



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Date: 02-01-2024

Order Number:	CMA 0802 5020 DMV2300000006 2	Procurement Folder:	1157937
Document Name:	Secure Paper Printing	Reason for Modification:	Change Order No. 1 - Administrative change order to change the unit price on 5 of the commodity lines and add 2 new lines for payment/invoicing purposes.
Document Description:	Secure Paper Printing		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-03-31

VENDOR			
Vendor Customer Code:	000000178499		
RR DONNELLEY & SONS COMPANY			
3801 GANTZ RD			
GROVE CITY	OH	43123	
US			
Vendor Contact Phone:	614-477-6808	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

DEPARTMENT CONTACT	
Requestor Name:	Steve E Monroe
Requestor Phone:	(304) 558-2232
Requestor Email:	steven.e.monroe@wv.gov

24

FILE LOCATION _____

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV 25304 US	WAREHOUSE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE S.E. SUITE 50 CHARLESTON WV 25304 US

2-9-2460

Purchasing Division's File Copy

Total Order Amount:	Open End
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CMA 2/1/24

PURCHASING DIVISION AUTHORIZATION
DATE: <i>2/9/2024</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

2/21/2024

ENCUMBRANCE CERTIFICATION
DATE: <i>2-2-2024</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 - Administrative change order to change the unit of measure on 5 of the commodity lines and add 2 new lines for payment/invoicing purposes.

CL1 change unit price from \$0.201000 to \$201.00
CL2 change unit price from \$0.164000 to \$164.00
CL3 change unit price from \$.467000 to \$467.00
CL4 change unit price from \$0.375000 to \$375.00
CL5 change unit price from \$0.092000 to \$92.00

To discontinue commodity lines 6 and 7 due to incorrect unit price and add two (2) new lines in order to change unit price

CL8 unit price of \$61.00
CL9 unit price of \$20.00

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			PM	201.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Cut Sheet Motor Vehicle Title

Extended Description:

CO1 - Unit price: \$0.201 PM to \$201.00 PM

Cut Sheet Motor Vehicle Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82121500			PM	164.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Continuous Feed Motor Vehicle Title

Extended Description:

CO1 - Unit price: \$0.164000 PM to \$164.00 PM

Continuous Feed Motor Vehicle Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	82121500			PM	467.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Non-Repairable Title

Extended Description:

CO1 - Unit price: \$0.467000 PM to \$467.00 PM

Non-Repairable Title

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	82121500			PM	375.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Secure Power of Attorney

Extended Description:

CO1 -Unit price: \$0.375000 PM to \$375.00 PM

Secure Power of Attorney

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	82121500			PM	92.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: TM-5 Dealer Reassignment

Extended Description:

CO1 - Unit price: \$0.092000 PM to \$92.00 PM

TM-5 Dealer Reassignment

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	82121500			PM	0.061000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued		0.00

Commodity Line Description: Cut Sheet Motor Vehicle Registration

Extended Description:

Line Discontinued - see Commodity Line 8

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	82121500			PM	0.020000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued		0.00

Commodity Line Description: Continuous Feed Motor Vehicle Registration

Extended Description:

Line Discontinued - See Commodity Line 9

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	82121500			PM	61.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Cut Sheet Motor Vehicle Registration

Extended Description:

CO1 - Unit price: \$0.61000 PM to \$61.00 PM

Cut Sheet Motor Vehicle Registration

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	82121500			PM	20.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Continuous Feed Motor Vehicle Registration

Extended Description:

CO1 - Unit price: \$0.020000 PM to \$20.00 PM

Continuous Feed Motor Vehicle Registration



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

Re: CMA DMV23*06

1 message

Davis, Georgina <georgina.davis@wv.gov>

Fri, Feb 2, 2024 at 10:20 AM

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

Cc: "James, Kristy E" <kristy.e.james@wv.gov>, Dusty J Smith <dusty.j.smith@wv.gov>, David H Pauline <david.h.pauline@wv.gov>

Hi Tara

I modified the change order - the unit price that was put in was the PM unit price so I changed all the units of measure back to PM and verified the cost.

All is correct.

I have submitted this and it has been approved at Level 1, it's now at level 2 for approval.

Thanks so much!

Georgie

On Wed, Jan 31, 2024 at 3:43 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

I added CO1 to fix the commodity lines. I was able to change the unit of measure on commodity lines 1 through 5 but I had to discontinue lines 6 and 7 and add brand new lines for CL 8 and 9.

See if this will work - make sure I have the new unit prices correct.

Thanks,

Tara

On Fri, Jan 26, 2024 at 1:53 PM James, Kristy E <kristy.e.james@wv.gov> wrote:

I vote for the easiest solution. I'm fine either way.

Kristy James
WV DOT
Procurement Officer
304/414-7104

Procurement Requests should be directed to: DOTProcurement@wv.gov

On Fri, Jan 26, 2024 at 1:42 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

We could discontinue the existing commodity lines then either add one commodity and let the pricing page support the unit costs or add new commodity lines.

We'll get the file pulled and review. Either way would be fine with me, however, It will be a formal change order since it will be changing the face of the contract.

Kristy and Dusty - any other thoughts?

Thanks,

Tara

On Fri, Jan 26, 2024 at 8:15 AM Davis, Georgina <georgina.davis@wv.gov> wrote:

Good morning

I need you to look at CMA DMV23*06.

I need to place an order for cut sheet titles and continuous feed titles. However when putting in the quantity, it doesn't give the correct unit price.

The CMA states unit price 0.201000 and unit is set to PM (per thousand) and if you look at the extended cost which is \$30,150.00 the unit price should be each and not PM or the unit price \$201.00 if the unit is set to PM.

There is no way we can purchase 150,000 cut sheet titles for \$30.15.

Same thing for CL2 - continuous feed titles - unit price is 0.164 and unit is set to PM.

In looking at the entire CMA, all the commodity lines are like this. How do we correct this?

--

Georgie

Georgina Davis

Division Manager

West Virginia Division of Motor Vehicles

5707 MacCorkle Avenue, S.E. Suite 50

Charleston, WV 25304

(304) 352-5691

georgina.davis@wv.gov

--

Georgie

Georgina Davis

Division Manager

West Virginia Division of Motor Vehicles

5707 MacCorkle Avenue, S.E. Suite 50

Charleston, WV 25304

(304) 352-5691

georgina.davis@wv.gov

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Business and Licensing

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Business Organization Detail

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R. R. DONNELLEY & SONS COMPANY

See a Hacked

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/17/2012		7/17/2012	Foreign	Profit			

Organization Information			
Business Purpose	3231 - Manufacturing - Printing and Related Support Activities - Printing and Related Support Activities (commercial printing, books)		Capital Stock
Charter County	Kanawha	Control Number	99VWE
Charter State	DE	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified



Addresses	
Type	Address
Local Office Address	5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 25313
Mailing Address	35 W. WACKER DRIVE ATTN: LEGAL CHICAGO, IL, 60601 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	35 W WACKER DRIVE 36TH FLOOR CHICAGO, IL, 60601 USA
Type	Address

Officers	
Type	Name/Address
Director	THOMAS QUINLAN III 35 W WACKER DR 36TH FL CHICAGO, IL, 60601
President	THOMAS QUINLAN III 35 W WACKER DR 36TH FL CHICAGO, IL, 60601
Secretary	DEBORAH STEINER 35 W WACKER DRIVE CHICAGO, IL, 60601
Treasurer	ERIC HESS 35 W. WACKER DRIVE CHICAGO, IL, 60601
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
RR DONNELLEY	TRADENAME	2/17/2021	
DBA Name	Description	Effective Date	Termination Date

Mergers

Merger Date	Merged	Merged State	Survived	Survived State
1/29/2013	CASLON INCORPORATED	DE	R. R. DONNELLEY & SONS COMPANY	DE
1/29/2013	CONFORT & COMPANY, INC.	NY	R. R. DONNELLEY & SONS COMPANY	DE
1/29/2013	HERITAGE PRESERVATION CORPORATION	SC	R. R. DONNELLEY & SONS COMPANY	DE
1/29/2013	MOORE NORTH AMERICA FINANCE, INC.	DE	R. R. DONNELLEY & SONS COMPANY	DE
1/29/2013	MOORE WALLACE NORTH AMERICA, INC.	DE	R. R. DONNELLEY & SONS COMPANY	DE
1/29/2013	STRATUS GROUP, INC.	OH	R. R. DONNELLEY & SONS COMPANY	DE
1/15/2015	TOPS PRODUCTS, LLC	DE	R. R. DONNELLEY & SONS COMPANY	DE
1/15/2015	VON HOFFMANN HOLDINGS LLC	DE	R. R. DONNELLEY & SONS COMPANY	DE
2/3/2016	R. R. DONNELLEY RECEIVABLES, INC.	NV	R. R. DONNELLEY & SONS COMPANY	DE
3/3/2016	CHICAGO DELIVERY INC.	IL	R. R. DONNELLEY & SONS COMPANY	DE
3/3/2016	UNITED EXPRESS SYSTEM, INC.	IL	R. R. DONNELLEY & SONS COMPANY	DE
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
3/3/2016	MERGER: MERGING CHICAGO DELIVERY INC., A NON-QUALIFIED IL ORGANIZATION, UNITED EXPRESS SYSTEM, INC., A NON-QUALIFIED IL ORGANIZATION WITH AND INTO R. R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION, THE SURVIVOR
2/3/2016	MERGER: MERGING R. R. DONNELLEY RECEIVABLES, INC., A NON-QUALIFIED NV ORGANIZATION WITH AND INTO R. R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION, THE SURVIVOR
4/1/2015	CERTIFICATE OF CORRECTION FILED CORRECTING THE RESTATED CERTIFICATE OF INCORPORATION (STOCK VALUES)
1/15/2015	MERGER: MERGING TOPS PRODUCTS, LLC, A NON-QUALIFIED DE ORGANIZATION, VON HOFFMANN HOLDINGS LLC, A NON-QUALIFIED DE ORGANIZATION WITH AND INTO R. R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION, THE SURVIVOR
1/29/2013	MERGER: MERGING CASLON INCORPORATED, A NON-QUALIFIED DE ORGANIZATION, CONFORT & COMPANY, INC., A NON-QUALIFIED NY ORGANIZATION, HERITAGE PRESERVATION CORPORATION, A NON-QUALIFIED SC ORGANIZATION, MOORE NORTH AMERICA FINANCE, INC., A NON-QUALIFIED DE ORGANIZATION, MOORE WALLACE NORTH AMERICA, INC., A NON-QUALIFIED DE ORGANIZATION, STRATUS GROUP, INC., A NON-QUALIFIED OH ORGANIZATION WITH AND INTO R. R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION, THE SURVIVOR

R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION,
THE SURVIVOR

Date

Amendment

Annual Reports

Filed For

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

Date filed

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

Monday, February 5, 2024 — 8:10 AM

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Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	7810 SOLUTION CENTER	CHICAGO	IL	606777008	
Payment	POSTAGE BCS	BOSTON	MA	02284 2313	MIKE ROSS
Payment	✓ 35 W WACKER DR	CHICAGO	IL	60601	
Ordering	✓ 3801 GANTZ RD	GROVE CITY	OH	43123	JEFFREY LAUER
Ordering	PO BOX 312	WINFIELD	WV	25213-0312	MICHAEL ROSS
Ordering	600 RIVER AVENUE	PITTSBURGH	PA	15212	ANN BECKERT
Ordering	10300 EATON PLACE #300	FAIRFAX	VA	22033	CHERYL STEELE
Ordering	1341 G STREET NW 4TH FLR	WASHINGTON	DC	20005	CHERYL STEELE
Payment	PO BOX 312	WINFIELD	WV	25213-0312	MICHAEL ROSS
Payment	PO BOX 905151	CHARLOTTE	NC	282905151	A J SAGEN

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000178499

RR DONNELLEY & SONS COMPANY

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 04/26/2018

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : AD000006

Street 1 : 7810 SOLUTION CENTER

Street 2 :

City : CHICAGO

State/Province : IL

Zip/Postal Code : 606777008

DUNS :

Extended DUNS :

Country Phone Code : 1

Phone : 000-000-0000

Phone Extension :

County :

County Name :

Country : US

e.g. 1606N020Q02

"r. r. donnelley & sons company" ×

Federal Organizations

Enter Code or Name ▼



Status

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>02/08/2024</u>	Agency: Division of Motor Vehicles
Solicitation No. <u>CMA DMV23*06</u>	Procurement Officer Submitting Requisition: Kristy James
	Requisition No. CMA DMV 23*06 CO2
	PF No.: 1157937

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 type="checkbox"/>	<input checked="" 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 checked="" 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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:


13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**