



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: 01-10-2024

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: | CPO 0313 0313 DEP1900000002 12 | Procurement Folder: | 364606 |
| Document Name: | EOI: Webster County Landfill Closure Cap Design | Reason for Modification: | |
| Document Description: | EOI: Webster County Landfill Closure Cap Design | CO#4 is issued to reduce the unused balance, per the attached documentation | |
| Procurement Type: | Central Purchase Order | | |
| Buyer Name: | Joseph E Hager III | | |
| Telephone: | (304) 558-2306 | | |
| Email: | joseph.e.hageriii@wv.gov | | |
| Shipping Method: | Best Way | Effective Start Date: | 2018-09-01 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2023-10-05 |

| VENDOR | | DEPARTMENT CONTACT | | |
|---|-------------------------|---|----------------------|-------------------|
| Vendor Customer Code: | 000000173443 | Requestor Name: | Tareska C Casto | |
| POTESTA & ASSOCIATES INC 7012 MACCORKLE AVE SE | | Requestor Phone: | (304) 414-1143 | |
| CHARLESTON WV 25304 | | Requestor Email: | terri.c.casto@wv.gov | |
| US | | <div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div> | | |
| Vendor Contact Phone: | 999-999-9999 | | | Extension: |
| Discount Details: | | | | |
| | | | | |
| | Discount Allowed | Discount Percentage | Discount Days | |
| #1 | No | 0.0000 | 0 | |
| #2 | Not Entered | | | |
| #3 | Not Entered | | | |
| #4 | Not Entered | | | |

| INVOICE TO | SHIP TO |
|--|--|
| ENVIRONMENTAL PROTECTION OFFICE OF ENVIRONMENTAL REMEDIATION 601 57TH ST SE CHARLESTON WV 25304 US | STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US |

1-17-2462

| | |
|----------------------------|--------------|
| Total Order Amount: | \$540,161.25 |
|----------------------------|--------------|

Purchasing Division's File Copy

JM 1-16-24

| | | |
|--|--|--|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>Mary Beth</i> 1/16/2024 ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION DATE: <i>1/23/24</i> ELECTRONIC SIGNATURE ON FILE |
|--|--|--|

1/22/2024

Extended Description:

Change Order #4

Change Order #4 is issued to reduce the unused balance on contract from 9-1-2018 to 10-5-2023, per the attached documentation:

Original Contract Amount: \$397,970.00
 Change Order # 1 Increase: \$ 24,590.00
 Change Order # 2 Increase: \$128,220.00
 Change Order # 3 Extension: \$ 0.00 No Cost
 Change Order # 4 Decrease: (\$10,618.75)

New Contract Amount: \$540,161.25

no other changes

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|-------------|
| 1 | 81100000 | 0.00000 | | 0.000000 | 540161.25 |
| Service From | Service To | Manufacturer | Model No | | |
| 2018-09-01 | 2023-10-05 | | | | |

Commodity Line Description: EOI: Webster County Landfill

Extended Description:

CO4 - Decrease & close

Site Characterization Study, Leachate Management and Closure Cap Design, Construction QA/QC for the Webster County Landfill per the attached specifications, bid requirements, and terms and conditions, incorporated here by reference and made a part hereof.



west virginia department of environmental protection

Division of Land Restoration
Landfill Closure Assistance Program
601 57th St SE
Charleston, WV 25304
304.926.0499

Harold D. Ward, Cabinet Secretary
dep.wv.gov

January 4, 2024

Potesta & Associates, Inc.
Attn: Jarrett Smith, PE
7012 MacCorkle Avenue S.E.
Charleston, WV 25304

Re: Change Order # 4
EOI: Webster County Landfill Closure Cap Design
Purchase Order #: CPO DEP19*02

Dear Mr. Smith,

The WVDEP Landfill Closure Assistance Program is issuing a change order to decrease and close the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders as shown on Attachment A.

This contract is complete and the final invoice has been submitted. The work performed under this contract required fewer hours for surveying than estimated. In addition, the cost of the truck rental was less than expected. This change order is to close out the remaining balance on the contract.

The effective date of the change order is October 5, 2023.

Change Order Approved by WVDEP:

| Name | Title | Signature | Date |
|-------------------|---------------------|------------------|---|
| David McCoy | DLR Chief Engineer | David McCoy | Digitally signed by: David McCoy DN: CN = David McCoy, email = david.b.mccoy@wv.gov, C = US, O = WV DEP, OU = DLR, Land Restoration Date: 2024.01.04 10:21:55 -0500 |
| Matthew L. Butler | DLR Deputy Director | Matthew L Butler | Digitally signed by: Matthew L Butler DN: CN = Matthew L Butler, email = matthew.l.butler@wv.gov, C = US, O = WVDEP, OU = DLR Date: 2024.01.04 10:41:32 -0500 |

I am in agreement with the changes as outlined in this letter and Attachment A.

(Vendor signature required below)

| Name | Title | Signature | Date |
|---------------|--------------|--|----------|
| Jarrett Smith | Sr. Engineer |  | 1/9/2024 |

Please email the signed document to DEPDLRProcurement@wv.gov within 7 days of receipt of this letter.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|---|--|
| <i>Purchasing Division Use.</i> Buyer: <u><i>J. Mason</i></u> Date: <u><i>1.16.24</i></u> Solicitation No. <u><i>CPO DEP190202</i></u> <i>clo # 4</i> | Agency: WVDEP Procurement Officer Submitting Requisition: JESSICA CHAMBERS SMITH Requisition No. CPO DEP1900000002 PF No.: 364606 |
|---|--|

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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2 | Use of correct specification template | <input checked="" type="checkbox"/> | <input checked="" 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 checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| 5 | Maximum budgeted amount in wvOASIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6 | Suggested vendors in wvOASIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7 | Capitol Building Commission pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8 | Financing (Governor's Office) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 9 | Fleet Management Division pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | Compliance Check Type | Required | Provided, if Required | Not Required | Purch. Div. Confirmation |
|-----------|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 10 | Insurance requirements | | | | |
| | Commercial General Liability | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Automobile Liability | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Workers' Compensation/Employer's Liability | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Cyber Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Builder's Risk/Installation Floater | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Professional Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Other (specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11 | Office of Technology CIO pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12 | Treasurer's Office (banking) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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: _____

