



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: 01-05-2024

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 DEP2200000041 6 | Procurement Folder: | 1029877 |
| Document Name: | National Wetlands Inventory Mapping Updates for 24 counties | Reason for Modification: | Change Order # 2 |
| Document Description: | National Wetlands Inventory Mapping Updates for 24 counties | | To Extend Contract |
| Procurement Type: | Central Purchase Order | | No Other Changes |
| Buyer Name: | Joseph E Hager III | | |
| Telephone: | (304) 558-2306 | | |
| Email: | joseph.e.hageriii@wv.gov | | |
| Shipping Method: | Best Way | Effective Start Date: | 2022-07-08 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2024-02-29 |

| VENDOR | | | |
|---|-------------------------|----------------------------|----------------------|
| Vendor Customer Code: | VS0000039384 | | |
| ST MARYS UNIVERSITY OF MINNESOTA 700 TERRACE HEIGHTS | | | |
| WINONA | | MN | 55987 |
| US | | | |
| Vendor Contact Phone: | 5074578746 | Extension: | |
| Discount Details: | | | |
| | Discount Allowed | Discount Percentage | Discount Days |
| #1 | No | 0.0000 | 0 |
| #2 | Not Entered | | |
| #3 | Not Entered | | |
| #4 | Not Entered | | |

| DEPARTMENT CONTACT | |
|---|---------------------------|
| Requestor Name: | Jessica S Chambers |
| Requestor Phone: | (304) 414-1140 |
| Requestor Email: | jessica.s.chambers@wv.gov |
| <div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div> | |

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

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

1-10-24 66

| | |
|----------------------------|-------------|
| Total Order Amount: | \$89,000.00 |
|----------------------------|-------------|

Purchasing Division's File Copy

| | | |
|---|--|--|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark [Signature] - 1/09/2024</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>Don [Signature] 1-18-24</i> ELECTRONIC SIGNATURE ON FILE |
|---|--|--|

1/18/2024

Extended Description:

Change Order No 2

Change Order No 2 is issued to extend the original contract to 02/29/2024 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to complete the project.

Effective Date of Change: 11/9/2023

No other changes

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 1 | 81151601 | 0.00000 | | 0.000000 | 89000.00 |
| Service From | Service To | Manufacturer | | Model No | |
| | | | | | |

Commodity Line Description: NWI Wetlands Data for 24 WV counties

Extended Description:

NWI Wetlands Data will be created for 24 counties in WV as shown on Attachment A in the Specifications



*OK Mindy Neil
per Discussion
w/ Frank Altitaker
1/09/2004*

west virginia department of environmental protection

Division of Water and Waste Management
601 57th 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 19, 2023

Re: Change Order #2 Time Extension for Purchase Order No. DEP2200000041 –
National Wetlands Inventory Mapping Updates for 24 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 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.

Mindy S. Neil Digitally signed by Mindy S. Neil
Date: 2023.10.19 10:18:44 -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.

**Andrew
Robertson**

Digitally signed by Andrew Robertson
DN: cn=Andrew Robertson, o=Saint Mary's
University, ou=GeoSpatial Services,
email=aroberts@smum.edu, c=US
Date: 2023.10.19 09:42:07 -05'00'

Vendor Name/Signature

Date



west virginia department of environmental protection

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

JUSTIFICATION

January 4, 2024

Purchasing Division
2019 Washington Street E.
Charleston, WV 25305

Contract Number: CPO DEP22*41 National Wetlands Inventory Mapping Updates for 24
Counties

Please accept this justification for the delay in processing the above referenced CPO, as one of our Procurement Specialists that handles this has been out of the office due to an illness.

Please let me know if you have questions.

Cindy Fisher Procurement Specialist, Senior
WV Dept of Environmental Protection
601 57th ST S.E.
Charleston, WV 25304
304-926-0499 x 41146
cindy.fisher@wv.gov

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|--|---|
| <i>Purchasing Division Use:</i> Buyer: <u><i>J. Chambers</i></u> Date: <u><i>1.9.24</i></u> Solicitation No. <u><i>CPO DEP 22241</i></u> <i>C/O #2</i> | Agency: West Virginia Department of Environmental Protection Procurement Officer Submitting Requisition: Jessica Chambers-Smith Requisition No. CPO DEP220000041 PF No.: 1029877 |
|--|---|

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/TCP.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 | | | | |
| | <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"/> |
| 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 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: _____

