



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: 12-14-2023

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 0211 4079 GSD2200000002 4	Procurement Folder:	952001
Document Name:	Plant Commodities	Reason for Modification:	Change Order 3 To renew the contract
Document Description:	Plant Commodities		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-12-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-12-09

VENDOR		DEPARTMENT CONTACT																
Vendor Customer Code:	000000209983	Requestor Name:	John C Cummings															
GRITTS MIDWAY GREENHOUSE LLC 14844 CHARLESTON RD		Requestor Phone:	304-352-5521															
RED HOUSE WV 25168 US		Requestor Email:	john.c.cummings@wv.gov															
Vendor Contact Phone:	304-586-2449																	
Discount Details:		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																
	<table border="1"> <thead> <tr> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1 No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2 No</td> <td></td> <td></td> </tr> <tr> <td>#3 No</td> <td></td> <td></td> </tr> <tr> <td>#4 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		
Discount Allowed	Discount Percentage			Discount Days														
#1 No	0.0000			0														
#2 No																		
#3 No																		
#4 No																		

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

1-824 GC

Total Order Amount:	Open End
----------------------------	----------

Purchasing Division's File Copy

MKP 01/08/2024

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tanya G 1/8/2024*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray 1/18/2024*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *1-18-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 3 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the current contract including all authorized change orders.

Effective date of renewal December 10, 2023 through December 9, 2024.

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	10161500			EA	35.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Crape Myrtle
2.5Gal Container

Extended Description:

Crape Myrtle
2.5Gal Container

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	10161500			EA	42.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Hicksii Yew Shrub
2.5 Gal. Container

Extended Description:

Hicksii Yew Shrub
2.5 Gal. Container

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	10161500			EA	30.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Green Velvet Boxwood Shrub
2.5 Gal. Container

Extended Description:

Green Velvet Boxwood Shrub
2.5 Gal. Container

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	10161801			EA	7.500000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Boston Fern
1Gal

Extended Description:

Boston Fern
1Gal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	10161801			EA	42.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Kimberley Fern
1 Gal.

Extended Description:
Hicksii Yew Shrub
2.5 Gal. Container

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	70111500			EA	6.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Perennial Grasses
1.5Gal Container

Extended Description:
Perennial Grasses
1.5Gal Container

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	70111500			EA	5.500000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Perennial Grasses
1Gal

Extended Description:
Perennial Grasses
1Gal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	70111500			EA	6.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Perennial Flowers
1.5Gal Container

Extended Description:
Perennial Flowers
1.5Gal Container

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	70111500			EA	5.500000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Perennial Flowers
1Gal

Extended Description:
Perennial Flowers
1Gal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	70111500			EA	15.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Perennial Flowers
3Gallon

Extended Description:
Perennial Flowers
3Gallon

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	70111500			EA	4.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Hardy Mums
1Gal

Extended Description:
Hardy Mums
1Gal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	70111500			EA	1.750000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Pansies
4 1/2" pot

Extended Description:
Pansies
4 1/2" pot

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	70111500			EA	3.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Pansies
6-7" Pot

Extended Description:
Pansies
6-7" Pot

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	70111500			EA	2.250000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Annual Flower
4 1/2" pot

Extended Description:
Annual Flower
4 1/2" pot

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	70111500			EA	3.750000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Annual Flower
6" - 7" pot

Extended Description:
Annual Flower
6" - 7" pot

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	70111500			EA	4.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Annual Flower
1Gal

Extended Description:
Annual Flower
1Gal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	70111500			EA	9.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Annual Flower Flat of 32

Extended Description:
Annual Flower Flat of 32

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	70111500			EA	2.500000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Accent Plant
4 1/2" pot

Extended Description:
Accent Plant
4 1/2" pot

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	70111500			EA	6.750000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Accent Plant
6" - 7" pot

Extended Description:
Accent Plant
6" - 7" pot



STATE OF WEST VIRGINIA
 DEPARTMENT OF ADMINISTRATION
 GENERAL SERVICES DIVISION
 State Capitol
 Charleston, West Virginia 25305

Mark D. Scott
 Cabinet Secretary

John K. McHugh
 Director

November 28, 2023

GRITTS MIDWAY GREENHOUSE, LLC.
 14844 Charleston Rd
 Red House, WV 25322

REF: CMA 0211 GSD2200000002 Plant Commodities

Penny Goff,

The above referenced contract will expire on December 09, 2023. The West Virginia Department of Administration, General Services Division wishes to renew the contract for one (1) year under the same pricing, specifications, terms and conditions. The renewal term of the contract will be December 10, 2023 through December 09, 2024. If you are in agreement to renew this contract, please sign below and return to Wayne Boswell, via email at Paul.W.Boswell@wv.gov, at your earliest convenience.

If you have any questions, please feel free to contact me.

Thank you,

Paul W Boswell

P. Wayne Boswell
 Procurement Assistant, General Services Division

Penny Goff
 Name/Signature

12/9/23
 Date

Partner, Member

Title

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>05-MPattney</u> Date: <u>01/08/2024</u> Solicitation No. _____ C/o 3	Agency: General Services Division Procurement Officer Submitting Requisition: Wayne Boswell Requisition No. CMA GSD2200000002 PF No.: 952001
---	--

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 type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change Order
 started processing in
 12/14/23 - delayed in
 purchasing due to illness / holiday
 WB

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>

*Completed
9/10/2024*

**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: *Melissa K. Pettrey, Senior Buyer*