



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

State of West Virginia  
**Purchase Order**

Order Date: 01-10-2024

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>	CPO 0313 0313 DEP1700000008 14	<b>Procurement Folder:</b>	140338
<b>Document Name:</b>	EOI: Jefferson County Landfill Leachate Tank Study	<b>Reason for Modification:</b>	CO#5 No Cost Time Extension
<b>Document Description:</b>	EOI: Jefferson County Landfill Leachate Tank Study		
<b>Procurement Type:</b>	Central Purchase Order		
<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>	2017-02-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-01-30

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	000000232671	<b>Requestor Name:</b>	Jessica S Chambers		
TETRA TECH INC 1538 KANAWHA BLVD E STE 110		<b>Requestor Phone:</b>	(304) 414-1140		
CHARLESTON WV 25311		<b>Requestor Email:</b>	jessica.s.chambers@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>			
<b>Vendor Contact Phone:</b>	304-414-0054			<b>Extension:</b>	103
<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				

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ENVIRONMENTAL REMEDIATION 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US

1-17-24 GC

<b>Total Order Amount:</b>	\$150,634.00
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Purchasing Division's File Copy

JJA 1.16.24

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Mark Cox 1/16/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray 1/23/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Don Van 1-23-24</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order 5 - No Cost Time Extension

Change Order 5 is issued to extend the original contract to 1/30/2025 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to allow additional time to complete the revisions necessary of the design services.

Extend Contract From: 2-01-2024 to 1-30-2025

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	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	150634.00
Service From	Service To	Manufacturer	Model No		
2017-02-01	2025-01-30				

**Commodity Line Description:** Leachate Holding Tank Study

**Extended Description:**

Leachate Holding Tank Study, Recommendation and Construction QA/QC for the Jefferson County Landfill per the attached specifications, bid requirements, and terms and conditions, incorporated here by reference and made a part hereof.



OK  
Matthew L Butler  
1/16/2024

west virginia department of environmental protection

Division of Land Restoration  
Landfill Closure Assistance Program  
601 57<sup>th</sup> St SE  
Charleston, WV 25304  
304.926.0499

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

January 4, 2024

Tetra Tech Inc  
Attn: Bill Smith, Senior Project Mgr.  
661 Andersen Drive, Suite 200  
Pittsburgh, PA 15220

Re: Change Order # 5  
Jefferson County Landfill Leachate Tank Study  
PO# CPO DEP17\*08

Dear Mr. Smith:

The WVDEP Office of Special Reclamation is issuing a change order to extend the original contract by **365 days** according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders as shown on Attachment A.

Tasks 1 through 3 of this project are complete. Revisions to the design were necessary to accommodate the communications system at the site, which delayed progress on the remaining work. Additional time is now needed to complete Task 4 (Construction/Contract Administration).

The effective date of the change order is February 1, 2024.

Change Order Approved by WVDEP:

Name	Title	Signature	Date
Matthew L. Butler	DLR Deputy Director	Matthew L Butler	Digitally signed by: Matthew L Butler DN: CN = Matthew L Butler email = matthew.l.butler@wv.gov C = US O = WVDEP OU = DLR Date: 2024.01.04 11:29 -0500'

Completion of this change order approval process requires.

- your signature below
- a current copy of your insurance certificate
  - the contract number (CPO DEP17\*08) must be listed in the extended description.

I am in agreement with the changes as outlined in this letter and Attachment A.

(Vendor signature required below)

Name	Title	Signature	Date
Bill Smith, P.E.	Senior Project Mgr.	Bill Smith	Digitally signed by: Bill Smith DN: CN = Bill Smith email = bsmith@tetratech.com, O = Tetra Tech Date: 2024.01.04 09:30:29 -0500'

Please email the signed documents to [DEPDLRProcurement@wv.gov](mailto:DEPDLRProcurement@wv.gov) within 7 days of receipt of this letter.



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use</i> Buyer: <u></u> Date: <u>1-16-24</u> Solicitation No. <u>CPO DEP 17# 08</u> <div style="text-align: center; margin-top: 10px;"><u>c/o #5</u></div>	Agency: WVDEP Procurement Officer Submitting Requisition: JESSICA CHAMBERS SMITH Requisition No. CPO DEP1700000008 PF No.: 140338
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_

