



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: 02-27-2024

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 DEP1800000012 9	<b>Procurement Folder:</b>	323504
<b>Document Name:</b>	EOI: Leachate Tank Study - Monongalia/Morgantown LFs	<b>Reason for Modification:</b> CO#1 - Decrease & Close	
<b>Document Description:</b>	EOI: Leachate Tank Study - Monongalia/Morgantown LFs		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Jessica S Chambers		
<b>Telephone:</b>	(304) 414-1140		
<b>Email:</b>	jessica.s.chambers@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2018-01-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2020-12-30

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000173443	<b>Requestor Name:</b>	Bobbi J Chestnut
POTESTA & ASSOCIATES INC 7012 MACCORKLE AVE SE		<b>Requestor Phone:</b>	(304) 414-1139
CHARLESTON WV 25304		<b>Requestor Email:</b>	b.j.chestnut@wv.gov
US			
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>	
<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		

**24**

FILE LOCATION \_\_\_\_\_

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

<b>Total Order Amount:</b>	\$60,894.95
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Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>March 1st - 3/4/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Jan 3-11-24</i> ELECTRONIC SIGNATURE ON FILE
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*3/11/2024*

**Extended Description:**

Change Order No. 01 is issued to decrease & close the original contract according to all terms, conditions, prices & specifications contained in the original contract including all authorized change orders.

Original Contract Amount: \$384,488.00  
Change Order No. 1-Decrease (\$323,593.05)  
New Contract Amount: \$60,894.95

Effective date of change: December 30, 2020

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	60894.95
Service From	Service To	Manufacturer	Model No		
2018-01-01	2020-12-30				

**Commodity Line Description:** Monongalia County and City of Morgantown Landfills

**Extended Description:**

Leachate Holding Tank Study, Recommendation, and Construction QAQC for Monongalia County and City of Morgantown Landfills per the attached specifications, bid requirements, and terms and conditions, incorporated here by reference and made a part hereof.



west virginia department of environmental protection

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

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

2/12/2024

Potesta & Associates Inc
Attn: Mark Kiser
7012 Maccorkle Ave SE
Charleston, WV 25304

Re: Change Order # 1
Project: Leachate Tank Study
Monongalia/Morgantown Landfills
PO# CPO DEP18\*12

Dear Mr. Kiser,

The WVDEP Landfill Closure Assistance Program is issuing a change order to decrease & close the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders as shown on Attachment A.

This contract was originally issued while Paul Benedum was a Project Manager for the Landfill Closure Assistance Program (LCAP). The Vendor completed approximately 16% of the contract prior to the expiration on 12/30/2020 and was paid in full for the work that was completed. At the time the contract expired, Cathy Guynn, the Program Manager made the decision not to extend the contract and not to move forward with the leachate tank study. Due to this change within LCAP, this contract was not extended, and the remaining work was not performed. This change order is necessary to decrease the remaining encumbrance and close out the contract.

Change Order Approved by WVDEP:

Table with 4 columns: Name, Title, Signature, Date. Row 1: Matthew L. Butler, Deputy Director, DLR, Matthew L Butler, Digitally signed by: Matthew L Butler...

(signature of Deputy Director or Director is ONLY required when change order(s) total increase exceeds 10% when compared to original contract amount)


Completion of this change order approval process requires.

Re: Change Order: 1  
Purchase Order No.: CPO DEP18\*12

- your signature below
- a current copy of your insurance certificate
  - the contract number 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
DANA BUANS	Vice President		2/20/2018

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

**Change Order  
Attachment A**

**PURCHASE ORDER NUMBER: CPO DEP18\*12**

**CHANGE ORDER NUMBER: 1**

**PROJECT NAME: Leachate Tank Study-Monongalia/Morgantown Landfills**

**VENDOR/ CONTRACTOR: Potesta & Associates Inc**

**The following changes will be implemented as part of this contract change order:**

CL #	COMMODITY LINE DESCRIPTION			Contract Amt Now Reads	Contract Amount to Read	CONTRACT PRICE INCREASE/DECREASE
1	Monongalia County & City of Morgantown Landfills			\$384,488.00	\$60,894.95	(\$323,593.05)
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
						\$0.00
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						\$0.00

Effective Date:	December 30, 2020
The original Contract Sum was:	\$384,488.00
Net change by previous Change Orders:	\$0.00
The Contract Sum prior to this Change Order was:	\$384,488.00
The Contract Sum will be Decrease by this Change Order:	(\$323,593.05)
The new Contract Sum including this Change Order will be:	\$60,894.95
The Date of Completion as of the date of this Change Order is:	December 30, 2020

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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.*

### POTESTA & ASSOCIATES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	3/6/1997		3/6/1997	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b> 1000.0000
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	1.000000
<b>Authorized Shares</b>	1000	<b>Young Entrepreneur</b>	Not Specified

## Addresses

Type	Address
<b>Local Office Address</b>	7012 MACCORKLE AVENUE, SE CHARLESTON, WV, 25304
<b>Mailing Address</b>	7012 MACCORKLE AVENUE, SE CHARLESTON, WV, 25304 USA
<b>Notice of Process Address</b>	RONALD R. POTE STA 7012 MACCORKLE AVENUE CHARLESTON, WV, 25304
<b>Principal Office Address</b>	7012 MACCORKLE AVENUE SE CHARLESTON, WV, 25304 USA
Type	Address

## Officers

Type	Name/Address
<b>Incorporator</b>	RONALD R. POTE STA 2300 MACCORKLE AVE., S.E. CHARLESTON, WV, 25304
<b>President</b>	RONALD POTE STA 1831 LAUDEN HEIGHTS CIRCLE CHARLESTON, WV, 25314
<b>Vice-President</b>	DANA BURNS 1704 WINDING HILL DR SISSONVILLE, WV, 25320
Type	Name/Address

## Annual Reports

### Filed For

2023

2022

2021

2020

2019

2018

2017x

2017

2016
2015
2014
2013
2012
2012
2011
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2009
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1999
<b>Date filed</b>

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Friday, March 1, 2024 — 2:31 PM

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Feb 22, 2024



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All Words

e.g. 1606N020Q02



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**Entity Information**



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



## Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"POTESTA & ASSOCIATES" ×

Entity ∨

Location ∨

Status ∧

- Active
- Inactive

Reset 



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u></u> Date: <u>3-1-24</u>	Agency: WVDEP
Solicitation No. <u>CRFQ DEP 18A12</u> <u>C/O #1</u>	Procurement Officer Submitting Requisition: JESSICA CHAMBERS SMITH
	Requisition No. CPO DEP1800000012
	PF No.: PF323504

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CROM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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 type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: \_\_\_\_\_

