



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

State of West Virginia  
**Contract**

Order Date: 10-28-2022

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>         | CCT 0313 0313 DEP2300000002 2                 | <b>Procurement Folder:</b>      | 1030855  |
| <b>Document Name:</b>        | AB Manager Lab Accreditation System, or Equal | <b>Reason for Modification:</b> | CO No 1 to issue Notice to Proceed per the attached documentation. |
| <b>Document Description:</b> | CO No 1 to issue Notice to Proceed            |                                 |  |
| <b>Procurement Type:</b>     | Central Contract - Fixed Amt                  |                                 |  |
| <b>Buyer Name:</b>           | Joseph E Hager III                            |                                 |  |
| <b>Telephone:</b>            | (304) 558-2306                                |                                 |  |
| <b>Email:</b>                | joseph.e.hageriii@wv.gov                      |                                 |  |
| <b>Shipping Method:</b>      | Best Way                                      | <b>Effective Start Date:</b>    | 2022-10-17   |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid                     | <b>Effective End Date:</b>      | 2023-10-16   |

| VENDOR                           |                         | DEPARTMENT CONTACT         |                           |
|----------------------------------|-------------------------|----------------------------|---------------------------|
| <b>Vendor Customer Code:</b>     | VS0000041211            | <b>Requestor Name:</b>     | Jessica S Chambers        |
| AQS, Inc.<br>2112 Deer Run Drive |                         | <b>Requestor Phone:</b>    | 304-926-0499              |
| South Weber                      | UT 84405                | <b>Requestor Email:</b>    | jessica.s.chambers@wv.gov |
| US                               |                         |                            |                           |
| <b>Vendor Contact Phone:</b>     | 8014761365 Extension:   |                            |                           |
| <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             |                            |                           |

**23**  
 FILE LOCATION \_\_\_\_\_

| INVOICE TO  | SHIP TO  |
|---|--|
| ENVIRONMENTAL PROTECTION<br>DIV OF WASTE AND WATER MGT<br>601 57TH ST SE<br>CHARLESTON WV 25304<br>US | ENVIRONMENTAL PROTECTION<br>DIVISION OF WATER AND WASTE MGT<br>601 57TH ST SE<br>CHARLESTON WV 25304<br>US |

10-28-22  
 BAX

Purchasing Division's File Copy

|                            |             |
|----------------------------|-------------|
| <b>Total Order Amount:</b> | \$52,375.00 |
|----------------------------|-------------|

**ENTERED**

JA 10.28.2022

|   |  |  |
|---|--|--|
| <b>PURCHASING DIVISION AUTHORIZATION</b><br>DATE: <i>10-28-22</i><br>ELECTRONIC SIGNATURE ON FILE | <b>ATTORNEY GENERAL APPROVAL AS TO FORM</b><br><i>John S. Gray</i><br>DATE: <i>11/2/2022</i><br>ELECTRONIC SIGNATURE ON FILE | <b>ENCUMBRANCE CERTIFICATION</b><br><i>Beverly Toler</i><br>DATE: <i>11-2-2022</i><br>ELECTRONIC SIGNATURE ON FILE |
|---|--|--|

**Extended Description:**

Change Order No 1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Term: 10/17/2022 Through 10/16/2023

No other changes.

| Line                | Commodity Code    | Quantity            | Unit | Unit Price      | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|-------------|
| 1                   | 81162000          | 0.00000             |      | 0.000000        | \$37,375.00 |
| <b>Service From</b> | <b>Service To</b> | <b>Manufacturer</b> |      | <b>Model No</b> |             |
| 2022-10-17          | 2023-10-16        |                     |      |                 |             |

**Commodity Line Description:** Auto Lab Accreditation System, AQS AB Manager or Equal**Extended Description:**

Vendor's bid for this item will include total cost for initial set-up, technical support, training, updates, enhancements and bug fixes for the initial year. Will also include maintenance and support for First Year.

| Line                | Commodity Code    | Quantity            | Unit | Unit Price      | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|-------------|
| 2                   | 81112201          | 120.00000           | HOUR | 125.000000      | \$15,000.00 |
| <b>Service From</b> | <b>Service To</b> | <b>Manufacturer</b> |      | <b>Model No</b> |             |
|                     |                   |                     |      |                 |             |

**Commodity Line Description:** Custom Programming and Support**Extended Description:**

Reference Specification 4.1.15.3 Vendor's bid will include total cost for any custom programming and support that may be requested over the course of the entire 5 year contract. Hours are estimated at 120 hours (for bidding purposes only). Vendor will only bill for actual hours pre-approved and used. Custom programming and support must be pre-approved in writing by a representative of the WV DEP.



west virginia department of environmental protection

Division of Water and Waste Management  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304  
Phone: 304-926-0495 / Fax: 304-926-0463

Harold Ward, Cabinet Secretary  
dep.wv.gov

October 14, 2022

Mr. Joel Workman  
President, AQS, Inc.  
2112 Deer Run Drive  
South Weber, Utah 84405

RE: Notice to proceed, CCT DEP2300000002 AB Manager Lab Accreditation System

Mr. Workman,

This letter is to notify AQS, Inc. that the Notice to Proceed start date for the above referenced contract is October 17<sup>th</sup>, 2022. The length of initial contract is one year with the option to renew years 2-5 as outlined in the specifications.

If your company agrees to the above start date, please sign below, and return the required document to the address listed above or via email at Justin.D.Carpenter@wv.gov. If you have any questions, please let me know.

  
WVDEP Representative/Date 10-19-22

**To Be Completed by the Vendor:**

We agree to the above referenced contract effective dates

 18 Oct 2022  
Vendor Signature/Date

Regards,

Justin Carpenter  
ERPM I Laboratory Certification



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY  
State Capitol  
Charleston, West Virginia 25305

Mark D. Scott  
Cabinet Secretary

Joshua D. Spence  
Chief Information Officer

**TO: Larry Workman, Procurement Specialist, Senior  
Department of Environmental Protection**

**FROM: Joshua D. Spence, Chief Information Officer  
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
CRFQ 0313 DEP23\*07 IS&C NUMBER: \*|CTO Request Number|\***

**DATE: October 21, 2022**

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to “evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units.”

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve “a major information technology project.”

West Virginia Code §5A-6-5 requires that “any state spending unit that pursues an information technology purchase that does not meet the definition of a ‘major technology project’ and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Technology Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for RFQ Award AQS for AB Manager Lab Accreditation System, the Office of Technology has determined:

That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office’s official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at [Consulting.Services@wv.gov](mailto:Consulting.Services@wv.gov).