



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

State of West Virginia  
**Purchase Order**

Order Date: 04-19-2024

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>	CPO 0506 2848 BHS2400000002 2	<b>Procurement Folder:</b>	1365426
<b>Document Name:</b>	CO 1	<b>Reason for Modification:</b>	CO 1 To extend contract
<b>Document Description:</b>	BARBOURSVILLE SCHOOL WASTEWATER TREATMENT PLANT		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Crystal G Hustead		
<b>Telephone:</b>	(304) 558-2402		
<b>Email:</b>	crystal.g.hustead@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-10-27
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-12-31

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000204787			<b>Requestor Name:</b>	Mark S Fox
THE THRASHER GROUP INC				<b>Requestor Phone:</b>	(304) 356-4088
600 WHITE OAKS BLVD				<b>Requestor Email:</b>	mark.s.fox@wv.gov
BRIDGEPORT WV 26330				<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
<b>Vendor Contact Phone:</b>	304-343-7601	<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				

INVOICE TO	SHIP TO
PURCHASING AGENT - 304-356-4802	STATE OF WEST VIRGINIA
HEALTH AND HUMAN RESOURCES	JOBSITE - SEE SPECIFICATIONS
BBH/HF	
350 CAPITOL ST, RM 350	
CHARLESTON WV 25301-3702	No City WV 99999
US	US

4-23-2466

<b>Total Order Amount:</b>	\$105,000.00
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Purchasing Division's File Copy

CH 4/23/24

<b>PURCHASING DIVISION AUTHORIZATION</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>	<b>ENCUMBRANCE CERTIFICATION</b>
<b>DATE:</b> <i>Tina H 4/23/24</i>	<b>DATE:</b> <i>John D Gray 4/29/2024</i>	<b>DATE:</b> <i>Sam Dant 4-29-24</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ELECTRONIC SIGNATURE ON FILE</b>

**Extended Description:**

Change Order

Change Order No 1 is issued to extend the original contract to 12/31/24 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to complete the project only.

Effective date of change 12/16/2023

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121505	0.00000		0.000000	105000.00
Service From	Service To	Manufacturer	Model No		
2021-10-27	2024-12-31				

**Commodity Line Description:** Barboursville School Wastewater Treatment Plant Replacement

**Extended Description:**

To provide engineering services for the design involving a wastewater treatment plant at The Barboursville School located at:

1535 Martha Rd.  
Barboursville, WV 25504

There will be no federal funds used on this project.



COMPLEX PROJECTS  
REQUIRE RESOLVE  
**THRASHER'S GOT IT**

April 15, 2024

Mr. Kristopher Wilcoxon  
Director of Facilities Plant Operations  
WV Department of Health Facilities  
One Davis Square  
Charleston, WV 25301

Re: **Barboursville School**  
*(Connector to Village Sewage Collection System) D10-11051 / DEI 2114*  
**Engineering Agreement -- Time Extension Request**

Dear Mr. Wilcoxon:

The Thrasher Group hereby requests that its "time of performance" for the engineering services associated with the sewer extension from the Barboursville School to the Village of Barboursville's sewage collection system be extended through the end of the year (December 31, 2024). The extension is necessary because of delays with bidding the project (it was during this time that the DHHR was being reorganized) and because supply chain issues required that the construction contract be extended by approximately six (6) months to allow the contractor adequate time to procure and receive the pumping equipment, pipe and other materials that are required to transport the School's wastewater to the Village of Barboursville for treatment. Please note that the costs associated with the services being provided by Thrasher will not be changed as a result of this time extension being granted.

Please do not hesitate to call or email us if any additional information is required or if there are any questions.

Thank you,

Frederick L. Hypes, PE  
Senior Project Manager  
The Thrasher Group, Inc

FLH:mc  
Enclosures  
cc Clay Riley, PE Thrasher (via email)

R:\010\010-11051.00 WV DHHR Barboursville School -WWTP Connect\200 - Planning\5. Correspondence\Barboursville School - Time Extension Request 04-15-2024



STATE OF WEST VIRGINIA  
DEPARTMENT OF HUMAN SERVICES  
BUREAU FOR BEHAVIORAL HEALTH

Cynthia A. Persily, Ph.D.  
Cabinet Secretary

Christina Mullins  
Interim Commissioner

April 12, 2024,

**Bryan Rosen**

DHHR Deputy Secretary of Administration  
One Davis Square, Suite 100, East  
Charleston, WV 25301

Re: Justification Memo

**Mr. Rosen,**

The purpose of this letter is to justify the end service date of CPO BHS24\*01 for the Thrasher Group. The original CPO was for Dunn Engineers using CPO BHS22\*01 needed to be canceled and reissued due to the merger of the two companies. BHS24\*01 has been finalized and I am asking for CO #01 to extend the service period until ~~12/31/2023~~ to allow them to finish the project that they are overseeing.  
12/31/2024

Should you have any questions or need anything further, please do not hesitate to contact me. My phone number is 304-352-5579 and my email address is [mark.s.fox@wv.gov](mailto:mark.s.fox@wv.gov)

Sincerely,

A handwritten signature in black ink, appearing to read "Mark S. Fox".

Mark S. Fox

Procurement Specialist

Ok

*Althea Greenhowe*

*Extension  
and backdate  
JJA*



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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.*

### THE THRASHER GROUP, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/2/1983		6/2/1983	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b> 25000.0000
<b>Charter County</b>	Harrison	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.050000
<b>Authorized Shares</b>	500000	<b>Young Entrepreneur</b>	Not Specified

**Addresses**

Type	Address
<b>Mailing Address</b>	PO BOX 940 BRIDGEPORT, WV, 26330 USA
<b>Notice of Process Address</b>	LAUREN E. LINT, CFO PO BOX 940 BRIDGEPORT, WV, 26330
<b>Principal Office Address</b>	600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330 USA
Type	Address

**Officers**

Type	Name/Address
<b>Director</b>	HENRY W THRASHER 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
<b>Director</b>	CHAD M RILEY 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
<b>Incorporator</b>	HENRY A. THRASHER 203 HICKMAN STREET CLARKSBURG, WV, 26301 USA
<b>President</b>	HENRY WOOD THRASHER 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
<b>Secretary</b>	CLAYTON C. WHITE 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
<b>Treasurer</b>	LAUREN E. LINT 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
<b>Vice-President</b>	CHAD M. RILEY 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Type	Name/Address

**DBA**

DBA Name	Description	Effective Date	Termination L

BLUE MOUNTAIN AERIAL MAPPING	TRADENAME	4/1/2019	
BLUE MOUNTAIN ENGINEERING	TRADENAME	4/1/2019	
BLUE MOUNTAIN SURVEYING	TRADENAME	4/1/2019	
BLUE MOUNTAIN, INC.	TRADENAME	8/31/2018	
PENTREE, INC.	TRADENAME	7/25/2014	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

### Name Changes

Date	Old Name
3/26/2013	THRASHER GROUP, INC.
3/18/2013	THRASHER ENGINEERING, INC.
Date	Old Name

### Mergers

Merger Date	Merged	Merged State	Survived	Survived State
12/27/2012	BERKELEY ASSOCIATES, INC.	WV	THRASHER ENGINEERING, INC.	WV
12/27/2012	GUSTAFSON & ASSOCIATES, INC.	WV	THRASHER ENGINEERING, INC.	WV
12/27/2012	THRASHER ENVIRONMENTAL, INC.	WV	THRASHER ENGINEERING, INC.	WV
3/5/2013	GEOMETRICS GPS, INC.	WV	THRASHER ENGINEERING, INC.	WV
5/14/2014	RESOURCE ENGINEERING GROUP, INC.	WV	THE THRASHER GROUP, INC.	WV
7/25/2014	PENTREE, INC.	WV	THE THRASHER GROUP, INC.	WV
Merger Date	Merged	Merged State	Survived	Survived State

### Subsidiaries

Name	Address
	DUNN ENGINEERS, INC. 1000 CORPORATE LANDING CHARLESTON, WV, 25311
Name	Address

Date	Amendment
10/29/2018	STOCK CHANGES, SEE IMAGES
12/21/2017	CHANGED CAPITAL STOCK
7/25/2014	MERGER: MERGING PENTREE, INC., A QUALIFIED WV CORPORATION WITH AND INTO THE THRASHER GROUP, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR
5/14/2014	MERGER: MERGING RESOURCE ENGINEERING GROUP, INC., A QUALIFIED WV CORPORATION WITH AND INTO THE THRASHER GROUP, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR
3/26/2013	NAME CHANGE: FROM THRASHER GROUP, INC.
3/18/2013	NAME CHANGE: FROM THRASHER ENGINEERING, INC.
3/5/2013	MERGER: MERGING GEOMETRICS GPS, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR
12/27/2012	MERGER: MERGING BERKELEY ASSOCIATES, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR. THE EFFECTIVE DATE OF MERGER IS 1/1/2013
12/27/2012	MERGER: MERGING THRASHER ENVIRONMENTAL, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR. THE EFFECTIVE DATE OF MERGER IS 1/1/2013.
12/27/2012	MERGER: MERGING GUSTAFSON & ASSOCIATES, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR. THE EFFECTIVE DATE OF MERGER IS 1/1/2013
8/6/1999	INCREASE IN AUTH. CAP. STK FROM \$10,000 WITH 100 SHARES AT \$100.00 PAR TO \$25,000 WITH 25,000 SHARES AT \$1.00 PAR VALUE.
11/3/1983	CHANGE OF NAME: FROM H & T ENGINEERING CO.
Date	Amendment

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

Friday, April 12, 2024 — 2:10 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>4/23/24</u>  Solicitation No. <u>COT BHS24*02</u>	Agency: BHS  Procurement Officer Submitting Requisition: Althea Greenhowe  Requisition No. CPO 0506 BHS24*2  PF No.: 1365426
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_

*Cynthia Husband*

## REFERENCE:

### **FOR ALL SOLICITATION TYPES:**

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.**
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.**

## **FOR CHANGE ORDERS/RENEWALS:**

1. **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.
2. **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.**
3. **Office of Technology CIO pre-approval.** See #11.
4. **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.
5. **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.
6. **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.**
7. **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](http://www.state.wv.us/admin/purchase/debar.html). **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
8. **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](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.**

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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/byassign.pdf](http://www.state.wv.us/admin/purchase/byassign.pdf).