



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: 04-06-2022

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 0805 0805 PTR2100000009 3	Procurement Folder: 868304
Document Name: Coordination Drug and Alcohol Oversight	Reason for Modification:
Document Description: Coordination Drug and Alcohol Oversight	Change order 2 is issued to renew the contract.
Procurement Type: Central Master Agreement	
Buyer Name:	
Telephone:	
Email:	
Shipping Method: Best Way	Effective Start Date: 2021-06-01
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2023-05-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000172976 RLS & ASSOCIATES INC 3131 S DIXIE HWY STE 545  DAYTON OH 45439 US Vendor Contact Phone: 937-299-5007 Extension:	Requestor Name: John S Caldwell Requestor Phone: (304) 558-9578 Requestor Email: john.s.caldwell@wv.gov																				
Discount Details:	<b>22</b> FILE LOCATION _____																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <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			
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#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE PUBLIC TRANSIT DIVISION OF  BLDG 5 RM 663  1900 KANAWHA BLVD E  CHARLESTON WV 25305-0432  US	GENERAL MANAGER PUBLIC TRANSIT DIVISION OF  KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY  1550 FOURTH AVE  CHARLESTON WV 25324  US

*4-12-2022 BAT*

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

ENTERED

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara* 4/12/2022  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John S. Caldwell*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *John S. Caldwell* 4/13/2022  
 ELECTRONIC SIGNATURE ON FILE

*4/13/2022*

**Extended Description:**

Change Order

Change Order #2 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 June 1, 2022 through May 31, 2023.

Renewals Remaining; 2

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

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	94131504				0.000000
	<b>Service From</b>	<b>Service To</b>			
	2021-06-01	2022-05-31			

**Commodity Line Description:** Coordination Drug & Alcohol Oversight

**Extended Description:**

Coordination Drug & Alcohol Oversight As per Exhibit A pricing page



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Public Transit**

1900 Kanawha Boulevard East • Building Five • Room 663

Charleston, West Virginia 25305-0432

Telephone: (304) 558-0428 FAX: (304) 558-0174

TDD: (800) 742-6991

**William C. Robinson**  
Executive Director

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

April 5, 2022

**MEMORANDUM**

**TO:** David Pauline, Senior Buyer  
Purchasing Division

**FROM:** John Caldwell, Purchasing Officer  
Division of Public Transit

**SUBJECT:** Justification to Renew CMA PTR 21\*9

A handwritten signature in cursive script, appearing to read "John Caldwell", is written over the "FROM:" line of the memorandum.

The Division of Public Transit is requesting to renew CMA PTR 21\*9, Coordination Drug & Alcohol Oversight with RLS Associates, Inc. for one year beginning June 1, 2022, through May 31, 2023, with the same terms and conditions as outlined in original contract.

The contract will have 2 renewals remaining.

If you have any questions or concerns, please contact me at 304-414-8976,  
[John.S.Caldwell@wv.gov](mailto:John.S.Caldwell@wv.gov)



**Moving Public Transportation**

*Into the Future*

April 01, 2022

Mr. William C. Robinson  
West Virginia Department of Transportation  
Division of Public Transit  
Building 5, Room 906  
1900 Kanawha Boulevard, E.  
Charleston, WV 23505-0432

Dear Mr. Robinson:

CONTRACT NO. PTR210000009 – Coordination Drug and Alcohol Oversight, RLS & ASSOCIATES, INC. FEDERAL EMPLOYER ID NO. 31-1287821

RLS & Associates, Inc. (RLS) requests to enter with West Virginia Division of Public Transit into a one-year renewal (6/1/2022 – 5/31/2023) for the above-referenced contract, in accordance with the terms and conditions submitted in RLS' original bid to, and subsequent contract with, the WVDOT Division of Public Transit.

As RLS President, I am the individual authorized to enter into this contract extension. You may contact me at (937) 299-5007.

Respectfully submitted,

  
Robbie E. Sarles  
President

Enclosure: Purchasing Affidavit