



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: 03-21-2024

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 DEP2200000025 5	Procurement Folder:	968302
Document Name:	National Wetlands Inventory Mapping Updates for 23 counties	Reason for Modification:	Change Order No 2 To Extend Contract
Document Description:	National Wetlands Inventory Mapping Updates for 23 counties		
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:	2022-02-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-02-29

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000105468	Requestor Name:	Jessica S Chambers
DUCKS UNLIMITED INC		Requestor Phone:	(304) 414-1140
1 WATERFOWL WAY		Requestor Email:	jessica.s.chambers@wv.gov
MEMPHIS	TN 38120-2350		
US			
Vendor Contact Phone:	734-623-2000	Extension:	
Discount Details:			
	<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		

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION DIV OF WASTE AND WATER MGT 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION DIVISION OF WATER AND WASTE MGT 601 57TH ST SE CHARLESTON WV 25304 US

3-25-24 6L

Total Order Amount: \$81,105.1

Purchasing Division's File Copy

JW 3-21-24

PURCHASING DIVISION AUTHORIZATION DATE: <i>3/25/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>3-27-24</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order# 2 is issued to extend the original contract to February 29, 2024, according to all terms, conditions and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to complete the project only.

Effective Date of Change: November 15, 2023

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81151601	0.00000		0.000000	81105.12
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-02-15	2024-02-29				

**Commodity Line Description:** NWI Wetlands Data for 23 WV counties

**Extended Description:**



APPROVED  
Jul W. Ward  
3/20/24

west virginia department of environmental protection

Division of Water and Waste Management  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304  
Phone: 304-926-0495 / Fax: 304-926-0463

Harold Ward, Cabinet Secretary  
dep.wv.gov

To: Jessica Chambers, BTO Procurement  
From: Mindy Neil, Watershed Assessment Branch  
Date: October 17, 2023

Re: Change Order #2 Time Extension for Purchase Order No. DEP2200000025 – National Wetlands Inventory Mapping Updates for 23 Counties

The WVDEP Division of Water and Waste Management, Watershed Assessment Branch, TMDL Group is requesting a (no additional cost) change order to extend the contract period of the above referenced purchase order to a the new effective end date for the contract February 29, 2024.


The contractor may be asked to revise mapping by the US Fish and Wildlife Service. The extra time will give them time to fulfill all their contracted obligations. The total contract cost will not change.

If you have any questions, please feel free to contact me on ext. 43885 or at [mindy.s.neil@wv.gov](mailto:mindy.s.neil@wv.gov).

**Mindy S. Neil** Digitally signed by Mindy S. Neil  
Date: 2023.10.17 16:00:24 -04'00'

Mindy Neil  
Assistant Directory, DWWM

**We agree to extend the contract for the period as stated above according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.**

  
\_\_\_\_\_  
Vendor Name/Signature

10/18/2023  
\_\_\_\_\_  
Date



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west virginia department of environmental protection

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Office/Division of  
304-926-0499

Harold D. Ward, Cabinet Secretary  
dep.wv.gov  
Fax: (304) 926-0488

## Memorandum

To: Jessica Chambers, BTO Procurement  
From: Mindy Neil, Water Quality Standards and Assessment Section  
Date: March 19, 2024  
Re: Purchase Order No. DEP2200000025 – National Wetlands  
Inventory Mapping Updates for 23 Counties

The WVDEP Division of Water and Waste Management requested an extension of the purchase order cited above to enable the contractor to address comments from the United State Fish and Wildlife Service relative to their wetland mapping products. The mapping products meeting the specification in our purchase order have been delivered to the WVDEP Wetlands Program. The contractor has fulfilled all the requirements of the purchase order and has concluded their services to the WVDEP. Please process their final invoice for the services rendered.

If you have any questions, please feel free to contact me at ext. 43885 or at [mindy.s.neil@wv.gov](mailto:mindy.s.neil@wv.gov).

**Mindy S.  
Neil**

Digitally signed by  
Mindy S. Neil  
Date: 2024.03.19  
15:29:47 -04'00'



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west virginia department of environmental protection

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Administrative Services  
601 57th Street SE  
Charleston, WV 25304-2345  
304-926-0499 Phone  
304-926-0491 Fax

Harold Ward, Cabinet Secretary  
dep.wv.gov

## MEMORANDUM

March 18, 2024

WV Purchasing Division  
2019 Washington Street E.  
Charleston, WV 25305

Contract Number: CPO DEP2200000025 National Wetlands Inventory Mapping  
Updates for 23 counties

Please accept this justification for the delay in processing the above referenced CPO, as one of our Procurement Specialists that handles this was out of the office due to an illness and didn't finish completing this Change Order.

Please let me know if you have questions.

Cindy Fisher Procurement Specialist, Senior  
WV Dept of Environmental Protection  
601 57<sup>th</sup> ST S.E.  
Charleston, WV 25304  
304-926-0499 x 41146  
[cindy.fisher@wv.gov](mailto:cindy.fisher@wv.gov)

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## 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.*

### DUCKS UNLIMITED, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	5/13/1988		5/13/1988	Foreign	Non-Profit				

Organization Information	
<b>Business Purpose</b>	1152 - Agriculture, Forestry, Fishing and Hunting - Agriculture and Forestry Support Activities - Support Activities for Animal Production
<b>Capital Stock</b>	0.0000
<b>Charter County</b>	<b>Control</b> <span style="float: right;">X Close</span>
<b>Charter State</b>	DC
<b>At Will Term</b>	<b>Managed</b>

<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
Type	Address
<b>Local Office Address</b>	ONE WATERFOWL WAY MEMPHIS, TN, 38120
<b>Mailing Address</b>	ONE WATERFOWL WAY MEMPHIS, TN, 38120 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
<b>Principal Office Address</b>	ONE WATERFOWL WAY MEMPHIS, TN, 38120 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>Director</b>	BILL ANSELL ONE WATERFOWL WAY MEMPHIS, TN, 38120
<b>Director</b>	ROGERS HOYT ONE WATERFO MEMPHIS, TN, 3
<b>President</b>	DOUG SHOENR ONE WATERFO MEMPHIS, TN, 38120
<b>Secretary</b>	REX SCHULZ ONE WATERFOWL WAY

Hi, I'm SOLO. I'm here to help you launch your new LLC.

MEMPHIS, TN, 38120

**Treasurer**

WENDELL WEAKLEY  
ONE WATERFOWL WAY  
MEMPHIS, TN, 38120

**Type**

**Name/Address**

**Annual Reports**

**Filed For**

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

2005

2004

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All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

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All Words 

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- "Saint Mary's University of Minnesota" ✕
- "Ducks Unlimited Inc" ✕

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### Customer Service

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Magy (u)</u> Date: <u>3.21.24</u> Solicitation No. <u>CPO B DEP 22#05</u> <u>ClO #2</u>	Agency: WV Department of Environmental Protection Procurement Officer Submitting Requisition: Jessica Chambers Requisition No. CRQS DEP2200000020 PF No.: 968302
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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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

