



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: 06-02-2022

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 PTR2200000003 2	Procurement Folder:	972579
Document Name:	Consultant Services for PVTA	Reason for Modification:	Change Order No. 1 - administrative change order to revise commodity line to aid in issuance of delivery orders.
Document Description:	Consultant Services for PVTA		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-01-18
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-01-17

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000172976	Requestor Name:	John S Caldwell
RLS & ASSOCIATES INC 3131 S DIXIE HWY STE 545		Requestor Phone:	(304) 558-9578
DAYTON OH 45439 US		Requestor Email:	john.s.caldwell@wv.gov
Vendor Contact Phone:	937-299-5007	<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Extension:			
Discount Details:			
#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	AUTHORIZED RECEIVER PUBLIC TRANSIT DIVISION OF BLDG 5 RM 663 1900 KANAWHA BLVD E CHARLESTON WV 25305-0432 US

Purchasing Division's File Copy

Total Order Amount:	Open End
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ENTERED

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya K 6/2/2022*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
Beverly Telen
 DATE: *6-9-2022*
 ELECTRONIC SIGNATURE ON FILE

6/8/2022

Extended Description:

Change Order No. 1 - Administrative change order to revise the commodity line unit of measure from EA to LS for lump sum so delivery orders can be set up to aide the payment process.

The unit of measure was changed from EA (each) to LS (lump sum). The pricing page showing the unit pricing for all items awarded is attached for referenced.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	94131504			LS	0.000000
	Service From	Service To			

Commodity Line Description: Consultant Services for PVTA

Extended Description:

Pricing Page attached for reference.

Consultant Services for PVTA to establish an open ended contract to determine the facility requirements and needs, as well as, the route and passenger requirements.

EXHIBIT A - PRICING PAGE
PVTA Facility and Service Needs and Requirements
CRFQ PTR22*02

RLS & Associates, Inc.
 Company Name

<i>Task Number</i>	<i>Description</i>	<i>Unit of measure</i>	<i>Unit Price</i>	<i># of Units</i>	<i>Extended Price</i>
4.1.1	Review County Plans. Currently operates in five counties.	Per Review	\$431.84		
4.1.2	Analyze current routes and suggest potential changes. Up to 20 routes.	Hour	\$86.13		
4.1.3	Collect passenger counts for past three years by route and location.	Hour	\$69.28		
4.1.4	Project ridership growth or decline.	Hour	\$96.24		
4.1.5	Analyze staffing and infrastructure needs.	Hour	\$126.66		
4.1.6	costs, capital expenses, and operating revenues	Hour	\$102.82		
4.1.7	Propose fare and service adjustments	Hour	\$113.49		
4.1.8	Project sources of revenues	Hour	\$122.58		
4.1.9	SWOT Analysis	Hour	\$350.15		
4.1.10	Post COVID-19 ridership analysis	Hour	\$123.32		
4.1.11	Survey/Interview Residents	Hour	\$68.05		
4.2	Progress Meetings	Per Task	\$1,613.55		
4.2	Monthly Progress Reports	Per Task	\$196.24		
TOTAL COST:					



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CMA PTR 22-3

1 message

Caldwell, John S <john.s.caldwell@wv.gov>
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Thu, Jun 2, 2022 at 8:25 AM

That would be great.
John Caldwell
Purchasing Officer
WV Division of Public Transit
1900 Kanawha Blvd. East
Building 5, Room 663
Charleston WV 25305
Ph: 304-414-8976
Fax: 304-558-0174
John.S.Caldwell@wv.gov

On Wed, Jun 1, 2022 at 4:33 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Not sure - I don't ever do anything with the accounting or delivery orders but I would think if the invoice unit price matches the pricing page, you should be able to do a commodity line with a total.

You should be able to do a commodity line for each item or line on the invoice.

Do you want me to proceed with the change order as is?

Hope this helps.
Tara

On Wed, Jun 1, 2022 at 4:01 PM Caldwell, John S <john.s.caldwell@wv.gov> wrote:

| Tara,
That sounds fine to me, I just have a question. Will it be set up so I can make payments on the total?
thanks,
John Caldwell
Purchasing Officer
WV Division of Public Transit
1900 Kanawha Blvd. East
Building 5, Room 663
Charleston WV 25305
Ph: 304-414-8976
Fax: 304-558-0174
John.S.Caldwell@wv.gov

On Wed, Jun 1, 2022 at 3:33 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

John,

David forwarded your email to me for review.

I started a DRAFT of an administrative change order to change the unit of measure from EA to LS (lump sum) and removed the amount.

It will still have to go through signature/approvals but this may help. What do you think?

Let us know and we'll get it fixed up and submitted.

Thanks,
Tara

On Tue, May 31, 2022 at 1:20 PM Pauline, David H <david.h.pauline@wv.gov> wrote:
| take a look at John's email below.

David Pauline

David Pauline, Senior Buyer
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305-0130

(304) 558-0067

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

From: **Caldwell, John S** <john.s.caldwell@wv.gov>
Date: Tue, May 31, 2022 at 1:06 PM
Subject: CMA PTR 22-3
To: David H Pauline <david.h.pauline@wv.gov>

David, Good afternoon. I was wondering if there was something in the CMA that would make it easier to set up the ADO for payment? in the unit price column it has the total contract amount of \$52, 025.00 and for each line item I would have to figure out the percentage of the total amount and the amount billed to come up with line amount? The percentages are very difficult to figure. I started an ADO PTR 22-84. Any suggestions?
thanks,

John Caldwell
Purchasing Officer
WV Division of Public Transit
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Charleston WV 25305
Ph: 304-414-8976
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John.S.Caldwell@wv.gov