



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: 04-15-2024

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 0803 0858 DOT1600000043 13	<b>Procurement Folder:</b>	158735
<b>Document Name:</b>	PRESTRESSED CONCRETE BOX BEAMS	<b>Reason for Modification:</b>	Change Order No 1 To Cancel Contract/ per attach documents
<b>Document Description:</b>	Roll Document from 2020 to 2021		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Misty M DiSilvio		
<b>Telephone:</b>	(304) 558-8802		
<b>Email:</b>	misty.m.delong@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000201886	<b>Requestor Name:</b>	Angela J Moorman
EASTERN VAULT COMPANY INC PO BOX 1134		<b>Requestor Phone:</b>	(304) 558-9427
PRINCETON WV 24740 US		<b>Requestor Email:</b>	angie.j.moorman@wv.gov
<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 DISTRICT EIGHT - ALL LOCATIONS PO BOX 1516 ELKINS WV 26241 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

**Total Order Amount:** \$0.00

Purchasing Division's File Copy

JE 4/15/24

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>JM 4.14.24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Don 4.19.24</i> ELECTRONIC SIGNATURE ON FILE
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4/19/2024

**Extended Description:**

Change Order

Change Order No. 01 is issued to cancel this contract/purchase order in its entirety and all funds associated with the contract

Effective date of cancellation: 03/14/2024

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	30101717	0.00000	SF	33.900000	0.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** INTERIOR BEAM SECTION

**Extended Description:**

INTERIOR BEAM SECTION; 39" PRESTRESSED CONCRETE BOX BEAMS (3FT FT. WIDE) 4 BEAMS X 80"-6" OVERALL LENGTH

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	30101717	0.00000	SF	40.250000	0.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** EXTERIOR BEAM SECTION

**Extended Description:**

EXTERIOR BEAM SECTION; 39" PRESTRESSED CONCRETE BOX BEAMS(3FT FT. WIDE) 2 BEAMS X 80"-6" OVERALL LENGTH

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	30101717	0.00000	EA	100.000000	0.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** ADDITIONAL COST

**Extended Description:**

ADDITIONAL COST OF SKEWING ONE BEAM END 30 DEGREE LINEAR FOOT.6 BEAMS X 2 ENDS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	30101717	0.00000	EA	222.000000	0.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** ELASTOMERIC LAMINATED

**Extended Description:**

2 3/8" ELASTOMERIC LAMINATED BEARING PADS (60 DURO HARDNESS) 24-C2 PAD (4-3/4"X 15-1/2")

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	30101717	0.00000	EA	25.000000	0.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		

**Commodity Line Description:** ANCHOR BOLT

**Extended Description:**

1" DIAMETER X 2'-0" SWEDGED ANCHOR BOLT OR NO 8. DEFORMED REINFORCING BAR (GRADE 60) GALVANIZED

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	30101717	0.00000	SF	20.000000	0.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** JOINT FILLER

**Extended Description:**  
2 5/8" THICK SQONGE RUBBER PREFORMED JOINT FILLER

44.00 LINEAR FOOT AT 5" WIDE = 18.33 SF

12.00 LINEAR FOOT AT 4-1/2" WIDE= 4.50 SF

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	30101717	0.00000	SF	20.000000	0.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** JOINT FILLER

**Extended Description:**  
1" THICK SQONGE RUBBER PREFORMED JOINT FILLER  
51.50 LINEAR FOOT AT 38" WIDE

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	30101717	0.00000	EA	188.800000	0.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** GUARDRAIL ATTACHMENTS ASSEMBLY

**Extended Description:**  
GUARDRAIL ATTACHMENT ASSEMBLY FOR BOX BEAMS WITH STUDS, NUTS, AND WASHERS.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	30101717	0.00000	LF	173.000000	0.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** GUARDRAIL SYSTEM

**Extended Description:**  
TYPE TL-2 BRIDGE GUARDRAIL SYSTEM

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	30101717	0.00000	LF	20.000000	0.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** POST TENSIONING

**Extended Description:**  
1" DIAMETER POST-TENSIONING THREAD BARS WITH NUTS

5 BARS AT 21'-4"  
2 BARS AT 12'-2"

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	30101717	0.00000	EA	100.000000	0.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** BEARING PLATE

**Extended Description:**  
BEARING PLATE 9" X 9" X 1"

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	30101717	0.00000	EA	99.000000	0.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** BEARING PLATE

**Extended Description:**  
BEARING PLATE 5" X 5" X 1-1/4"



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110

Alanna J. Keller, P.E., Charleston, West Virginia 25305-0430 • (304) 558-3505  
Deputy Secretary of Transportation  
Deputy Commissioner of Highways

Secretary of Transportation  
Commissioner of Highways

03/12/2024

Eastern Vault Company Inc

PO Box 1134

Princeton, WV 24740

[cstultz@easternvault.net](mailto:cstultz@easternvault.net)

[dhigginbotham@easternvault.net](mailto:dhigginbotham@easternvault.net)

[bcox@easternvault.net](mailto:bcox@easternvault.net)

**Re: Cancellation of Balance of CPO DOT1600000043  
PRESTRESSED CONCRETE BOX BEAMS**

Dear Mr. Monk

The above referenced Purchase Order in the amount of \$101,936.15 was issued on 03/25/2016. We are requesting your approval to cancel the remaining balance in its entirety of \$101,936.15 that still exists on purchase order CPO DOT1600000043.

Your signature on the line below will acknowledge that you concur with this action there are no outstanding invoices against the purchase order. Please email this letter back to me at [Dusty.J.Smith@wv.gov](mailto:Dusty.J.Smith@wv.gov). Failure to receive written exception to this cancellation by 3/14/24 constitute your concurrence with our cancellation plan.

This Cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific contract only.

If you have any questions or need additional information, please call 304-414-6859.

Dusty J Smith  
Assistant Procurement Officer  
WV Department of Transportation-  
Division of Highways - Procurement Office

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Signature

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Date



Smith, Dusty J <dusty.j.smith@wv.gov>

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**Re: CPO DOT1600000043 -Cancellation of Balance Prestressed Concrete Box Beams**

1 message

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**Smith, Dusty J** <dusty.j.smith@wv.gov>  
To: "Moorman, Angie J" <angie.j.moorman@wv.gov>

Tue, Mar 26, 2024 at 11:34 AM

I have received no response.

Thank you,

Mrs. Dusty Smith  
Assistant Procurement Officer  
304.414.6859

\*\*\*Any new Procurement information that has NOT been submitted to [DOTPROCUREMENT@WV.GOV](mailto:DOTPROCUREMENT@WV.GOV) is NOT in tracking. If it is not in tracking we are unable to process it.\*\*\*

On Tue, Mar 26, 2024 at 10:54 AM Moorman, Angie J <angie.j.moorman@wv.gov> wrote:  
any thing back from Vendor on this one,

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

From: **Smith, Dusty J** <dusty.j.smith@wv.gov>  
Date: Wed, Mar 13, 2024 at 9:11 AM  
Subject: CPO DOT1600000043 -Cancellation of Balance Prestressed Concrete Box Beams  
To: <cstultz@easternvault.net>, <dhigginbotham@easternvault.net>, <bcox@easternvault.net>  
Cc: Angie J Moorman <angie.j.moorman@wv.gov>, Kristy E James <kristy.e.james@wv.gov>

Please see the attached memo. You have until March 15, 2024. Failure to receive a written exception to this cancellation by 3/15/24 constitutes your concurrence with our cancellation plan.

If you have any questions please let me know,

Thank you,  
Mrs. Dusty Smith  
Assistant Procurement Officer  
PH 304.414.6859

1900 Kanawha Blvd E  
Building 6 RM 340  
Charleston, WV 25305

Main 304-558-0408

Fax 304.558.0047

\*\*\*Any new Procurement information that has NOT been submitted to [DOTPROCUREMENT@WV.GOV](mailto:DOTPROCUREMENT@WV.GOV) is NOT in tracking. If it is not in tracking we are unable to process it.\*\*\*

**CANCEL RQS/Award**

<b>Date:</b>	04/15/2024	<b>Opening Date:</b>	12/15/15
<b>File Number:</b>	33		
<b>Requisition Number:</b>	CRFQ DOT16*46 / CPO DOT16*43	<b>Procurement Folder:</b>	158735
<b>Spending Unit:</b>	DOH Division of Highways		
<b>Awarded to:</b>	Eastern Vault Co. Inc.	<b>Amount:</b>	101,936.15
<b>Reason for Cancellation:</b>	Eastern Vault out of business		
<p>By attached memo, the agency is requesting cancellation of subject CRFQ/CMA.</p> <p>The WV Division of Highways has determined, to cancel the CPO in its entirety. The Division of Highways has determined that Eastern Vault is out of business.</p>			

Signature:   
John Estep, Buyer

Signature:   
Buyer Supervisor

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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.*

### EASTERN VAULT COMPANY, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	5/6/1970		5/6/1970	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	3273 - Manufacturing - Nonmetallic Mineral Product Manufacturing - Cement and Concrete Product Manufacturing (ready-mix, pipe, brick, block, other)		<b>Capital Stock</b> 5000.0000
<b>Charter County</b>	Mercer	<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>	100.000000
<b>Authorized Shares</b>	50	<b>Young Entrepreneur</b>	Not Specified



<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	494 COURTHOUSE ROAD PRINCETON, WV, 24740
<b>Mailing Address</b>	PO BOX 1134 PRINCETON, WV, 24740
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM C T CORPORATION SYSTEM 5098 WASHINGTON ST. W., STE 407 CHARLESTON, WV, 25313-1561
<b>Principal Office Address</b>	494 COURTHOUSE ROAD PRINCETON, WV, 24740
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	JERRY DONATELLI 555 FIFTH AVENUE NEW YORK, NY, 10017
<b>Incorporator</b>	GEORGE A. MORTON P.O. BOX 908 PRINCETON, WV, 24740 USA
<b>Incorporator</b>	WILLIAM D. CALFEE, JR. RT. 5, BOX 205-B PRINCETON, WV, 24740 USA
<b>President</b>	JEFFREY CHASTAIN 494 COURTHOUSE RD PO BOX 1134 PRINCETON, WV, 24740
<b>Treasurer</b>	BARRY K HIRSCH 208 PEAR TREE CT FORT MILL, SC, 29715
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination.</b>

AMERICAN BLOCK COMPANY	TRADENAME	2/21/2017	
EVERCAST	TRADENAME	1/13/2021	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

<b>Mergers</b>				
<b>Merger Date</b>	<b>Merged</b>	<b>Merged State</b>	<b>Survived</b>	<b>Survived State</b>
7/15/2015	EV ACQUISITION, INC.	WV	EASTERN VAULT COMPANY, INC.	WV
2/1/2017	AMERICAN BLOCK COMPANY, INC.	WV	EASTERN VAULT COMPANY, INC.	WV
<b>Merger Date</b>	<b>Merged</b>	<b>Merged State</b>	<b>Survived</b>	<b>Survived State</b>

<b>Date</b>	<b>Amendment</b>
<b>2/1/2017</b>	MERGER: MERGING AMERICAN BLOCK COMPANY, INC., A QUALIFIED WV CORPORATION WITH AND INTO EASTERN VAULT COMPANY, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR
<b>7/15/2015</b>	RESTATED ARTICLES OF INCORPORATION FILED
<b>7/15/2015</b>	MERGER: MERGING EV ACQUISITION, INC., A QUALIFIED WV CORPORATION WITH AND INTO EASTERN VAULT COMPANY, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR
<b>6/30/1975</b>	CHANGE OF PAR VALUE & NOT OF SHARES: TO 5,000 SHARES @ \$1 E ACH, AUTHORIZED CAPITAL REMAINS @ \$5,000; ROLL 96.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2023	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, April 15, 2024 — 11:28 AM

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Entity

**Entity Name**

No results found

**CAGE / NCAGE**

Location   
Status

Active  
 Inactive

**No matches found**  
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Would you like to include inactive records in your search results?

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>4/15/24</u>	Agency: WVDOT
Solicitation No. <u>CPO DOT16*43</u> <u>CO#1</u>	Procurement Officer Submitting Requisition: Dusty Smith
	Requisition No. CPO16*43
	PF No.: 158735

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division 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
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:**

1	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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:

### **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=b372dad1b4ac5d40ca4a97ae54bcbb2&spa=1](https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dad1b4ac5d40ca4a97ae54bcbb2&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/byrassign.pdf](http://www.state.wv.us/admin/purchase/byrassign.pdf).