



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

State of West Virginia  
**Master Agreement**

Order Date: 03-05-2024

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:	CMA 0802 5020 DMV2300000006 3	Procurement Folder:	1157937
Document Name:	Secure Paper Printing	Reason for Modification:	CO2 to renew contract under same terms, conditions and pricing.
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:	2025-03-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000178499 RR DONNELLEY & SONS COMPANY 3801 GANTZ RD  GROVE CITY OH 43123 US Vendor Contact Phone: 614-477-6808 Extension:  <b>Discount Details:</b> <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Steve E Monroe Requestor Phone: (304) 558-2232 Requestor Email: steven.e.monroe@wv.gov  <div style="text-align: center; font-size: 2em; font-weight: bold;">24</div> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

3-6-24 6c

Purchasing Division's File Copy

Total Order Amount:	Open End
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*3/5/24*  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara 3/6/2024*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE  
*3/14/2024*

ENCUMBRANCE CERTIFICATION  
 DATE: *3/14-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 2

Change order 2 is issued to renew the original contract according to all terms, conditions and specifications contained in the original contract and all authorized change orders.

Effective date of renewal:04/01/2024 - 03/31/2025

Renewal years remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			PM	201.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					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
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					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
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					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
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					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
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					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
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
			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
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
			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
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					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
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					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



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast  
Post Office Box 17300

Charleston, West Virginia 25317-0910 • (304) 558-3900  
TDD: (800) 742-6991 • (800) 642-9066

Everett J. Frazier  
Commissioner  
Division of Motor Vehicles

Jimmy Wriston, P.E.  
Secretary of Transportation  
Commissioner of Highways

February 23, 2024

RR Donnelley & Sons Company  
3801 Gantz Rd.  
Grove City, OH 43123

RE: CMA DMV2300000006-Secure Paper Printing Renewal Notice

The West Virginia Division of Motor Vehicles is requesting to renew our current contract under the same terms, conditions and pricing as stated in the original contract. The renewal effective dates are April 1, 2024 through March 31, 2025. If you agree to this renewal, please sign below and return to me.

You can return the signed document to me at [Georgina.davis@wv.gov](mailto:Georgina.davis@wv.gov). Please let me know if you have any questions.

Thank You.

Georgie Davis

*We agree to renew the contract for the period stated above under the same terms and conditions as in the original purchase order and any change orders thereto.*

RR Donnelley & Sons Company

Jeffrey Lane  
Name/Signature

Account Manager  
Title

2-27-24  
Date

WV Division of Motor Vehicles

Steve Monroe  
Name/Signature

Director, Management Services  
Title

2/28/2024  
Date

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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.*

### R. R. DONNELLEY & SONS COMPANY

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			
<b>Business Purpose</b>	3231 - Manufacturing - Printing and Related Support Activities - Printing and Related Support Activities (commercial printing, books)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	99VWE
<b>Charter State</b>	DE	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member</b>	<span>× Close</span>
<b>At Will Term Years</b>		Hi, I'm SOLO I'm here to help you launch your new LLC.	
<b>Authorized Shares</b>		<b>Entrepreneur</b>	

Addresses	
Type	Address
<b>Local Office Address</b>	5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 25313
<b>Mailing Address</b>	35 W. WACKER DRIVE ATTN: LEGAL CHICAGO, IL, 60601 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>	35 W WACKER DRIVE 36TH FLOOR CHICAGO, IL, 60601 USA
Type	Address

*See Attached*

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

X Close

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

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

<b>Mergers</b>				
<b>Merger Date</b>	<b>Merged</b>	<b>Merged State</b>	<b>Survived</b>	<b>Survived State</b>
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
<b>Merger Date</b>	<b>Merged</b>	<b>Merged State</b>	<b>Survived</b>	<b>Survived State</b>

<b>Date</b>	<b>Amendment</b>
<b>3/3/2016</b>	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
<b>2/3/2016</b>	MERGER: MERGING R. R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION WITH AND INTO R. R. DONNELLEY & SONS COMPANY, A QUALIFIED DE CORPORATION. THE SURVIVOR
<b>4/1/2015</b>	CERTIFICATE OF INCORPORATION (STOCK VALUES)

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

A  
TION,

<b>1/15/2015</b>	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
<b>1/29/2013</b>	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
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
<b>Date filed</b>	× Close

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For more information, please contact the Secretary

Tuesday, March 5, 2024 — 12:57 PM

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



Close

## Vendor/Customer

### Vendor/Customer

#### ✓ Address

#### Address

Address Information

Prenote/EFT

Remittance Advice

Contact Information

Contact Address Information

Geographic Designation

Change Management

Business Type

Service Area

Commodity

W-8 Form

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Vendor User Information

Vendor Attachments

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

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000178499

Active I

RR DONNELLEY & SONS COMPANY

Acti

Address Type : Payment

Default Re

Division/Department :

Mail Retu

Additional Address Info. :

Active Adc

Prevent New Spending :

Default Currency : USD - US Dollar

#### ▼ Address Information

Address ID : AD000006

Country Phone Code : 1

Street 1 : 7810 SOLUTION CENTER

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : CHICAGO

County :

State/Province : IL

County Name :

Zip/Postal Code : 606777008

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

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Feb 22, 2024



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All Words

e.g. 1606N020Q02

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Filter By




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Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 1606N020Q02

"motorcycle safety foundation" 

"rr donnelley%" 

"RR Donnelley & Sons Company" ✕

### Federal Organizations

Enter Code or Name ▼



Status ^

- Active
- Inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>3/5/2024</u>  Solicitation No. <u>CMA DMV23*06 CO2</u>	Agency: Division of Motor Vehicles  Procurement Officer Submitting Requisition: Kristy James  Requisition No. CMA DMV 23*06 CO2  PF No.: 1157937
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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 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 ( <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 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: \_\_\_\_\_

*David Pauline*

**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 EOIs. 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](http://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](http://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.**