



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: 02-28-2024

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 0803 0085 DOT2300000017 2 | Procurement Folder: | 1084346 |
| Document Name: | COMPACT PORTABLE SIGN STANDS - 8523C2002 | Reason for Modification: | Change Order No. 1 - to change vendor number and renew contract. |
| Document Description: | COMPACT PORTABLE SIGN STANDS | | |
| Procurement Type: | Central Master Agreement | | |
| Buyer Name: | | | |
| Telephone: | | | |
| Email: | | | |
| Shipping Method: | Best Way | Effective Start Date: | 2022-10-15 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2024-10-14 |

| VENDOR | | | | DEPARTMENT CONTACT | |
|------------------------------------|------------------|---------------------|---------------|---|-----------------------|
| Vendor Customer Code: | 000000172507 | | | Requestor Name: | Bruce F Miller |
| A & A SAFETY INC 1126 FERRIS RD | | | | Requestor Phone: | (304) 558-9454 |
| AMELIA OH 45102 US | | | | Requestor Email: | bruce.f.miller@wv.gov |
| Vendor Contact Phone: | 513-943-6100 | Extension: | | <div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div> | |
| Discount Details: | | | | | |
| | Discount Allowed | Discount Percentage | Discount Days | | |
| #1 | No | 0.0000 | 0 | | |
| #2 | No | | | | |
| #3 | No | | | | |
| #4 | No | | | | |

| INVOICE TO | SHIP TO |
|---|---|
| VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER | STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER |
| No City WV 99999 US | No City WV 99999 US |

2-29-24 GC

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

ENTERED

Purchasing Division's File Copy

JE 2/29/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara G 2/29/2024*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
Melissa Siles
 DATE: *MAR 05 2024*
 ELECTRONIC SIGNATURE ON FILE

3/3/2024

Extended Description:

Change Order No. 1 is issued for the following:

1. To change the vendor account number from A&A SAFETY INC 000000172508 (non-headquarter account) to A&A SAFETY INC 000000172507 (headquarter account).

Effective date of change 01/24/24

2. 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: 10/15/2023 through 10/14/2024

Renewal Years Remaining: 2

No other changes.

| Line | Commodity Code | Manufacturer | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|--------------------------------|------------|
| 1 | 55121908 | | | EA | 79.000000 |
| | Service From | Service To | | Service Contract Amount | |
| | | | | 0.00 | |

Commodity Line Description: COMPACT PORTABLE SIGN STANDS

Extended Description:

COMPACT PORTABLE SIGN STANDS:

Make & Model: PLASTICADE SS310

Approval # 2004954A



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Alana J. Keller, P.E.,
Deputy Secretary Of Transportation
Deputy Commissioner of Highways

9/20/23

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

A&A Safety Inc
1126 Ferris Rd
Amelia, OH 45102

Subject Contract Renewal: DOT23*17 Compact Portable Sign Stands
Procurement folder: 108346

Mr Boerio,

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 10/15/23 through 10/14/24 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to bruce.f.miller@wv.gov

Please contact the email listed above if you have any questions.

Thank you,

Bruce Miller

WVDOH

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

Name/Signature

09/20/2023
Date

Sales Manager
Title

| | |
|----------------------|-----------------|
| PROCUREMENT USE ONLY | |
| | TDIMGR1 1/24/24 |
| Signature/Title/Date | |



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Alanna J. Keller, P.E..
Deputy Secretary of Transportation
Deputy Commissioner of Highways

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

01/16/2024

MEMORANDUM

TO: John Estep, Buyer

FROM: Dusty Smith, TDIMGR1 *Dusty J. Smith*

SUBJECT: CMA DOT23*17 Change Order 1

The Agency understands that the renewal is past the expiration date. The renewal forms were received late from the vendor . Please accept this backdate letter as justification to move this Change Order Forward in the process. Thank you for your time.

*Backdate
approved
discussed w/FAW
TJW*



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CMA DOT23*17 change order

1 message

Smith, Dusty J <dusty.j.smith@wv.gov>
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>
Cc: Kristy E James <kristy.e.james@wv.gov>

Wed, Feb 14, 2024 at 2:44 PM

no, Those are more important at this time.
Thank you,

Mrs. Dusty Smith
Assistant Procurement Officer
304.414.6859

Any new Procurement information that has NOT been submitted to DOTPROCUREMENT@WV.GOV is NOT in tracking. If it is not in tracking we are unable to process it.

On Wed, Feb 14, 2024 at 9:30 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Dusty,

We'll have to do a change order to cancel and then the re-issue. I can work on this but there are several things in front of this one. I have the CRFP award and the auditing software PO to do.

Do you want this moved up first before the other items I've mentioned?

Thanks,
Tara

On Tue, Feb 13, 2024 at 12:48 PM Smith, Dusty J <dusty.j.smith@wv.gov> wrote:

The vcust number that was used for the original contract is not the headquarters account now. and the CMA DOT24*30 is the new CMA that we created what do we need to do to get this moving

If you have any questions please let me know,

Thank you,
Mrs. Dusty Smith
Assistant Procurement Officer
PH 304.414.6859

1900 Kanawha Blvd E
Building 6 RM 340
Charleston, WV 25305

Main 304-558-0408

Fax 304.558.0047

Any new Procurement information that has NOT been submitted to DOTPROCUREMENT@WV.GOV is NOT in tracking. If it is not in tracking we are unable to process it.



RE: CMA DOT23*17 - CO#1

1 message

Lisa Comer <lisa.comer@wvoasis.gov>

Wed, Feb 28, 2024 at 1:36 PM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>, Finance Team <FinanceTeam@wvoasis.gov>

Hello Tara,

The vendor code used on the CMA, 000000172508, was changed to a Discontinued status by Vendor Admin on VCM 2300005283 with a note to use the HQ account (000000172507). You should be able to change the vendor code on the CMA vendor section to the HQ account, and the error is a level 1 override. Is that what you want to do? Otherwise, the child account would need to be made Active again.

WVOASIS Vendor/Customer Modification (VCM) Dept: 0209 ID: 2300005283 Ver.: 1 Function: New Phase: Final Modified by kirk2, 11/03/2022

Document Navigator: Header, Headquarters, Vendor/Customer, 1099 Reporting Information, 1042-S Reporting Information, Master Address, Address Information, Customer Account, Contacts, Business Type, Service Area, Commodity, W-8 Form, Authorized Dept, Prevent Spending, Certification, Prevent Orders, Vendor Attachments

Certification Total Lines: 1 Legal Name: A&A SAFETY INC Vendor Active Status: Discontinued Customer Active Status: Inactive

| Legal Name | Vendor Active Status | Customer Active Status |
|----------------|----------------------|------------------------|
| A&A SAFETY INC | Discontinued | Inactive |

From 1 to 1 Total: 1

Line Action: Modify
Vendor/Customer: 000000172508
A&A SAFETY INC

Certification Status Summary of Approval Modifications

| | | | |
|----------------------------|--------------|------------------------------|------------|
| Vendor Active Status: | Discontinued | Customer Active Status: | Inactive |
| Vendor Approval Status: | N/A | Customer Approval Status: | Incomplete |
| Vendor Reinstatement Date: | | Customer Reinstatement Date: | |

(CM) Dept: 0209 ID: 2300005283 Ver.: 1 Function: New Phase: Final Modified by kirk2, 11/03/2022

Vendor/Customer Total Lines: 1 Line Action: Modify Legal Name: A&A SAFETY INC

| Line Action | Legal Name | Vendor Active Status | Customer Active Status |
|-------------|----------------|----------------------|------------------------|
| Modify | A&A SAFETY INC | Active | Inactive |

From 1 to 1 Total: 1

Line Action: Modify
Vendor/Customer: 000000172508

Disbursement Options

Category: DIRC Hold Payment:
 Description: Direct Payments Hold Payment Authorized By: kirk2
 Default Type: 1 Hold Reason: PREVIOUSLY CONVERSION USE VENDOR 000000172507
 Default Priority: 99
 Default Format: REG Prevent New Spending:
 Default Format Description: Regular Payment Prevent New Orders: Not Active

Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov



From: Lyle, Tara L <tara.l.lyle@wv.gov>
Sent: Wednesday, February 28, 2024 1:26 PM
To: Lisa Comer <lisa.comer@wvoasis.gov>; Finance Team <FinanceTeam@wvoasis.gov>
Subject: CMA DOT23*17 - CO#1

Lisa,

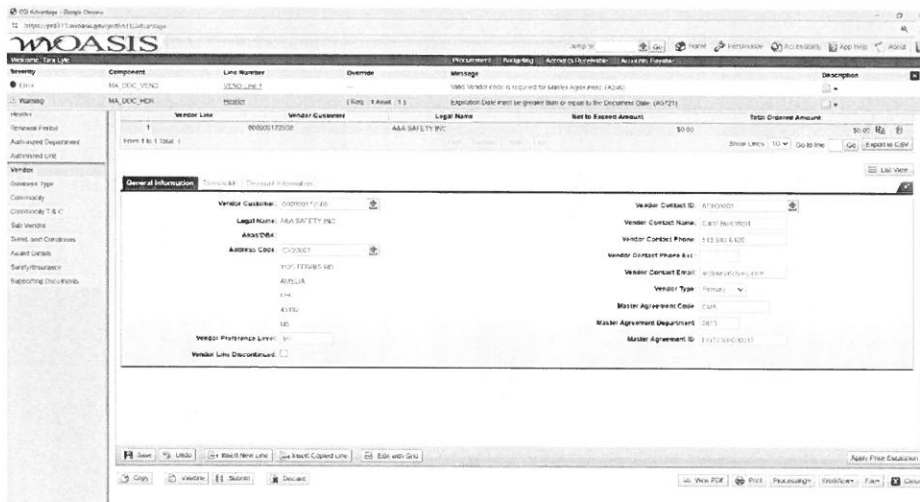
Good afternoon. I am trying to cancel (CMA DOT23*17 - CO#1) and re-issue (will be CMA DOT24*30 - PF: 1365722) since the original contract was issued under the non-headquarter account.

I am getting the following vendor code. I tried an override but still getting the same error. This will have to go through approvals since we are re-issuing the contract.

Any advice would be appreciated.

Thanks,

Tara



Tara Lyle, Buyer Supervisor

WV Purchasing Division

2019 Washington Street, East

Capitol Complex, Building 15

Charleston, WV 25305

304-558-2544

www.wvpurchasing.gov

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

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A & A SAFETY, INC.

| Organization Information | | | | | | | | |
|--------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| C Corporation | 8/14/2006 | | 8/14/2006 | Foreign | Profit | | | |

| Organization Information | | | |
|---------------------------|--|---------------------------|----------------------|
| Business Purpose | 2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty) | | Capital Stock |
| Charter County | | Control Number | 87440 |
| Charter State | OH | Excess Acres | |
| At Will Term | | Member Managed | |
| At Will Term Years | | Par Value | |
| Authorized Shares | 0 | Young Entrepreneur | Not Specified |
| | | | |

| Addresses | |
|----------------------------------|---|
| Type | Address |
| Mailing Address | 1126 FERRIS ROAD AMELIA, OH, 45102 USA |
| Notice of Process Address | REGISTERED AGENT SOLUTIONS, INC. 200 CAPITOL ST CHARLESTON, WV, 25301 |
| Principal Office Address | 1126 FERRIS ROAD AMELIA, OH, 45102 USA |
| Type | Address |

| Officers | |
|-----------------------|--|
| Type | Name/Address |
| President | WILLIAM LUTTMER 1126 FERRIS ROAD AMELIA, OH, 45102 |
| Secretary | FRANCIS LUTTMER 1126 FERRIS ROAD AMELIA, OH, 45102 |
| Vice-President | CECE DYKAS 1126 FERRIS ROAD AMELIA, OH, 45102 |
| Type | Name/Address |

| Annual Reports | |
|-----------------------|--|
| Filed For | |
| 2023 | |
| 2022 | |
| 2021 | |
| 2020 | |
| 2019 | |
| 2018 | |
| 2017x | |
| 2017 | |
| 2016 | |
| 2015 | |

| |
|-------------------|
| 2014 |
| 2013 |
| 2012 |
| 2011 |
| 2010 |
| 2009 |
| Date filed |

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

Wednesday, February 14, 2024 — 5:08 PM

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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

"A&A safety inc" ×

Entity

Location ∨

Status ∨

Active

Inactive

Reset ↻



No matches found

Your search did not return any results for active records.

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Search inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|--|--|
| <i>Purchasing Division Use:</i> Buyer: <u>OG - JE</u> Date: <u>2/28/24</u> Solicitation No. <u>CO#1 - to cancel</u> <u>! reissue - non HQ acct.</u> <u>New contract: 1365722</u> | Agency: WVDOT Procurement Officer Submitting Requisition: Amber Heath Requisition No. CMA DOT23*17 PF No.: 108346 |
|--|--|

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 [CRQM → CMA] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 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"/> |

| | 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 checked="" type="checkbox"/> | <input type="checkbox"/> |
| 10 | Insurance requirements | | | | |
| | Commercial General Liability | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Automobile Liability | <input checked="" 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"/> |
| 11 | Office of Technology CIO pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12 | Treasurer's Office (banking) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

FOR CHANGE ORDERS/RENEWALS:

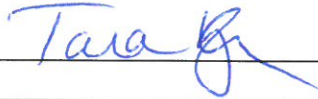
| | | | | | |
|----|--|-------------------------------------|-------------------------------------|-------------------------------------|---|
| 13 | Two-party agreement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> W/A |
| 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 checked="" type="checkbox"/> W/A |
| 16 | Justification for price increases/backdating/other | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17 | Bond Rider (Construction) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> W/A |
| 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 EOs. 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.