



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

State of West Virginia
Master Agreement

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Date: 02-28-2024

Order Number:	CMA 0313 0313 DEP2100000017 4	Procurement Folder:	783123
Document Name:	Homogenization and Analysis of Fish Tissue Samples	Reason for Modification:	
Document Description:	Homogenization and Analysis of Fish Tissue Samples	CO #3 - To Renew for One (1) Year.	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-01-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-01-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000184626	Requestor Name:	Linda L Stanley
PACE ANALYTICAL SERVICES LLC		Requestor Phone:	(304) 414-1144
5 WEATHERIDGE DR		Requestor Email:	linda.l.stanley@wv.gov
HURRICANE	WV 25526	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US			
Vendor Contact Phone:	304-757-8954 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION	STATE OF WEST VIRGINIA
DIV OF MINING & RECLAMATION	JOBSITE - SEE SPECIFICATIONS
601 57TH STSE	
CHARLESTON WV 25304	No City WV 99999
US	US

3-202462

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

JA 3.19.24
 PURCHASING DIVISION AUTHORIZATION
 DATE: *3/20/24*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *3-21-24*
 ELECTRONIC SIGNATURE ON FILE

3/21/2024

Extended Description:

Change Order

Change Order #3 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 01/15/2024 through 01/14/2025.

Renewals Remaining: Zero (0)

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	81102600			EA	25.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Prepare filets from whole-fish samples

Extended Description:

Cost per fish to prepare filets from whole-fish samples. Includes both left and right side filets. Section 3.1.2.1

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81102600			EA	25.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Prepare homogenate of fillet specimens

Extended Description:

Cost per sample (up to 10 filets) to prepare homogenate of fillet specimens. (Section 3.1.3.2.1)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81102600			EA	35.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Prepare homogenate for whole-fish samples

Extended Description:

Cost per fish to prepare homogenate for whole-fish samples. Small fish may be grouped and considered one sample. (Section 3.1.3.2.2)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	81102600			EA	75.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Perform % lipids analysis

Extended Description:

Cost per sample to perform % lipids analysis. (Section 3.1.3.3.6)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	81102600			EA	10.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Perform % moisture analysis

Extended Description:

Cost per sample to perform % moisture analysis. (Section 3.1.3.3.3)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	81102600			EA	60.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Perform Hg analysis

Extended Description:

Cost per sample to perform Hg analysis. (Section 3.1.3.3.4)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	81102600			EA	70.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Perform PCBs analysis

Extended Description:

Cost per sample to perform PCBs analysis. (Section 3.1.3.3.5)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	81102600			EA	60.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Perform Se analysis

Extended Description:

Cost per sample to perform Se analysis. (Section 3.1.3.3.3)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	81102600			HOUR	100.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Cost per hour for professional staff representation of data

Extended Description:

Cost per hour for professional staff representation of data in legal/administrative meetings. (Section 3.1.3.5)



ok JWC

west virginia department of environmental protection

Division of Mining and Reclamation
601 57th Street SE
Charleston, WV 25304
304-926-0499

Harold D. Ward, Cabinet Secretary
dep.wv.gov

February 22, 2024

Pace Analytical Services LLC
PO Box 286
Beaver, WV 25813
Attn: Jason Clark
Jason.Clark@pacelabs.com

Re: CMA: DEP21*17 Renewal
Homogenization and Analysis of Fish Tissue Samples

Mr. Clark,

The West Virginia Department of Environmental Protection Office of Mining and Reclamation is offering to renew the subject contract under the same terms, conditions, pricing and specifications. The renewal dates are January 15, 2024, to January 14, 2025. A current copy of your certificate of liability insurance listing WV DEP as the certificate holder is required to renew this contract.

If your company agrees to this renewal, please sign below in blue ink and email the required documents to Leigh.A.Shaffer@wv.gov for processing .

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

Thanks,

Leigh Ann
Shaffer

Digitally signed by Leigh Ann
Shaffer
Date: 2024.02.22 10:47:42
-05'00'

Leigh Ann Shaffer, Procurement Specialist
DEP Representative/Title/Signature

To Be Completed By The Vendor:

I agree to renew the above referenced contract for the period as stated above according to all terms, conditions, pricing and specifications contained in the original contract including all authorized change orders.

Jason Clark, Director Lab Operations
Representative/Title/Signature

2/22/2024
Date



APPROVED
LH Shaffer
3/19/24

west virginia department of environmental protection

Division of Mining & Reclamation
601 57th Street SE
Charleston, WV 25304-2345
Phone 304-926-0499

Harold D. Ward, Cabinet Secretary
dep.wv.gov

MEMORANDUM

To: Josh Hager, Senior Buyer
WV Purchasing Division

From: Leigh Ann Shaffer, Procurement Specialist
DEP/Division of Mining and Reclamation

Date: March 1, 2024

Subject: CMA: DEP21*17 CO No. 3 – Homogenization and Analysis of Fish Tissue
Samples Late Memo

Please be advised that the above referenced contract has expired, but has one renewal for one year remaining. The contract was inadvertently overlooked due to the lack of administrative personnel in the office as well as changes in administrative positions. The circumstances above caused a delay in submitting the change order. If you have any questions, please feel free to contact this office.

Thanks,

Leigh Ann Shaffer Digitally signed by
Leigh Ann Shaffer
Date: 2024.03.01
15:56:31 -05'00'

Leigh Ann Shaffer, Procurement Specialist



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/31/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C No, Ext): 1-877-945-7378 FAX (A/C No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Pace Analytical Services, LLC 2665 Long Lake Road, Suite 300 Roseville, MN 55113	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: The Charter Oak Fire Insurance Company</td> <td>25615</td> </tr> <tr> <td>INSURER B: Travelers Property Casualty Company of Ame</td> <td>25674</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: The Charter Oak Fire Insurance Company	25615	INSURER B: Travelers Property Casualty Company of Ame	25674	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES **CERTIFICATE NUMBER: W29780170** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		R-660-3H339745-COF-23	08/01/2023	08/01/2024	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		810-9W174961-23-I2	08/01/2023	08/01/2024	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CUP-5N703311-23-I2	08/01/2023	08/01/2024	EACH OCCURRENCE	\$ 5,000,000
						AGGREGATE	\$ 5,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N No	UB-8K063715-23-I2-G	08/01/2023	08/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
		N/A				E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Division/Location: BVR 73

CERTIFICATE HOLDER WV Dept. of Environmental Protection 601 57th Street, S. E. Charleston, WV 25304	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

PACE ANALYTICAL SERVICES, LLC

☆ See Attached ☆

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	3/2/2012		3/2/2012	Foreign	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		
Charter County	Raleigh	Control Number	99TMG
Charter State	MN	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	PO BOX 286 BEAVER, WV, 25813
Mailing Address	1800 ELM STREET SE MINNEAPOLIS, MN, 55414 USA 
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	1800 ELM STREET SE MINNEAPOLIS, MN, 554142500 USA
Type	Address

Officers

Type	Name/Address
Manager	PAS PARENT, INC. 1800 ELM STREET SE MINNEAPOLIS, MN, 554142500
Type	Name/Address

Name Changes

Date	Old Name
2/21/2018	PACE ANALYTICAL SERVICES, INC.
Date	Old Name

Mergers

Merger Date	Merged	Merged State	Survived	Survived State
7/16/2018	REI CONSULTANTS, INC.	WV	PACE ANALYTICAL SERVICES, LLC	MN
Merger Date	Merged	Merged State	Survived	Survi

Close

Vendor/Customer

Vendor/Customer

Address

Address

- Address Information
- Prenote/EFT
- Remittance Advice
- Contact Information
- Contact Address Information
- Geographic Designation
- Change Management

Address Type	Street 1	City	State/Province	Zip/Postal Code
<input checked="" type="checkbox"/> Ordering	PO BOX 684056	CHICAGO	IL	60695
<input checked="" type="checkbox"/> Ordering	5 WEATHERIDGE DR	HURRICANE	WV	25526
Payment	1800 ELM ST SE	MINNEAPOLIS	MN	55414
<input checked="" type="checkbox"/> Ordering	1800 ELM ST SE	MINNEAPOLIS	MN	55414
Payment	225 INDUSTRIAL PARK ROAD	BEAVER	WV	25813
Payment	PO BOX 684056	CHICAGO	IL	606954056
Ordering	1638 ROSEYTOWN RD STES 2 3 & 4	GREENSBURG	PA	15601

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000184626

PACE ANALYTICAL SERVICES LLC

Address Type : Ordering

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active I

Acti

Default Re

Mail Retu

Active Adc

Business Type

Service Area

Commodity

W-8 Form

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Vendor User Information

Vendor Attachments

▼ Address Information

Address ID : AD000005



Country Phone Code : 1

Street 1 : PO BOX 684056

Phone : 999-999-9999

Street 2 :

Phone Extension :

City : CHICAGO

County :

State/Province : IL

County Name :

Zip/Postal Code : 60695

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

Top

Modify Existing Record Add New Address

Master Address

Master Contacts

Languages

Vendor Transaction History



Cease Using the Entity Management API for Reps and Certs Information

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Dec 13, 2023



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Entity Validation Processing [Show Details](#)

Feb 22, 2024



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All Words

e.g. 1606N020Q02

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



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[Search Editor](#)

- Any Words ⁽ⁱ⁾
- All Words ⁽ⁱ⁾
- Exact Phrase ⁽ⁱ⁾

e.g. 123456789, Smith Corp

"PACE ANALYTICAL SERVICES LLC" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
- Dates ∨

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>May 16</u> Date: <u>3-19-24</u> Solicitation No. <u>CMA DEP 21*17</u> <u>c/o #3</u>	Agency: DEP Procurement Officer Submitting Requisition: Jessica Smith Requisition No. CMA DEP21*17 PF No.: 783123
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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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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:


13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**