



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: 03-31-2026

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>	CPO 0439 0439 EBA2300000005 5	<b>Change Order No:</b>	1	<b>Procurement Folder:</b>	1066124
<b>Document Name:</b>	EBA70938 UPDATE UPS & GENERATOR SYSTEMS			<b>Reason for Modification:</b>	
<b>Document Description:</b>	EBA70938 Architectural/Engineering Services for UPS on site			Change Order No. 01 is issued to reduce the unused balance per the attached documentation.	
<b>Procurement Type:</b>	Central Purchase Order				
<b>Buyer Name:</b>	Larry D McDonnell				
<b>Telephone:</b>	304-558-2063				
<b>Email:</b>	larry.d.mcdonnell@wv.gov				
<b>Shipping Method:</b>	Best Way			<b>Effective Start Date:</b>	2022-12-14
<b>Free on Board:</b>	FOB Dest, Freight Prepaid			<b>Effective End Date:</b>	

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000159840	<b>Requestor Name:</b>	Cecil Dale Malcomb
H F LENZ CO 1407 SCALP AVE  JOHNSTOWN PA 159043329 US		<b>Requestor Phone:</b>	(304) 254-7858
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Requestor Email:</b>	dmalcomb@wvpublic.org
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

**2026**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
CHIEF FINANCIAL OFFICER EDUCATIONAL BROADCASTING 124 INDUSTRIAL PARK RD  BEAVER WV 25813 US	PURCHASING ADMINISTRATOR EDUCATIONAL BROADCASTING 600 CAPITOL ST  CHARLESTON WV 25301-1223 US

*CR 4-1-26*

Purchasing Division's File Copy

**Total Order Amount:** \$79,000.00

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>March 31 - 4/01/2026</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>4/2/2026</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>4-2-26</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order:

Change Order No. 01 is issued to reduce the unused balance on delivery order from \$196,424.00 to \$79,000.00 per attached document.

Original Contract Total: \$196,424.00

Change Order No. 02 Decrease: (\$117,424.00)

New Contract Total: \$79,000.00

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	79000.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** PROFESSIONAL ENGINEERING SERVICES

**Extended Description:**

In accordance with W. Va. Code 5G-1-1 (et seq) agreement between H F Lenz Co and WV Educational Broadcasting Authority for the vendor to provide professional design / concept development services, and project oversight for multiple UPS and Generator Project at various WVEBA sites.

Pricing per Exhibit C as attached



Trinity Green  
Assistant Purchasing Coordinator  
Phone: (304) 254-7859  
Email: [tgreen@wvpublic.org](mailto:tgreen@wvpublic.org)

March 16<sup>th</sup>, 2026

Joel C. Shumaker  
P.E., LEED AP Principal  
HF Lenz Co  
1407 Scalp Ave  
Johnstown, PA 15904  
Phone: (814) 269-9300  
Email: [JShumaker@hflenz.com](mailto:JShumaker@hflenz.com)

Subject: Closeout Confirmation - CPO 0439 EBA2300000005, Update Ups and Generator Systems

Dear Mr. Shumaker:

Please review the acknowledgement below, sign and return this document to my attention. If there are any outstanding matters associated with this contract, please note them before returning the signed copy. Please contact me if you have any questions.

Thank you,

Trinity Green

Vendor Acknowledgement

*On behalf of HF Lenz Co, I certify that there are no open projects, pending invoices or other outstanding obligations under contract CPO 0439 EBA2300000005.*

Joel Shumaker

Name

Signature

Principal

3/24/26

Title

Date

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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**H.F. LENZ CO.**

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	8/12/2020		8/12/2020	Foreign	Profit				

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>	9AVDT
<b>Charter State</b>	PA	<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

Addresses	
Type	Address
<b>Designated Office Address</b>	1407 SCALP AVE JOHNSTOWN, PA, 15904
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
<b>Principal Office Address</b>	1407 SCALP AVENUE JOHNSTOWN, PA, 15904 USA ✓
<b>Principal Office Mailing Address</b>	1407 SCALP AVE JOHNSTOWN, PA, 15904 USA
Type	Address

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	MATTHEW DONATELLI 1407 SCALP AVE JOHNSTOWN, PA, 15904
<b>Director</b>	GEORGE A MCMILLAN 1407 SCALP AVE. JOHNSTOWN, PA, 15904
<b>President</b>	GEORGE A MCMILLAN 1407 SCALP AVE. JOHNSTOWN, PA, 15904
<b>Secretary</b>	DAVID BLACKNER 1407 SCALP AVE JOHNSTOWN, PA, 15904
<b>Treasurer</b>	MATTHEW DONATELLI 1407 SCALP AVE JOHNSTOWN, PA, 15904
<b>Vice-President</b>	WILLIAM H DEVLIN 1407 SCALP AVE JOHNSTOWN, PA, 15904
<b>Type</b>	<b>Name/Address</b>

### Annual Reports

#### Filed For

2026

2025

2024

2023

2022

2021

#### Date filed

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

Tuesday, March 31, 2026 — 3:32 PM

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"H.F. LENZ CO." ×

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Carry D. McDonnell</u> Date: <u>3/31/24</u>  Solicitation No. <u>CPO EBA23 #05 c/a</u>	Agency: 0439 Educational Broadcasting <hr/> Procurement Officer Submitting Requisition: Trinity Green <hr/> Requisition No. CPO 0439 EBA2300000005 / CO2 / EBAr70938 <hr/> PF No.: 1066124
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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 checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

