



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: 02-01-2024

|                       |   |                          |                |
|-----------------------|---|--------------------------|----------------|
| Order Number:         | CMA 0313 0313 DEP210000015C 5           | Procurement Folder:      | 838351         |
| Document Name:        | Inorganic and Organic Analysis Services | Reason for Modification: | CO#3 - Renewal |
| Document Description: | Inorganic and Organic Analysis Services |                          |                |
| Procurement Type:     | Central Master Agreement                |                          |                |
| Buyer Name:           |   |                          |                |
| Telephone:            |   |                          |                |
| Email:                |   |                          |                |
| Shipping Method:      | Best Way                                | Effective Start Date:    | 2021-02-15     |
| Free on Board:        | FOB Dest, Freight Prepaid               | Effective End Date:      | 2025-02-14     |

| VENDOR                                     |                  | DEPARTMENT CONTACT  |                           |
|--|------------------|---------------------|---------------------------|
| Vendor Customer Code:                      | 000000203987     | Requestor Name:     | Jessica S Chambers        |
| STURM ENVIRONMENTAL SERVICES<br>PO BOX 650 |                  | Requestor Phone:    | 304-926-0499              |
| BRIDGEPORT WV 26330-0650                   |                  | Requestor Email:    | jessica.s.chambers@wv.gov |
| US   |                  |                     |                           |
| Vendor Contact Phone:                      | 304-623-6549     | Extension:          |                           |
| <b>Discount Details:</b>                   |                  |                     |                           |
|  | Discount Allowed | Discount Percentage | Discount Days             |
| #1   | No               | 0.0000              | 0                         |
| #2   | No               |                     |                           |
| #3   | No               |                     |                           |
| #4   | No               |                     |                           |

**24**  
 FILE LOCATION \_\_\_\_\_

| INVOICE TO  | SHIP TO   |
|---|---|
| VARIOUS AGENCY LOCATIONS<br>AS INDICATED BY ORDER | VARIOUS AGENCY LOCATIONS<br>AS INDICATED BY ORDER |
| No City WV 99999                                  | No City WV 99999                                  |
| US  | US  |

2-8-24 6C

Total Order Amount: \_\_\_\_\_ Open En

Purchasing Division's File Copy

JA 2-7-24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Mark A. [Signature]* 2/05/2024  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
 DATE: *Denise [Signature]* 2-15-24  
 ELECTRONIC SIGNATURE ON FILE

2/13/2024

**Extended Description:**

Change Order

Change Order No. 03 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: 02/15/2024-02/14/2025

No renewals remaining.

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            |                   |          |      | 0.000000                       |
|      | <b>Service From</b> | <b>Service To</b> |          |      | <b>Service Contract Amount</b> |
|      |                     |                   |          | 0.00 |                                |

**Commodity Line Description:** Analysis Services

**Extended Description:**

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price                     |
|------|---------------------|-------------------|----------|------|--------------------------------|
| 2    | 81102600            |                   |          | EA   | 0.000000                       |
|      | <b>Service From</b> | <b>Service To</b> |          |      | <b>Service Contract Amount</b> |
|      |                     |                   |          | 0.00 |                                |

**Commodity Line Description:** Turn-Around Rush Order Fee

**Extended Description:**

Turn-Around Rush Order Fee, per sample  
item# 360, 361 and 362

Amount determined by the percentage indicated on the vendors pricing page.



west virginia department of environmental protection

Administrative Services  
601 57th Street SE  
Charleston, WV 25304-2345  
304-926-0499 Phone  
304-926-0491 Fax

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

October 24, 2023

Sturm Environmental Services  
P.O. Box 650  
Bridgeport, WV 26330

Re: Inorganic and Organic Analysis Services – CMA DEP210000015C

The WV Department of Environmental Protection is offering to renew the subject contract under the same terms, conditions and pricing, pending confirmation of appropriate lab certifications. The renewal dates will be 02/15/2024 through 02/14/2025. DEP will confirm lab certifications are in order prior to processing the renewal. If certifications are not in place, all or part of the renewal will not be completed and vendor will be notified.

If your company agrees to this renewal, please sign below and return the required documents to the address listed above or via e-mail to [April.D.Odell@wv.gov](mailto:April.D.Odell@wv.gov) by November 7, 2023.

Please let me know if you have any questions.

Thank you,

April D O'Dell

Digitally signed by: April D O'Dell  
DN: CN = April D O'Dell email = april.d.odell@wv.gov, C = AD O = Department of Environmental Protection OU = Business Operations  
Date: 2023.10.24 11:29:06 -04'00'

April O'Dell, Procurement Specialist, Sr.

To Be Completed by the Vendor:

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

Victoria L Hoops  
Printed Name

10-25-2023  
Date

Victoria L Hoops  
Signature

| VENDOR CUSTOMER CODE | SUPPLIER PART NUMBER | COMMODITY CODE | ITEM DESCRIPTION                 | UNIT OF MEASURE | LIST PRICE | DELIVERY DAYS |
|----------------------|----------------------|----------------|----------------------------------|-----------------|------------|---------------|
| 000000203987         | 1                    | 81102600       | Acidity, Cold                    | EA              | 7.00       | 14            |
| 000000203987         | 2                    | 81102600       | Acidity, Hot (as CaCO3)          | EA              | 7.00       | 14            |
| 000000203987         | 3                    | 81102600       | Acidity, Mineral (as CaCO3)      | EA              | 7.00       | 14            |
| 000000203987         | 4                    | 81102600       | Alkalinity (as CaCO3)            | EA              | 7.00       | 14            |
| 000000203987         | 5                    | 81102600       | Alkalinity, Bicarbonate (as      | EA              | 9.00       | 14            |
| 000000203987         | 6                    | 81102600       | Alkalinity, Carbonate (as CaCO3) | EA              | 9.00       | 14            |
| 000000203987         | 8                    | 81102600       | Bromide (High Level)             | EA              | 11.00      | 14            |
| 000000203987         | 11                   | 81102600       | Chloride (High Level)            | EA              | 12.00      | 14            |
| 000000203987         | 13                   | 81102600       | Chloride (Solid)                 | EA              | 22.00      | 14            |
| 000000203987         | 16                   | 81102600       | Conductance, Specific            | EA              | 6.00       | 14            |
| 000000203987         | 18                   | 81102600       | Fluoride (High Level)            | EA              | 11.00      | 14            |
| 000000203987         | 21                   | 81102600       | Oxygen Demand, Biological        | EA              | 30.00      | 14            |
|                      | 22                   |                | Oxygen Demand, Carbonaceous      |                 |            |               |
| 000000203987         |                      | 81102600       | Biological                       | EA              | 42.00      | 14            |
| 000000203987         | 23                   | 81102600       | Oxygen Demand, Chemical          | EA              | 30.00      | 14            |
| 000000203987         | 24                   | 81102600       | pH                               | EA              | 6.00       | 14            |
| 000000203987         | 25                   | 81102600       | pH (Solid)                       | EA              | 16.00      | 14            |
| 000000203987         | 26                   | 81102600       | Solids, Percent                  | EA              | 10.00      | 14            |
| 000000203987         | 28                   | 81102600       | Solids, Total Dissolved          | EA              | 14.00      | 14            |
| 000000203987         | 29                   | 81102600       | Solids, Settleable               | EA              | 7.00       | 14            |
| 000000203987         | 30                   | 81102600       | Solids, Total Suspended          | EA              | 14.00      | 14            |
| 000000203987         | 31                   | 81102600       | Solids, Total Volatile           | EA              | 11.00      | 14            |
| 000000203987         | 33                   | 81102600       | Solids, Total                    | EA              | 11.00      | 14            |
| 000000203987         | 35                   | 81102600       | Sulfate                          | EA              | 11.00      | 14            |
| 000000203987         | 36                   | 81102600       | Sulfate (Solid)                  | EA              | 21.00      | 14            |
| 000000203987         | 37                   | 81102600       | Turbidity                        | EA              | 6.00       | 14            |
| 000000203987         | 38                   | 81102600       | Aluminum (High Level)            | EA              | 10.00      | 14            |
| 000000203987         | 40                   | 81102600       | Aluminum (Solid)                 | EA              | 20.00      | 14            |
| 000000203987         | 41                   | 81102600       | Barium (High Level)              | EA              | 10.00      | 14            |
| 000000203987         | 43                   | 81102600       | Barium (Solid)                   | EA              | 20.00      | 14            |
| 000000203987         | 44                   | 81102600       | Beryllium (High Level)           | EA              | 10.00      | 14            |
| 000000203987         | 45                   | 81102600       | Beryllium (Low Level)            | EA              | 22.00      | 14            |
| 000000203987         | 46                   | 81102600       | Beryllium (Solid)                | EA              | 20.00      | 14            |
| 000000203987         | 47                   | 81102600       | Cadmium (Low Level)              | EA              | 10.00      | 14            |
| 000000203987         | 48                   | 81102600       | Cadmium (High Level)             | EA              | 22.00      | 14            |
| 000000203987         | 49                   | 81102600       | Cadmium (Solid)                  | EA              | 20.00      | 14            |
| 000000203987         | 50                   | 81102600       | Calcium (High Level)             | EA              | 10.00      | 14            |
| 000000203987         | 52                   | 81102600       | Calcium (Solid)                  | EA              | 20.00      | 14            |
| 000000203987         | 53                   | 81102600       | Chromium (High Level)            | EA              | 10.00      | 14            |
| 000000203987         | 54                   | 81102600       | Chromium (Low Level)             | EA              | 22.00      | 14            |
| 000000203987         | 55                   | 81102600       | Chromium (Solid)                 | EA              | 20.00      | 14            |
|                      | 56                   |                | Chromium, Hexavalent (High       |                 |            |               |
| 000000203987         |                      | 81102600       | Level)                           | EA              | 30.00      | 14            |
| 000000203987         | 59                   | 81102600       | Cobalt (High Level)              | EA              | 10.00      | 14            |
| 000000203987         | 61                   | 81102600       | Cobalt (Solid)                   | EA              | 20.00      | 14            |
| 000000203987         | 62                   | 81102600       | Copper (High Level)              | EA              | 10.00      | 14            |
| 000000203987         | 63                   | 81102600       | Copper (Low Level)               | EA              | 22.00      | 14            |
| 000000203987         | 64                   | 81102600       | Copper (Solid)                   | EA              | 20.00      | 14            |
| 000000203987         | 65                   | 81102600       | Hardness                         | EA              | 20.00      | 14            |
| 000000203987         | 68                   | 81102600       | Iron (High Level)                | EA              | 10.00      | 14            |
| 000000203987         | 70                   | 81102600       | Iron (Solid)                     | EA              | 20.00      | 14            |
| 000000203987         | 71                   | 81102600       | Iron, Ferrous (Method: SM)       | EA              | 11.00      | 14            |
| 000000203987         | 73                   | 81102600       | Iron, Ferric                     | EA              | 11.00      | 14            |
| 000000203987         | 74                   | 81102600       | Lead (Low Level)                 | EA              | 22.00      | 14            |
| 000000203987         | 75                   | 81102600       | Lead (High Level)                | EA              | 22.00      | 14            |
| 000000203987         | 76                   | 81102600       | Lead (Solid)                     | EA              | 32.00      | 14            |
| 000000203987         | 77                   | 81102600       | Magnesium (High Level)           | EA              | 10.00      | 14            |
| 000000203987         | 79                   | 81102600       | Magnesium (Solid)                | EA              | 20.00      | 14            |

|              |     |          |  |    |       |    |
|--------------|-----|----------|--|----|-------|----|
| 000000203987 | 80  | 81102600 | Manganese (High Level)   | EA | 10.00 | 14 |
| 000000203987 | 82  | 81102600 | Manganese (Solid)  | EA | 20.00 | 14 |
| 000000203987 | 86  | 81102600 | Molybdenum (High Level)  | EA | 10.00 | 14 |
| 000000203987 | 88  | 81102600 | Molybdenum (Solid)   | EA | 20.00 | 14 |
| 000000203987 | 89  | 81102600 | Nickel (High Level)  | EA | 10.00 | 14 |
| 000000203987 | 91  | 81102600 | Nickel (Solid)   | EA | 20.00 | 14 |
| 000000203987 | 92  | 81102600 | Potassium (High Level)   | EA | 10.00 | 14 |
| 000000203987 | 94  | 81102600 | Potassium (Solid)  | EA | 20.00 | 14 |
| 000000203987 | 95  | 81102600 | Silver (Low Level)   | EA | 10.00 | 14 |
| 000000203987 | 96  | 81102600 | Silver (High Level)  | EA | 22.00 | 14 |
| 000000203987 | 97  | 81102600 | Silver (Solid)   | EA | 20.00 | 14 |
| 000000203987 | 98  | 81102600 | Sodium (High Level)  | EA | 10.00 | 14 |
| 000000203987 | 100 | 81102600 | Sodium (Solid)   | EA | 20.00 | 14 |
| 000000203987 | 101 | 81102600 | Strontium (High Level)   | EA | 10.00 | 14 |
| 000000203987 | 104 | 81102600 | Thallium (Low Level)   | EA | 22.00 | 14 |
| 000000203987 | 105 | 81102600 | Thallium (Solid)   | EA | 32.00 | 14 |
| 000000203987 | 106 | 81102600 | Tin (High Level)   | EA | 10.00 | 14 |
| 000000203987 | 108 | 81102600 | Tin (Solid)  | EA | 20.00 | 14 |
| 000000203987 | 109 | 81102600 | Vanadium (High Level MDL)                                      | EA | 10.00 | 14 |
| 000000203987 | 111 | 81102600 | Vanadium (Solid)   | EA | 20.00 | 14 |
| 000000203987 | 112 | 81102600 | Zinc (High Level)  | EA | 10.00 | 14 |
| 000000203987 | 114 | 81102600 | Zinc (Solid)   | EA | 20.00 | 14 |
| 000000203987 | 115 | 81102600 | Metals Prep Cost (Methods:<br>200.7, 200.8, 6010, 6020, 3114)  | EA | 5.00  | 14 |
| 000000203987 | 116 | 81102600 | Metals Prep (Solid-Methods:<br>200.7, 200.8, 6010, 6020, 3114) | EA | 5.00  | 14 |
| 000000203987 | 117 | 81102600 | Antimony (High Level)  | EA | 22.00 | 14 |
| 000000203987 | 119 | 81102600 | Antimony (Solid)   | EA | 32.00 | 14 |
| 000000203987 | 120 | 81102600 | Arsenic (High Level)   | EA | 22.00 | 14 |
| 000000203987 | 122 | 81102600 | Arsenic (Solid)  | EA | 32.00 | 14 |
| 000000203987 | 123 | 81102600 | Boron (High Level)   | EA | 10.00 | 14 |
| 000000203987 | 125 | 81102600 | Boron (Solid)  | EA | 20.00 | 14 |
| 000000203987 | 127 | 81102600 | Selenium (High Level)  | EA | 30.00 | 14 |
| 000000203987 | 129 | 81102600 | Selenium (Solid)   | EA | 40.00 | 14 |
| 000000203987 | 131 | 81102600 | Silica   | EA | 10.00 | 14 |
| 000000203987 | 134 | 81102600 | Sulfide  | EA | 11.00 | 14 |
| 000000203987 | 135 | 81102600 | Nitrogen, Ammonia (as N)                                       | EA | 19.00 | 14 |
| 000000203987 | 136 | 81102600 | Nitrogen, Ammonia (as N) (Solid)                               | EA | 29.00 | 14 |
| 000000203987 | 138 | 81102600 | Nitrogen, Total Kjeldahl (as N)                                | EA | 29.00 | 14 |
| 000000203987 | 139 | 81102600 | Nitrogen, Total Kjeldahl (as N)<br>(Solid)                     | EA | 39.00 | 14 |
| 000000203987 | 140 | 81102600 | Nitrogen, Nitrate (NO3 as N)                                   | EA | 12.00 | 14 |
| 000000203987 | 141 | 81102600 | Nitrogen, Nitrite (NO2 as N)                                   | EA | 12.00 | 14 |
| 000000203987 | 143 | 81102600 | Nitrogen, Nitrate + Nitrite<br>(NO3+NO2 as N)                  | EA | 24.00 | 14 |
| 000000203987 | 145 | 81102600 | Phosphorus, Orthophosphate (as<br>P)                           | EA | 10.00 | 14 |
| 000000203987 | 146 | 81102600 | Phosphorus, Total (Mixed Forms;<br>P as P)                     | EA | 24.00 | 14 |
| 000000203987 | 148 | 81102600 | Phosphorus, Total Phosphate<br>(Mixed Forms; P as PO4)         | EA | 24.00 | 14 |
| 000000203987 | 152 | 81102600 | Coliform, Fecal (Method: MF)                                   | EA | 48.00 | 14 |
| 000000203987 | 153 | 81102600 | Coliform, Fecal (Method: MPN)                                  | EA | 60.00 | 14 |
| 000000203987 | 156 | 81102600 | Coliform, Total (Method: MPN)                                  | EA | 60.00 | 14 |
| 000000203987 | 159 | 81102600 | Iron Bacteria  | EA | 60.00 | 14 |
| 000000203987 | 160 | 81102600 | Sulfate Reducing Bacteria                                      | EA | 60.00 | 14 |
| 000000203987 | 163 | 81102600 | Carbon, Total Organic (as C)                                   | EA | 42.00 | 14 |
| 000000203987 | 164 | 81102600 | Carbon, Dissolved Organic (as C)                               | EA | 42.00 | 14 |

|              |     |          |                                 |    |        |    |
|--------------|-----|----------|---------------------------------|----|--------|----|
| 000000203987 | 165 | 81102600 | Bicarbonate (Method: SM)        | EA | 9.00   | 14 |
| 000000203987 | 167 | 81102600 | Oil-Grease                      | EA | 58.00  | 14 |
|              | 168 |          |                                 |    | 42.00  |    |
| 000000203987 |     | 81102600 | MBAS (Surfactants/Detergents)   | EA |        | 14 |
| 000000203987 | 198 | 81102600 | Cyanide, Total                  | EA | 33.00  | 14 |
| 000000203987 | 200 | 81102600 | Phenolics                       | EA | 33.00  | 14 |
|              |     |          | TCLP RCRA Metals EPA            |    | 263.00 |    |
| 000000203987 | 271 | 81102600 | 1311/SW846, Complete list       | EA |        | 14 |
| 000000203987 | 290 | 81102600 | BTEX (8021B/8260B)              | EA | 85.00  | 14 |
| 000000203987 | 302 | 81102600 | TPH-GRO/DRO/ORO (8015B)         | EA | 139.00 | 14 |
| 000000203987 | 328 | 81102600 | TCLP, Hazardous Waste           | EA | 263.00 | 14 |
|              |     |          |                                 |    | 12.00  |    |
| 000000203987 | 350 | 81102600 | Terra Core Sampling Kits (each) | EA |        | 14 |



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# West Virginia Secretary of State — Online Data Services

## Business and Licensing

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.

### STURM ENVIRONMENTAL SERVICES, INC.

| Organization Information  |                |                  |             |          |        |          |                  |                    |
|---|----------------|------------------|-------------|----------|--------|----------|------------------|--------------------|
| Org Type  | Effective Date | Established Date | Filing Date | Charter  | Class  | Sec Type | Termination Date | Termination Reason |
| C   Corporation   | 12/16/1980     |                  | 12/16/1980  | Domestic | Profit |          |                  |                    |
| Not in compliance. Please contact the WV Secretary of State's Office at 304-558-8000. |                |                  |             |          |        |          |                  |                    |

| Organization Information  |   |
|---------------------------|---|
| <b>Business Purpose</b>   | 5417 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Scientific Research and Development Services (physical, engineering, life sciences, social sciences, humanities) |
| <b>Capital Stock</b>      | 25000.0000  |
| <b>Charter County</b>     | Harrison  |
| <b>Control Number</b>     | 0   |
| <b>Charter State</b>      | WV  |
| <b>Excess Acres</b>       | 0   |
| <b>At Will Term</b>       | Mr. [Name] - Hi, I'm SOLO I'm here to help you launch your new LLC.   |
| <b>At Will Term Years</b> | Pa. [Name] - Young Entrepreneur   |
| <b>Authorized Shares</b>  | 250 Not Specified   |

| <b>Addresses</b>                 |   |
|----------------------------------|---|
| <b>Type</b>                      | <b>Address</b>  |
| <b>Local Office Address</b>      | 203 BRUSHY FORK RD<br>BRIDGEPORT, WV, 26330                                       |
| <b>Mailing Address</b>           | P.O. BOX 650<br>BRIDGEPORT, WV, 26330<br>USA                                      |
| <b>Notice of Process Address</b> | VICTORIA L HOOPS<br>203 BRUSHY FORK ROAD<br>PO BOX 650<br>BRIDGEPORT, WV, 26330 ✓ |
| <b>Principal Office Address</b>  | 203 BRUSHY FORK RD<br>BRIDGEPORT, WV, 26330<br>USA                                |
| <b>Type</b>                      | <b>Address</b>  |

| <b>Officers</b>     |  |
|---------------------|--|
| <b>Type</b>         | <b>Name/Address</b>  |
| <b>Incorporator</b> | JOHN STURM<br>607 RIVENDELL DR.<br>BRIDGEPORT, WV, 26330<br>USA            |
| <b>President</b>    | VICTORIA L. HOOPS<br>PO BOX 650<br>BRUSHY FORK RD<br>BRIDGEPORT, WV, 26330 |
| <b>Secretary</b>    | BEVERLY A. STURM<br>PO BOX 650<br>RR 1<br>BRIDGEPORT, WV, 26330            |
| <b>Type</b>         | <b>Name/Address</b>  |

| <b>Annual Reports</b> |   |
|-----------------------|---|
| <b>Filed For</b>      |   |
| 2022                  | <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;">                     Hi, I'm SOLO I'm here to help you launch your new LLC.                 </div> |
| 2021                  |   |
| 2020                  |   |
| 2019                  |   |
| 2018                  |   |
| 2017x                 |   |





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e.g. 1606N020Q02

"Pace Analytical" 

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|  |  |
|--|--|
| <i>Purchasing Division Use:</i><br>Buyer: <u></u> Date: <u>2-7-24</u><br>Solicitation No. <u>CMA DEP 21*15C</u><br><u>C/O #3</u> | Agency:<br>WVDEP, Business and Technology Office<br>Procurement Officer Submitting Requisition:<br>Jessica Chambers Smith<br>Requisition No.<br>838351<br>PF No.:<br>CMA DEP21*15C |
|--|--|

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<br>[CROS → 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<br>( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> ) | <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"/> |

|    | Compliance Check Type                      | Required                 | Provided, if Required    | Not Required             | Purch. Div. Confirmation |
|----|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 10 | Insurance requirements                     |                          |                          |                          |                          |
|    | Commercial General Liability               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|    | Automobile Liability                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|    | Workers' Compensation/Employer's Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|    | Cyber Liability                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|    | Builder's Risk/Installation Floater        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|    | Professional Liability                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|    | Other (specify)                            | <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"/> |

*\*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: \_\_\_\_\_

