



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: 12-18-2023

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 0803 0070 DOT2300000029 2	Procurement Folder:	1111547
Document Name:	19,500 GVWR Crew Cab 4x4 w/Aluminum closed top service body	Reason for Modification:	Change Order No. 1 - to renew and increase contract per the attached documentation.
Document Description:	19,500 GVWR Crew Cab 4x4 w/Aluminum closed top service body		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-11-21
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-11-20

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VC0000057321	Requestor Name:	Denise L Brown
MATHENY MOTOR TRUCK CO		Requestor Phone:	(304) 473-5328
308 3RD ST		Requestor Email:	dee.l.brown@wv.gov
ST MARYS	WV 26170	<div style="font-size: 48pt; font-weight: bold;">24</div> FILE LOCATION _____	
US			
Vendor Contact Phone:	304-684-9625 Extension:		
Discount Details:			
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS	DIVISION OF HIGHWAYS
EQUIPMENT DIVISION RT 33	EQUIPMENT DIVISION
83 BRUSHY ROAD CROSSING, PO BOX 610	83 BRUSHY FORK RD CROSSING
BUCKHANNON WV 26201	BUCKHANNON WV 26201
US	US

1-11-24 GC

Purchasing Division's File Copy

Total Order Amount:	Open End
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JE 1/10/24

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Tara He 1/10/2024</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>John S. Gray 1/18/2024</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>Sam Oat 1-19-24</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 01 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract is increased as defined in the attached documentation.

Effective date of renewal 11/21/23 through 11/20/24

Renewal Years Remaining 2

Original contract unit price: \$107,440.00

CO#1 Unit Price Increase: \$110,765.00

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	25101900			EA	107440.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

Commodity Line Description: 19,500 GVWR Crew Cab 4x4 w/Aluminum closed top service body

Extended Description:

Line - Discontinued - Use Commodity Line 2 for price increase on CO#1

19,500 GVWR Crew Cab 4x4 w/Aluminum closed top service body

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	25101900			EA	110765.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 19,500 GVWR Crew Cab 4x4 w/Aluminum closed top service body

Extended Description:

Change Order No. 1 - price increase

19,500 GVWR Crew Cab 4x4 w/Aluminum closed top service body



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Alanna J. Keller, P.E.,
Deputy Secretary of Transportation
Deputy Commissioner of Highways

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

01/03/24


Matheny Motor Truck Co
308 3rd St
St Marys, WV 26170
tcasey@mathenymotors.com

Subject: Contract Renewal: CMA DOT23*29 Change Order 1
Procurement Folder : 1169601

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract unit prices is increased as defined in the attached documentation.

The renewal dates are 11/21/23 through 11/20/24. If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to dustv.j.smith@wv.gov

Please contact the email listed above if you have any questions.

Thank you,

Dusty Smith
Procurement Officer

We agree to renew the contract for the period as stated above under the terms, conditions and specifications contained in the original contract and all authorized changed orders, except the contract unit price is increased.



Name/ Signature

01/04/2024

Date

CEO

Title

Procurement Use Only

 TDIMGR1 1/9/24

Signature/Title/Date



Matheny Motor Truck Company

Established 1922

Corporate Headquarters

3rd and Ann Street | PO Box 1304

Parkersburg, WV 26102

Ph: 304-485-4418

mathenymotors.com

November 7, 2023

Mrs. Pam J Hall
West Virginia Department of Highways
Division of Highways
State of West Virginia
P O Box 610
Buckhannon WV 26201

APPROVED
[Signature]
12/15/23

Subject: Contract Renewals for CMA DOT 2300000029

Dear Mrs. Hall:

I apologize for my late response on the contract renewals. Our chassis and body suppliers were late getting back to me. Ford had problems due to their ongoing contract negotiations with their union and Knapheide bodies had problems getting their aluminum suppliers to confirm a pricing. Attached are Ford specifications showing model year price changes and

Line 1 - For the Ford F550 4 DR Gas Closed Top Service Body Truck. The original bid price of \$107,440.00. Our Renewal Price is \$110,765.00 which is a 3.1% Price Increase. Attached is Ford documentation showing the actual price increase and Knapheide showing the reasons for a price increase, i.e. freight, labor, etc. The Actual price increase exceeds our Renewal Price but Matheny Motors was able to reduce the actual price increase by absorbing part of the actual price increase.

The contract Renewal date would be November 15, 2023.

Sincerely,

Mike Matheny

Mike Matheny CEO





WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

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

01/09/2024

MEMORANDUM

TO: John Estep, Buyer
FROM: Dusty Smith, TDIMGR1 *Dusty Smith*
SUBJECT: CMA DOT23*29 Change Order 1

The Agency understands that the renewal is past the expiration date. The renewal forms were received late from the vendor . Please accept this backdate letter as justification to move this Change Order Forward in the process. Thank you for your time.

*Backdate
approved
discussed w/
FW/TJ
1/9/24*

KNAPHEIDE.

SINCE 1848

November 7, 2023

Ace Truck Equipment
1130 Newark Rd
PO Box 2605
Zanesville, OH 43702-2605

RE: State of WV

Due to a rise in the material markets, an increase in freight and labor cost increases since the prior quote, The Knapheide Manufacturing Company has applied a price increase.

Knapheide will continue its efforts to control costs and to provide the industry's best product and services at the most competitive prices to you, our customers. We thank you for your continued support.

Sincerely,

Darren Shupe
Custom Product Services Manager
The Knapheide Manufacturing Company
217-592-5344
Dshupe@knapheide.com

2024 4 Door GAS PANEL BODY

2024 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)
Price Level: 420



Client Proposal

Prepared by:

Jacob Wade

Office: 304-488-1188

Date: 11/06/2023



Matheny Ford | 308 3rd Street, Saint Marys, West Virginia, 26170
Office: 304-684-9625 | Fax: 301-684-9021



Prepared by: Jacob Wade
11/06/2023

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2024 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 420

As Configured Vehicle

Code	Description	MSRP	Invoice	Dealer
Base Vehicle				
W5H	Base Vehicle Price (W5H)	\$59,690.00	\$56,706.00	\$55,512.00
Packages				
660A	Order Code 660A <i>Includes:</i> - Engine: 7.3L 2V DEVCT NA PFI V8 Gas - Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road. - Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar. - Radio: AM/FM Stereo w/MP3 Player Includes 6 speakers. - SYNC 4 Communications & Entertainment System Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller.	N/C	N/C	N/C
Powertrain				
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas	Included	Included	Included
44G	Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road.	Included	Included	Included
X8L	Limited Slip w/4.88 Axle Ratio	\$395.00	\$360.00	\$352.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package <i>Includes upgraded frame, rear-axle and low deflection/high capacity rear springs. Increases max RGAWR to 14,706 lbs. Note: See Order Guide Supplemental Reference for further details on GVWR.</i>	\$1,155.00	\$1,051.00	\$1,028.00
Wheels & Tires				
TGK	Tires: 225/70Rx19.5G BSW Traction (TGK) <i>Includes 4 traction tires on the rear and 2 traction tires on the front. Not recommended for over the road applications; could incur irregular front tire wear and/or NVH.</i>	\$215.00	\$195.00	\$191.00
64Z	Wheels: 19.5" x 6" Argent Painted Steel <i>Hub covers/center ornaments not included.</i>	Included	Included	Included
512	Spare Tire & Wheel	\$350.00	\$319.00	\$312.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Jacob Wade
11/06/2023

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2024 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 420

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
	Required in Rhode Island. <i>Excludes carrier.</i> <i>Includes:</i> - 6-Ton Hydraulic Jack			
Seats & Seat Trim				
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.</i>	Included	Included	Included
Other Options				
PAINT	Monotone Paint Application	STD	STD	STD
179WB	179" Wheelbase	STD	STD	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 6 speakers.</i> <i>Includes:</i> - SYNC 4 Communications & Entertainment System <i>Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller.</i>	Included	Included	Included
473	Snow Plow Prep Package <i>Includes pre-selected springs (see order guide supplemental reference for springs/FGAWR of specific vehicle configurations). Note 1: Restrictions apply; see supplemental reference or body builders layout book for details. Note 2: Also allows for the attachment of a winch. Note 3: Highly recommended to add (66M) dual battery on 7.3L gas engine. Adding (67B) 410 amp dual alternators for diesel engine is highly recommended for max power output.</i>	\$250.00	\$228.00	\$223.00
41H	Engine Block Heater	\$100.00	\$91.00	\$89.00
61J	6-Ton Hydraulic Jack	Included	Included	Included
18B	Platform Running Boards	\$445.00	\$405.00	\$396.00
872	Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i>	\$415.00	\$377.00	\$369.00
76C	Exterior Backup Alarm (Pre-Installed)	\$175.00	\$160.00	\$156.00
Fleet Options				
WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code.	N/C	N/C	N/C

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Prepared by: Jacob Wade
11/06/2023

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2024 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 420

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
<p><i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i></p>				
BY_02	School Bus Yellow Requires Valid FIN Code.	\$660.00	\$600.00	\$587.00
Emissions				
425	50-State Emissions System	STD	STD	STD
Interior Color				
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C	N/C	N/C
SUBTOTAL		\$63,850.00	\$60,492.00	\$59,215.00
Destination Charge		\$1,995.00	\$1,995.00	\$1,995.00
TOTAL		\$65,845.00	\$62,487.00	\$61,210.00

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Prepared for: , WVDOH

2023 — 4 Door GAS ~~TRUCK~~ PANEL Body

2023 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)
Price Level: 315

GAS 7.3L



Client Proposal

Prepared by:
Jacob Wade
Office: 304-488-1188
Quote ID: 23DOHCREW
Date: 11/09/2022



Matheny Ford | 308 3rd Street, Saint Marys, West Virginia, 26170
Office: 304-684-9625 | Fax: 301-684-9021

Prepared for:

WVDOH

Prepared by: Jacob Wade

11/09/2022



Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2023 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 315 | Quote ID: 23DOHCREW

As Configured Vehicle

Code	Description	MSRP	Invoice	Dealer
Base Vehicle				
W5H	Base Vehicle Price (W5H)	\$56,890.00	\$53,856.00	\$51,872.00
Packages				
660A	Order Code 660A <i>Includes:</i> - Engine: 7.3L 2V DEVCT NA PFI V8 Gas - Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road. - Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage, driver's side manual lumbar and 2-way adjustable driver/passenger headrests. - Radio: AM/FM Stereo w/MP3 Player Includes 6 speakers. - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 811 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and steering wheel audio controls.	N/C	N/C	N/C
Powertrain				
89N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas	STD	STD	STD
44G	Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.	Included	Included	Included
X8L	Limited Slip w/4.88 Axle Ratio	\$395.00	\$380.00	\$352.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package <i>Includes upgraded frame, rear-axle and low deflection/high capacity rear springs. Increases max RGAWR to 14,706. Note: See Order Guide Supplemental Reference for further details on GVWR.</i>	\$1,155.00	\$1,051.00	\$1,028.00
Wheels & Tires				
TGK	Tires: 225/70Rx19.5G BSW Traction (TGK) <i>Includes 4 traction tires on the rear and 2 traction tires on the front. Not recommended for over the road applications; could incur irregular front tire wear and/or NVH.</i>	\$215.00	\$195.00	\$191.00
64Z	Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included.	Included	Included	Included
512	Spare Tire, Wheel & Jack	\$350.00	\$319.00	\$312.00

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Prepared for:

WVDOH

Prepared by: Jacob Wade

11/09/2022



Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2023 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 315 | Quote ID: 23DOHCREW

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
	<p>Required in Rhode Island. <i>Excludes carrier.</i></p> <p><i>Includes:</i> - 6-Ton Hydraulic Jack</p>			
Seats & Seat Trim				
A	<p>HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage, driver's side manual lumbar and 2 -way adjustable driver/passenger headrests.</i></p>	Included	Included	Included
Other Options				
PAINT	Monotone Paint Application	STD	STD	STD
179WB	179" Wheelbase	STD	STD	STD
STDRD	<p>Radio: AM/FM Stereo w/MP3 Player <i>Includes 6 speakers.</i></p> <p><i>Includes:</i> - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and steering wheel audio controls.</p>	Included	Included	Included
473	<p>Snow Plow Prep Package <i>Includes pre-selected springs (see order guide supplemental reference for springs/FGAWR of specific vehicle configurations). Note 1: Restrictions apply; see supplemental reference or body builders layout book for details. Note 2: Also allows for the attachment of a winch. Note 3: Highly recommended to add (86M) dual battery on 7.3L gas engines. Adding (67B) 397 amp alternators for diesel engine is highly recommended for max output.</i></p> <p><i>Includes:</i> - 250 Amp Alternators</p>	\$250.00	\$228.00	\$223.00
41H	Engine Block Heater	\$100.00	\$91.00	\$89.00
61J	6-Ton Hydraulic Jack	Included	Included	Included
67E	250 Amp Alternators	Included	Included	Included
18B	Platform Running Boards	\$445.00	\$405.00	\$396.00
872	<p>Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i></p>	\$415.00	\$377.00	\$369.00
76C	Exterior Backup Alarm (Pre-Installed)	\$150.00	\$137.00	\$134.00
Fleet Options				
FLADCR	Fleet Advertising Credit	\$0.00	-\$865.00	-\$865.00

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Prepared for:

WVDOH

Prepared by: Jacob Wade

11/09/2022



Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2023 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 315 | Quote ID: 23DOHCREW

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code. <i>Ford is increasing the 6-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	N/C	N/C	N/C
8Y_02	School Bus Yellow Requires Valid FIN Code.	\$660.00	\$600.00	\$587.00
Emissions				
425	50-State Emissions System	STD	STD	STD
Interior Color				
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C	N/C	N/C
SUBTOTAL		\$60,825.00	\$56,754.00	\$54,688.00
Destination Charge		\$1,795.00	\$1,795.00	\$1,795.00
TOTAL		\$62,620.00	\$58,549.00	\$56,483.00

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WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Equipment Division

83 Brushy Fork Crossing • Post Office Box 610
Buckhannon, West Virginia 26201 • (304) 472-1750

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

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

November 9, 2023

MEMORANDUM

TO: SEC: Jimmy Wriston, P.E. *JW*
FROM: OE: Jeffrey M. Pifer, P.E. *JM Pifer*
THRU: HO: Joe Pack, P.E. *JMP*
CC: Alanna J. Keller, P.E. *ajk*

SUBJECT: Request for Contract Renewal with Price Increase for CMA
DOT2300000029/7023EC04

The West Virginia Division of Highways/Equipment Division received a request from Matheny Motor Truck Company to renew their contract and for a price increase for the 19,500 GVWR Crew Cab 4x4 w/Aluminum Closed Top Service Body CMA DOT2300000029/7023EC04. Attached is all necessary documentation from the vendor. Please review, and sign this memo, along with the Purchasing Requisition and return to routing order.

If you have any questions, please contact Jeff Pifer at 304-473-5500.

JMP:ph

Andy Smith
TD1MGR1
11/26/23

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>1/10/24</u>	Agency: WVDOT
Solicitation No. <u>CMA DOT 23*29</u> <u>CO#1</u>	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CMA DOT23*29
	PF No.: 1111547

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 type="checkbox"/>
16	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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.
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.**