



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: 01-26-2024

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 0803 0085 DOT2300000041 2	Procurement Folder:	1163239
Document Name:	TYPE V PRE FORMED PAVEMENT MARKINGS	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	TYPE V PREFORMED PAVEMENT MARKIINGS		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-03-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-14

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	00000224337	Requestor Name:	Joshua Hemsworth																				
ENNIS FLINT INC 4161 PIEDMONT PKWY STE 370 GREENSBORO NC 27410 US		Requestor Phone:	304-414-7339																				
Vendor Contact Phone:	800-331-8118	Requestor Email:	josh.s.hemsworth@wv.gov																				
Extension:		<div style="font-size: 48pt; font-weight: bold;">24</div> FILE LOCATION _____																					
Discount Details:																							
	<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		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No			0.0000	0																		
#2	No																						
#3	No																						
#4	No																						

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

2-1-24 6c

Total Order Amount:	Open End
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Purchasing Division's File Copy

JE 1/31/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tua [Signature]* 1/31/2024
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray [Signature]*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature]* 2-7-24
 ELECTRONIC SIGNATURE ON FILE

2/7/2024

Extended Description:

Change Order

Change Order No. 01 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders

Effective date of renewal 03/15/24 through 03/14/25.

Renewal Years Remaining: 2

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	46161519			EA	59.840000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 4 inch longitudinal line, white, package, 90 ft

Extended Description:

4 inch longitudinal line, white, package, 90 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	46161519			EA	60.060000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 4 inch longitudinal, white, w black contrast, package, 45 ft

Extended Description:

4 inch longitudinal, white, w black contrast, package, 45 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	46161519			EA	64.100000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 4 inch longitudinal line, yellow, package 90 ft.

Extended Description:

4 inch longitudinal line, yellow, package 90 ft.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	46161519			EA	64.100000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 4 inch longitudinal, line, blue, package 90 ft

Extended Description:

4 inch longitudinal, line, blue, package 90 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	46161519			EA	64.830000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 4 inch longitudinal, line, black, package 90 ft

Extended Description:

4 inch longitudinal, line, black, package 90 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	46161519			EA	64.100000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 4 inch Skid Enhanced, longitudinal, line, blue, package 90 f

Extended Description:

4 inch Skid Resistance Enhanced, longitudinal, line, blue, package 90 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	46161519			EA	59.840000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 6 inch longitudinal, line, yellow, package 60 ft

Extended Description:

6 inch longitudinal, line, white, package 60 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	46161519			EA	51.520000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 6 inch longitudinal, line, white with black contrast, pack 3

Extended Description:

6 inch longitudinal, line, white with black contrast, package 30 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	46161519			EA	57.820000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 6 inch longitudinal, line, black, package 60 ft

Extended Description:

6 inch longitudinal, line, black, package 60 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	46161519			EA	62.880000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 6 inch longitudinal, line, yellow, package 60 ft

Extended Description:

6 inch longitudinal, line, yellow, package 60 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	46161519			EA	64.060000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 6 inch longitudinal, line, grey, package, 60 ft

Extended Description:

6 inch longitudinal, line, grey, package, 60 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	46161519			EA	59.840000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 8 inch longitudinal line,white, package, 45 ft

Extended Description:

8 inch longitudinal line,white, package,45 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	46161519			EA	80.120000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 8 inch longitudinal line,white with black cont, package,30 f

Extended Description:

8 inch longitudinal line,white with black contrast, package,30 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	46161519			EA	64.100000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 8 inch longitudinal, line, yellow, package, 45 ft

Extended Description:

8 inch longitudinal, line, yellow, package, 45 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	46161519			EA	57.970000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 12 inch longitudinal, line, white, package, 30 ft

Extended Description:

12 inch longitudinal, line, white, package, 30 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	46161519			EA	57.970000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 12 inch skid enhanced,longitudinal, line, white, package, 30

Extended Description:

12 inch skid enhanced, longitudinal, line, white, package, 30 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	46161519			EA	62.090000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 12 inch longitudinal, line, yellow, package, 30 ft

Extended Description:

12 inch longitudinal, line, yellow, package, 30 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	46161519			EA	56.020000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 12 inch longitudinal, line, black, package, 30 ft

Extended Description:

12 inch longitudinal, line, black, package, 30 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	46161519			EA	61.160000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 12 inch longitudinal, line, grey, package, 30 ft

Extended Description:

12 inch longitudinal, line, grey, package, 30 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	46161519			EA	57.970000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: 24 inch longitudinal, line, white package, 15 ft

Extended Description:

12 inch longitudinal, line, white, package, 15 ft

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	46161519			EA	104.630000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Straight Arrow 12"@ bottom of shaft, 3'-3"x9"-10", pack 1 ea

Extended Description:

Straight Arrow 12" @ bottom of shaft, 3'-3"x9"-10", pack 1 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	46161519			EA	89.740000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Straight Arrow 12"w/ contrast@ bottom of shaft, 3'-3"x9"-10"

Extended Description:

Straight Arrow 12" with balck contrast @ bottom of shaft, 3'-3"x9"-10", pack 1 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	46161519			EA	60.670000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Curved Arrow, left 12" bottom shaft "6-3"x8"2" 2 ea pack

Extended Description:

Curved Arrow, left 12" bottom shaft "6-3"x8"2" 2 ea pack

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	46161519			EA	82.430000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Curved Arrow, left 12" bottom shaft w contrast "6-3"x8"2" 1ea

Extended Description:

Curved Arrow, left 12" bottom shaft with balck contrast "6-3"x8"2" 1 ea pack

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	46161519			EA	121.330000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Curved Arrow, right 12" bottom shaft "6-3"x8"2" 2 ea pack

Extended Description:

Curved Arrow, right 12" bottom shaft "6-3"x8"2" 2 ea pack

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	46161519			EA	82.430000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Curved Arrow, right 12" bottom shaft w contrast "3-3"x8"2" 1ea

Extended Description:

Curved Arrow, right 12" bottom shaft w contrast "6-3"x8"2" 1 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	46161519			EA	123.870000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Combination Arrow, 12"@bottom shaft "7-4X13"-1"

Extended Description:

Combination Arrow, 12" @ bottom shaft "7-4"x13"1" 1 ea specify right or left

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	46161519			EA	189.920000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Combination Arrow, 12"@bottom shaft w/contrasat "7-4"x13"1"

Extended Description:

Combination Arrow, with back contrast 12" @ bottom shaft "7-4"x13"1" 1 ea specify right or left

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	46161519			EA	86.860000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: "ONLY" 6'-8" x 8'-0" package, 1 ea

Extended Description:

"ONLY" 76-8" x 8'-0" package, 1 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	46161519			EA	86.120000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: "STOP" 7'-4" x 8'-0" package, 1 ea

Extended Description:

"STOP" 7'-4" x 8'-0" package, 1 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	46161519			EA	120.560000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: "AHEAD" 8-10" x 8'-0" package, 1 ea

Extended Description:

"AHEAD" 8-10" x 8'-0" package, 1 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	46161519			EA	135.190000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: "SCHOOL" 11'-4" x 8'-0" package, 1 ea

Extended Description:

"SCHOOL" 11'-4" x 8'-0" package, 1 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	46161519			EA	174.130000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: "SCHOOL" 14-6" x 10'-0" package, 1 ea

Extended Description:

"SCHOOL" 14-6" x 10'-0" package, 1 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	46161519			EA	176.720000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Right side lane drop arrow (Point to Left) pack 1 ea

Extended Description:

Right side lane drop arrow (Point to Left) pack 1 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	46161519			EA	176.750000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Left side lane drop arrow (Point to Right) pack 1 ea

Extended Description:

Right side lane drop arrow (Point to Right) pack 1 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	46161519			EA	187.740000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Railroad Crossing (package) 2 ea R's 12X78"x16" Material 20'

Extended Description:

Railroad Crossing (package) 2 ea R's 12X78"x16" Material 20' height, 42" width package, 1 ea.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
37	46161519			EA	156.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: White handicap Symbol with blue background

Extended Description:

White handicap Symbol with blue background 48" square package 2 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
38	46161519			EA	84.180000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Yield Line Triangles to be 24"x36" package 10 EA

Extended Description:

Yield Line Triangles to be 24"x36" package 10 EA

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
39	46161519			EA	133.770000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Freeway Ramp Wrong Way arrow 8" wide material package 2 ea

Extended Description:

Freeway Ramp Wrong Way arrow 8" wide material package 2 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
40	46161519			EA	203.840000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Skid Enhanced Bicycle with Rider and Helmet Symbol

Extended Description:

Skid Enhanced Bicycle with Rider and Helmet Symbol with 24"x48" Bicycle to point to the left, package 5 ea

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
41	46161519			EA	160.410000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Shared Bike Lane Symbol 9'4"x3'4" Skid Enhanced 2 ea pack

Extended Description:

Shared Bike Lane Symbol 9'4"x3'4" Skid Enhanced 2 ea pack

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
42	46161519			EA	139.920000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Type V Thermo, White, One Headed Roundabout Arrow Left,1 EA

Extended Description:

Type V Thermo, White, One Headed Roundabout Arrow Left,1 EA

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
43	46161519			EA	139.920000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Type V Thermo, White, One Headed Roundabout Arrow Right,1 EA

Extended Description:

Type V Thermo, White, One Headed Roundabout Arrow Right,1 EA

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
44	46161519			EA	147.870000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Type V Thermo, White, Two Headed Roundabout Arrow LT/RT,1 EA

Extended Description:

Type V Thermo, White, Two Headed Roundabout Arrow LT/RT,1 EA

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
45	46161519			EA	144.940000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Type V Thermo, White, Two Headed Roundabout Arrow LT/ST,1 EA

Extended Description:

Type V Thermo, White, TwoHeaded Roundabout Arrow LT/ST,1 EA

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
46	46161519			EA	144.940000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Type V Thermo, White, Two Headed Roundabout Arrow RT/ST,1 EA

Extended Description:

Type V Thermo, White, Two Headed Roundabout Arrow RT/ST,1 EA

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
47	46161519			EA	144.940000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Type V Thermo, White, Three Headed Roundabout Arrow LT/RT/ST

Extended Description:
Type V Thermo, White, Three Headed Roundabout Arrow LT/RT/ST,1 EA

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
48	46161519			EA	439.880000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Heat Gun Kit

Extended Description:
Heat Gun Kit



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

Ms. Kelli AH-Keen

Ennis Flint Inc

4161 Piedmont PKWY STE 370

Greensboro, NC 27410

11/29/2023

Jimmy Wriston, P. E.

Secretary of Transportation
Commissioner of Highways

Subject Contract Renewal: DOT23*41 (8523C2038) Type V Markings
Procurement folder: 116239

Ms. AH-Keen

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 3/15/24 through 3/14/25 . 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

josh.s.hemsworth@wv.gov

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

Josh Hemsworth

TRETCNO

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

Dane Alsabrook
Name/Signature

12-1-2023
Date

Director of Contract Administration
Title

PROCUREMENT USE ONLY

Signature/Title/Date

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West Virginia Secretary of State — Online Data Services

Business and Licensing

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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.

ENNIS-FLINT, INC.

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/23/2018		1/23/2018	Foreign	Profit			

Organization Information

Business Purpose	3255 - Manufacturing - Chemical Manufacturing - Paint, Coating, and Adhesive Manufacturing		Capital Stock		
Charter County			Control Number	9AKVW	
Charter State	NC		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	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	4161 PIEDMONT PARKWAY SUITE 370 GREENSBORO, NC, 27410
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	4161 PIEDMONT PARKWAY, SUITE 370 GREENSBORO, NC, 27410 USA
Type	Address

Officers	
Type	Name/Address
	R. STEVEN VETTER (CEO) + MICHAEL MURREN (CFO) 4161 PIEDMONT PARKWAY, SUITE 370 GREENSBORO, NC, 27410 USA
	ANDREW LIEBERT , DANIEL CARPENTER & ZINA BROOKS 4161 PIEDMONT PARKWAY, SUITE 370 GREENSBORO, NC, 27410 USA
Director	ERIC SCOTT ZARETSKY 4161 PIEDMONT PARKWAY, SUITE 370 GREENSBORO, NC, 27410
Director	EDWARD BAIDEN 4161 PIEDMONT PARKWAY, SUITE 370 GREENSBORO, NC, 27410
President	EDWARD BAIDEN 4161 PIEDMONT PARKWAY, SUITE 370 GREENSBORO, NC, 27410
Secretary	LAURA GREER 4161 PIEDMONT PARKWAY, SUITE 370 GREENSBORO, NC, 27410
Treasurer	JOHN A. JANKOWSKI 4161 PIEDMONT PARKWAY, SUITE 370 GREENSBORO, NC, 27410
Vice-President	BRICE HESTER (V.P. TAX & ACCOUNTING) 4161 PIEDMONT PARKWAY, SUITE 370 GREENSBORO, NC, 27410
Type	Name/Address

Annual Reports
Filed For
2023
2022
2021
2020
2019
Date filed

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

Wednesday, January 31, 2024 — 11:19 AM

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Entity

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JESTEP</u> Date: <u>1/31/24</u>	Agency: WVDOT
Solicitation No. <u>CMA DOT23*41</u> <u>CO#1</u>	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CMA DOT23*41
	PF No.: 1163239

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:

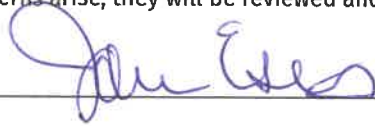
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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.**

11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**
13. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
14. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in wvOASIS. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
15. **Office of Technology CIO pre-approval.** See #11.
16. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
17. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
18. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
19. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at www.state.wv.us/admin/purchase/debar.html. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
20. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting Sam.gov. Instructions for manually checking a vendor's federal debarment status can be found online at https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at www.state.wv.us/admin/purchase/byrassign.pdf.