



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.

Order Number:	CMA 0211 4078 GSD26ELEVATEC 2	Procurement Folder:	1810672
Document Name:	GSD Elevator Maintenance Region 3- Open-End	Reason for Modification:	Change Order No. 1 - Administrative change order to change contract dates and correct a commodity line issue.
Document Description:	GSD Elevator Maintenance - Open-End		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Vendor	Effective Start Date:	2026-05-01
Free on Board:		Effective End Date:	2027-04-30

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000218319	Requestor Name:	Scotty E Pauley	
THE MURPHY ELEVATOR COMPANY 128 E MAIN ST		Requestor Phone:	304-352-5481	
LOUISVILLE KY 402021342		Requestor Email:	scotty.e.pauley@wv.gov	
US		<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 5px 0;">FILE LOCATION _____</div>		
Vendor Contact Phone:	999-999-9999			Extension:
Discount Details:				
	Discount Allowed	Discount Percentage	Discount Days	
#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

Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION
[Signature]
 DATE: *5-14-26*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
[Signature]
 DATE: *5/14/2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
[Signature]
 DATE: *5-14-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 - Administrative change order to re-establish contract start and end dates per Section 8 in the contract specifications and to discontinue Commodity Line 8 and add Commodity Line 9. See attached documentation.

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

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

2. To discontinue Commodity Line 8 since it was set up as an ITEM type rather than a SERVICE type. Commodity Line 9 has been added for the Parts Percentage mark-up.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72101506			MO	600.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Bldg. 23 - Elevator #1

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	72101506			MO	400.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Bldg.,23 - Elevator #2

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	72101506			MO	280.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Bldg. 32 - Elevator #1

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	72101506			MO	280.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Bldg. 32 - Elevator #2

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	72101506			MO	600.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Bldg. 55 - Elevator #1

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	72101506			MO	600.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Bldg. 55 - Elevator #2

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	72101506			HOUR	190.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Hourly Labor Rate

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	72101506			PCT	0.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

Commodity Line Description: LINE DISCONTINUED - Parts Mark-up

Extended Description:

CL 8 Discontinued. Use CL 9 for Part Percentage Mark-Up

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	72101506				0.000000
	Service From	Service To		Service Contract Amount	
	2026-05-01	2027-04-30		0.00	

Commodity Line Description: Parts Mark-up

Extended Description:

25% mark-up

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

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>
Total Cost				<u>\$ 24,400</u>

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

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 1st, 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



Lyle, Tara L <tara.l.lyle@wv.gov>

Secondary Issue on CMA GSD26ELEVATEC

1 message

Taylor, Cody G <cody.g.taylor@wv.gov>

Mon, Apr 27, 2026 at 12:32 PM

To: Tara L Lyle <tara.l.lyle@wv.gov>, David H Pauline <david.h.pauline@wv.gov>

Cc: James R Jones <james.r.jones@wv.gov>

Good Afternoon,

The commodity line 8 - "parts" was set up as a item when it should of been service, like the other two contracts. When working this CO1, can you all change it back to service?

--

EFT (direct deposit) payments are the safest, quickest way to receive payment!

Click the link <https://www.wvsao.gov/ElectronicPayments/Default>

Cody Taylor, Procurement Specialist

WV Department of Administration

General Services Division

112 California Avenue, 6th Floor

Charleston, WV 25305

Office: (304)352-5531

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Business Organization Detail

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THE MURPHY ELEVATOR CO.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	2/16/1972		2/16/1972	Foreign	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	Capital Stock	0.0000
Charter County	Cabell	Control Number	0
Charter State	KY	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	1004 4TH AVENUE HUNTINGTON, WV, 25701
Notice of Process Address	D. GREGORY CARLISLE 128 EAST MAIN STREET LOUISVILLE, KY, 40202
Principal Office Address	128 EAST MAIN STREET LOUISVILLE, KY, 40202 USA
Principal Office Mailing Address	128 EAST MAIN STREET LOUISVILLE, KY, 40202 USA
Type	Address

Officers

Type	Name/Address
President	D. GREGORY CARLISLE 128 EAST MAIN STREET LOUISVILLE, KY, 40202
Secretary	MARIA CARLISLE 128 EAST MAIN STREET LOUISVILLE, KY, 40202
Treasurer	KEVIN MLINCEK 128 EAST MAIN STREET LOUISVILLE, KY, 40202
Vice-President	TRAVIS CARLISLE 128 EAST MAIN STREET LOUISVILLE, KY, 40202
Type	Name/Address

Annual Reports

Filed For

2026

2025

2024

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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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Contract Award Data Processing Delay [Show Details](#)

May 4, 2026



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Subcontracting Plan Reporting Contract Retrieval Issue [Show Details](#)

Apr 17, 2026



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Exact Phrase

e.g. 123456789, Smith Corp

"The murphy elevator company"

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>08/17</u> Date: <u>5/6/24</u> Solicitation No. <u>CO# 1</u> <u>Check Date</u>	Agency: West Virginia General Services Division <hr/> Procurement Officer Submitting Requisition: Cody Taylor <hr/> Requisition No. CMA GSD26ELEVATEC <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 www.state.wv.us/admin/purchase/ICP.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: _____

