & 55-Logan).

Award of contract will not be the effective date services will begin. Agency anticipates an approximately 60-day period after award to allow Vendor to coordinate uploading equipment information into their system, ensuring appropriate personnel are on staff to accommodate contract requirements, and to meet with the Agency regarding other administrative issues (e.g. background checks and building access for technicians, schedules for Full-Service Maintenance, etc.). Agency and Vendor will coordinate on the issuance of a change order to establish the effective date of the contract.

**8.1 Pricing Pages:** Vendor should complete the Pricing Pages by inserting the requested information in the appropriate location and performing the calculations necessary to arrive at a total cost. Vendor shall complete the Pricing Pages in entirety as failure to do so may result in Vendor’s bid being disqualified.

The Pricing Pages contain an estimated number of labor hours and an estimated cost for parts for evaluation purposes only. No future use of the Contract or any individual item is guaranteed or implied.

An example of a properly completed Pricing Page is shown below for reference purposes only:

Monthly Charge	x	12 Months	=	Total Yearly Cost
<u>\$200</u>	x	<u>12</u>	=	<u>\$2,400</u>
Hourly Labor Rate	X	Estimated Hours	=	Total Labor Cost
<u>\$ 50</u>	x	<u>200</u>	=	<u>\$ 10,000</u>
Estimated Parts Cost x Multiplier			=	Total Parts Cost
<u>\$10,000.00</u>	x	<u>1.20</u>	=	<u>\$ 12,000</u>
<b>Total Cost</b>				<b><u>\$ 24,400</u></b>

Pricing page, in spreadsheet format, has been formulated to automatically calculate the yearly charge for preventive maintenance (per elevator), the preventive maintenance charge (per region), total labor cost, total parts cost, total corrective maintenance cost, and total bid amount (per region). Vendor should only insert monthly preventive maintenance charge (per elevator), hourly labor rate, and parts mark-up multiplier (for example, “1.2” for a 20% markup).



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

Eric L. Householder  
Cabinet Secretary

Bob Kilpatrick  
Acting Director

**MEMORANDUM**

**To:** David Pauline, Senior Buyer, State Purchasing Division

**From:** Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*

**Date:** April 27, 2026

**Ref:** CMAs GSD26ELEVATEA, **GSD26ELEVATEB**, GSD26ELEVATEC - Elevator Maintenance

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David:

Please process the Administrative Change Orders for the above three contracts. Per specifications section 8 "Contract Award", we are now ready to set the actual start date of the contract as May 1, 2026. Section 8 allowed for a 60-day window to access the actual beginning date of the contract, that date shall be May 1<sup>st</sup>, 2026. Vendor meetings have already been conducted, and the vendors are aware and ready to start on that date.

New Start Date shall be: May 1st, 2026

New End Date shall be: April 30th, 2027

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### Business Organization Detail

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#### SPECIALIZED ELEVATOR CORP.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	8/2/2021		8/2/2021	Domestic	Profit			

Organization Information		
<b>Business Purpose</b>	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)	
<b>Charter County</b>		<b>Control Number</b> 9AYJ5
<b>Charter State</b>	MA	<b>Excess Acres</b>
<b>At Will Term</b>		<b>Member Managed</b>
<b>At Will Term Years</b>		<b>Par Value</b>
<b>Authorized Shares</b>		<b>Young Entrepreneur</b> Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	4784 CHINEY DRIVE CHARLESTON, WV, 25302
<b>Notice of Process Address</b>	CT CORPORATION SYSTEM 5098 WASHINGTON ST, W. SUITE 407 CHARLESTON, WV, 25313
<b>Principal Office Address</b>	60 SHAWMUT ROAD SUITE 1 CANTON, MA, 02021 USA
<b>Principal Office Mailing Address</b>	60 SHAWMUT ROAD SUITE 1 CANTON, MA, 02021 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	JIM CORE 60 SHAWMUT ROAD, SUITE 1 CANTON, MA, 02021
<b>Director</b>	SILVANA HERNANDEZ 60 SHAWMUT ROAD, SUITE 1 CANTON, MA, 02021
<b>President</b>	JIM CORE 60 SHAWMUT ROAD, SUITE 1 CANTON, MA, 02021
<b>Secretary</b>	SILVANA HERNANDEZ 60 SHAWMUT ROAD, SUITE 1 CANTON, MA, 02021
<b>Treasurer</b>	SILVANA HERNANDEZ 60 SHAWMUT ROAD, SUITE 1 CANTON, MA, 02021
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Terminatio</b>
WEST VIRGINIA ELEVATOR	TRADENAME	9/2/2021	

DBA Name	Description	Effective Date	Termination Date
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Name Changes	
Date	Old Name
5/29/2025	3PHASE ELEVATOR CORP
Date	Old Name

Date	Amendment
5/29/2025	NAME CHANGE: FROM 3PHASE ELEVATOR CORP
Date	Amendment

Annual Reports	
Filed For	Date filed
2025	
2024	
2023	
2022	
Date filed	

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

Friday, May 8, 2026 — 2:29 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8/08</u> Date: <u>5/1/24</u>  Solicitation No. <u>CO#1</u> <u>Change Date</u>	Agency: West Virginia General Services Division <hr/> Procurement Officer Submitting Requisition: Cody Taylor <hr/> Requisition No. CMA GSD26ELEVATEB <hr/> PF No.: 1810672
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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 <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 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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_

