



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: 04-19-2023

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 PTR210000009 6	Procurement Folder:	868304
Document Name:	Coordination Drug and Alcohol Oversight	Reason for Modification:	Change Order #4 is issued to renew the contract per the attached documentation.
Document Description:	Coordination Drug and Alcohol Oversight		
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:	2024-05-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000172976	Requestor Name:	John S Caldwell
RLS & ASSOCIATES INC		Requestor Phone:	(304) 558-9578
3131 S DIXIE HWY STE 545		Requestor Email:	john.s.caldwell@wv.gov
DAYTON	OH 45439	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US			
Vendor Contact Phone:	937-299-5007 Extension:		
Discount Details:			

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

*HIB 4-26-23*

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

**ENTERED**

*DATE 4/25/23*  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *T. W. H. 4/26/2023*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE  
*4/26/2023*

ENCUMBRANCE CERTIFICATION  
*Beverly Toler*  
 DATE: *4-26-2023*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 4 is issued to renew and the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.

Effective date of renewal June 1, 2023 thru May 31, 2024

Renewal years remaining: 1 year

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

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	94131504				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
	2021-06-01	2024-05-31		0.00	

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

**Extended Description:**

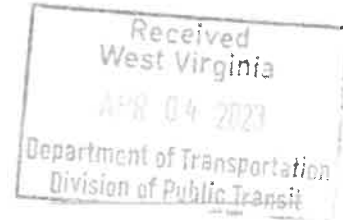
Coordination Drug & Alcohol Oversight As per Exhibit A pricing page



**Moving Public Transportation  
Into the Future**

March 27, 2023

Mr. William C. Robinson  
West Virginia Department of Transportation  
Division of Public Transit  
Building 5, Room 906  
1900 Kanawha Boulevard, E.  
Charleston, WV 25305-0432



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 (6/1/2023 – 5/31/2024) 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 L. Sarles  
President



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Multimodal Transportation Facilities**

1900 Kanawha Boulevard East • Building Five • Room 132  
Charleston, West Virginia 25305-0432 • (304) 414-4645  
FAX: (304) 558-3326 • TDD: (800) 742-6991

Lucinda K. Butler  
Commissioner

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

April 18, 2023

MEMORANDUM

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

**FROM:** John Caldwell, Purchasing Officer  
West Virginia Division of Multimodal Transportation Facilities –  
Public Transit

**SUBJECT:** Renewal Request for CMA PTR 21-9

A handwritten signature in black ink, appearing to read "John Caldwell", with a long horizontal flourish extending to the right.

The West Virginia Division of Multimodal Transportation Facilities – Public Transit request to renew the original contract according to all terms, conditions, and specification contained in the original contract and all authorized change orders with RLS & Associates Inc. for one year beginning June 1, 2023 thru May 31, 2024.

There is one renewal remaining on this contract.

IF you have any questions, or need addition information, please call me at 304-414-8976 or email at [John.S.Caldwell@wv.gov](mailto:John.S.Caldwell@wv.gov) Thank you.