



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

State of West Virginia  
**Contract**

Order Date: 01-16-2024

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

<b>Order Number:</b>	CCT 0803 0085 DOT2200000001 3	<b>Procurement Folder:</b>	918318
<b>Document Name:</b>	Upgrade of Centracrs Traffic Software & Maintenance 85213012	<b>Reason for Modification:</b>	Change Order No. 2 - to add funding for renewal years 2 and 3 inadvertently omitted from Change Order No. 1.
<b>Document Description:</b>	Upgrade of Centracrs Traffic Software & Maintenance 85213012		
<b>Procurement Type:</b>	Central Sole Source		
<b>Buyer Name:</b>	John W Estep		
<b>Telephone:</b>	304-558-2566		
<b>Email:</b>	john.w.estep@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-09-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-08-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000176550	<b>Requestor Name:</b>	Kristine E James
PATH MASTER INC 1960 MIDWAY DR		<b>Requestor Phone:</b>	304-414-7104
TWINSBURG OH 44087		<b>Requestor Email:</b>	kristy.e.james@wv.gov
US			
<b>Vendor Contact Phone:</b>	999-999-9999		
<b>Extension:</b>			
<b>Discount Details:</b>			
	<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
DIVISION OF HIGHWAYS TRAFFIC ENGINEERING DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A550 CHARLESTON WV 25305-0430 US	DIVISION OF HIGHWAYS TRAFFIC ENGINEERING DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A550 CHARLESTON WV 25305 US

**Total Order Amount:** \$79,170.00

Purchasing Division's File Copy

JE 1/17/24

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara Hester 1/18/24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <i>John S. Gray</i> DATE: ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> <i>Dan Carter 1-25-24</i> DATE: ELECTRONIC SIGNATURE ON FILE
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1/24/2024

**Extended Description:**

Change Order

Change Order No. 02 to add funding for renewal years 2 and 3 inadvertently omitted from Change Order No. 1.

Year 2: \$26,390.00

Year 3: \$26,390.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	43231512	0.00000		0.000000	\$26,390.00
Service From	Service To	Manufacturer	Model No		
2021-09-01	2022-08-31				

**Commodity Line Description:** Centracs Software P-Active Health Monitoring

**Extended Description:**

Centracs Software Upgrade and Maintenance with Pro-Active Health Monitoring for 1 year

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	43231512	0.00000		0.000000	\$26,390.00
Service From	Service To	Manufacturer	Model No		
2022-09-01	2023-08-31				

**Commodity Line Description:** Year 2 Centracs Software P-Active Health Monitoring

**Extended Description:**

Centracs Software Upgrade and Maintenance with Pro-Active Health Monitoring for 1 year

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	43231512	0.00000		0.000000	\$26,390.00
Service From	Service To	Manufacturer	Model No		
2023-09-01	2024-08-31				

**Commodity Line Description:** Year 3 Centracs Software P-Active Health Monitoring

**Extended Description:**

Centracs Software Upgrade and Maintenance with Pro-Active Health Monitoring for 1 year



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

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## Fwd: CCT DOT22\*01 Change Order Renewal

1 message

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**James, Kristy E** <kristy.e.james@wv.gov>

Tue, Jan 16, 2024 at 1:41 PM

To: Tara L Lyle <Tara.L.Lyle@wv.gov>, Dusty J Smith <dusty.j.smith@wv.gov>

Tara,

Here's the email I sent John. Dusty says that it may be easier to add commodity lines for years 2 and 3. She is going to reach out to you.

Thanks

Kristy James  
WV DOT  
Procurement Officer  
304/414-7104

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

----- Forwarded message -----

From: **James, Kristy E** <kristy.e.james@wv.gov>

Date: Tue, Jan 16, 2024 at 1:26 PM

Subject: CCT DOT22\*01 Change Order Renewal

To: John W Estep <John.W.Estep@wv.gov>, Dusty J Smith <dusty.j.smith@wv.gov>, Josh S Hemsworth <josh.s.hemsworth@wv.gov>

John,

I just noticed that when the Change Order was processed to extend CCT DOT22\*01, the money for this maintenance for years two and three did not get added. We will need to have an administrative change order created to add the following amount to the CCT.

\$26,390 x (2 - years 2 and 3) - \$52,780 - the whole CCT should be for \$79,170.00. I updated the total contract amount, but I'm not sure what to put for the modification reason.

Please look this over and let me know how to proceed. We have a vendor that is anxious for payment.

Thanks

Kristy James  
WV DOT  
Procurement Officer  
304/414-7104

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

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>OG 172</u> Date: <u>1/17/24</u>  Solicitation No. <u>CO#2 - add</u> <u>year 2: B3</u> <u>missel on CO#1</u>	Agency: WV DOT/DOH  Procurement Officer Submitting Requisition: Kristy James  Requisition No. CCT DOT22*01 - Co#2  PF No.: 918318
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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				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> n/a
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> n/a
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> n/a
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: Tara Hle