



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: 01-08-2024

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:	CPO 0803 0070 DOT2300000059 3	Procurement Folder:	1169601
Document Name:	Factory Rebuild for Bridge Inspection Unit A62 7023E018	Reason for Modification:	Change Order No. 1 - to increase the contract per the attached documentation.
Document Description:	Factory Rebuild for Bridge Inspection Unit A62		
Procurement Type:	Central Sole Source		
Buyer Name:	John W Estep		
Telephone:	304-558-2566		
Email:	john.w.estep@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000184619	Requestor Name:	Denise L Brown
ASPEN AERIALS INC 4303 WEST 1ST ST		Requestor Phone:	(304) 473-5328
DULUTH MN 55807 US		Requestor Email:	dee.l.brown@wv.gov
Vendor Contact Phone:	999-999-9999	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS EQUIPMENT DIVISION RT 33 83 BRUSHY ROAD CROSSING, PO BOX 610 BUCKHANNON WV 26201 US	DIVISION OF HIGHWAYS EQUIPMENT DIVISION 83 BRUSHY FORK RD CROSSING BUCKHANNON WV 26201 US

1/10/24 GC

Total Order Amount:	\$404,291.00
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Purchasing Division's File Copy

JE 1/9/24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H. Hobson</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Jan 12-24</i> ELECTRONIC SIGNATURE ON FILE
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1/12/2024

Extended Description:

Change Order

Change Order No. 01 is issued to increase the contract per the attached documentation according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.

Original Contract Price: \$254,858.00
Change Order No. 1 Increase: \$149,433.00

New Contract Total: \$404,291.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	73152107	1.00000	EA	254858.000000	254858.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Rebuild and refurbish bridge inspection unit A62

Extended Description:

Rebuild and refurbish bridge inspection unit A62 To be paid for and delivered after 7/1/23

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	73152107	1.00000	EA	149433.000000	149433.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Change Order 01

Extended Description:

Rebuild and refurbish bridge inspection unit A62



A TITAN MANUFACTURING COMPANY

FACTORY REBUILD INSPECTION QUOTATION

Quote# 1
Date May 9, 2023

Customer West Virginia Department of Transportation
Attn. Todd Campbell
Email
Phone (304) 472-5354
Model A62
Serial# 10174

This is a pre-rebuild quote based off of the inspection from December 2022. There will still need to be an inspection performed when the unit arrives at Aspen Aerials for the rebuild. Please review the list and let me know if you have any questions.

Description	Price\$
Base cost factory rebuild	\$254,858.00
Upgrade the intercom system to the current FRC system	\$9,300.00
Rebuild all hydraulic valves and lower manifold. New main valve required	\$12,000.00
Install two seats in the platform	\$1,760.00
New DP display for turret 1 control station	\$5,000.00
Remove the subframe and clean the rust peak from the chassis frame, subframe, behind frame clips, and protect with rust inhibitor (estimate until subframe is removed to determine if there is any additional repairs that are needed)	\$9,500.00
Boom lights, LED, installed on both sides of B1 and on T2, facing downwards & LED lights over the controls in the platform	\$2,800.00
Video system, including 3 cameras, (1) on Boom-1 facing down the length of Boom-2; (1) on Boom-3 facing the platform; (1) in the rear bumper and 1 color monitor in the cab.	\$6,750.00
Video system for the platform, 1 camera on Boom-1 facing down the length of Boom-2 and 1 color monitor in the platform.	\$2,500.00
Loft panel for auxiliary engine	\$1,200.00
Upgrade air compressor to Vnnair RS85L 89CFM @ 125 psi. Mounts on the deck. The deck boxes will have to be shifted back 48".	\$20,875.00
Upgraded platform rest	included
Replace hydraulic cylinders, boom 1, boom level, boom 3, boom 3 tie, boom 4 tie, platform level, hose (boom 4 was replaced 6/22, boom 2 was replaced 10/2022)	\$33,500.00
Drivers rear body box	\$1,998.00
Upgrade rear sliding counterweight to cylinder/chain drive	\$14,450.00
Auxiliary engine compartment, replace due to rust (w/stainless door) Does not include the auxiliary engine.	\$6,400.00
Hydraulic tank box, replace due to rust (w/stainless door) Does not include the hydraulic tank.	\$6,600.00
Air compressor tank (if you keep the original air compressor system)	\$1,400.00
Repair cracks on the platform	\$2,900.00
Add roller stop pad to the boom 3 trucks	included
Replace leaf springs at a Duluth dealer (estimate, we'll have to bring to unit to a dealer for the correct price)	\$10,500.00
Total	\$404,291.00

The total price does not include sales tax if applicable.

Regards,

Justin Laskowski
Service Manager
Aspen Aerials, Inc.
4303 West First Street
Duluth, Minnesota 55807
218-624-1457



A TIME MANUFACTURING COMPANY

FACTORY REBUILD INSPECTION QUOTATION

Quote# 1
Date May 9, 2023

Customer West Virginia Department of Transportation
Attn. Todd Campbell
Email
Phone (304) 472-5354
Model A62
Serial# 10174

This is a pre-rebuild quote based off of the inspection from December 2022. There will still need to be an inspection performed when the unit arrives at Aspen Aerials for the rebuild. Please review the list and let me know if you have any questions.

Description	Price\$
Base cost factory rebuild	\$254,858.00
Upgrade the intercom system to the current FRC system	\$9,300.00
Rebuild all hydraulic valves and lower manifold. New main valve required	\$12,000.00
Install two seats in the platform	\$1,760.00
New DP display for turret 1 control station	\$5,000.00
Remove the subframe and clean the rust peak from the chassis frame, subframe, behind frame clips, and protect with rust inhibitor (estimate until subframe is removed to determine if there is any additional repairs that are needed)	\$9,500.00
Boom lights, LED, installed on both sides of B1 and on T2, facing downwards & LED lights over the controls in the platform	\$2,800.00
Video system, including 3 cameras, (1) on Boom-1 facing down the length of Boom-2; (1) on Boom-3 facing the platform; (1) in the rear bumper and 1 color monitor in the cab.	\$6,750.00
Video system for the platform, 1 camera on Boom-1 facing down the length of Boom-2 and 1 color monitor in the platform.	\$2,500.00
Loft panel for auxiliary engine	\$1,200.00
Upgrade air compressor to Vmaxir RS85L 85CFM @ 125 psi. Mounts on the deck. The deck boxes will have to be shifted back 48".	\$20,875.00
Upgraded platform rest	included
Replace hydraulic cylinders, boom 1, boom level, boom 3, boom 3 tele, boom 4 tele, platform level, helac (boom 4 was replaced 6/22, boom 2 was replaced 10/2022)	\$33,500.00
Drivers rear body box	\$1,998.00
Upgrade rear sliding counterweight to cylinder/chain drive	\$14,450.00
Auxiliary engine compartment, replace due to rust (w/stainless door) Does not include the auxiliary engine.	\$6,400.00
Hydraulic tank box, replace due to rust (w/stainless door) Does not include the hydraulic tank.	\$6,600.00
Air compressor tank (if you keep the original air compressor system)	\$1,400.00
Repair cracks on the platform	\$2,900.00
Add roller stop pad to the boom 3 knuckle	included
Replace leaf springs at a Duluth dealer (estimate, we'll have to bring to unit to a dealer for the correct price)	\$10,500.00
Total	\$404,291.00

original P0

Change Order No. 1
increase of \$149,433.00

The total price does not include sales tax if applicable.

Regards,

Justin Laskowski

Service Manager
Aspen Aerials, Inc.
4303 West First Street
Duluth, Minnesota 55807
218-624-1457



APPROVED
1/5/24
[Signature]

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

November 13, 2023

MEMORANDUM

TO: Tara Lyle, Senior Buyer
Purchasing Division

FROM: Kristy James *[Signature]*
WVDOT Procurement Officer

SUBJECT: Change Order CPO DOT23*59 Additional Repairs Aspen Aerial

When the direct award was posted for the Aspen Aerial unit the base cost of the repairs was \$254,858.00. Upon inspection of the unit, there was additional deterioration due to rust and extensive equipment usage. This resulted in the repair of the base platform, replacement of the engine compartment and replacement of the hydraulic tank box.

In addition, several upgrades were also recommended by the manufacturer to ensure the continued safe operation of the bridge inspection unit and provide for the safety of the operators. The safety items include the addition of boom lighting, safety lighting and video camera systems for monitoring.

The additional repairs are in the amount of \$149,433.00. Attached you will find a detailed breakdown of the additional repairs required.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Equipment Division

83 Brushy Fork Crossing • Post Office Box 610
Buckhannon, West Virginia 26201 • (304) 472-1750

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

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

November 14, 2023

MEMORANDUM



PREPARED BY:	Pam Hall	
DATE:	11/14/23	
ROUTE ORDER	OFFICE	OK
1	BP	JS ED
2	HO	JM
3	CC	ajp
4	SEC	JW
5	CB	CR
6	HCC	S.Z.HCC
7	BP	CS

TO: SEC: Jimmy Wriston, P.E.

FROM: OE: Jeffrey M. Pifer P.E.

THRU: HO: Joe Pack P.E.
CC: Alanna J. Kellar, P.E.

SUBJECT: Change Order for CPO DOT2300000059/7023E018
Rebuild of Bridge Inspection Unit

Attached is an official memo for the rebuild of our Aspen Aerial A62 bridge inspection unit. This process has been completed. The base cost of the rebuild was \$254,858.00, there were several additional repairs that had to be made to this unit which resulted in the price going up. The additional repairs are in the amount of \$149,433.00 making the grand total \$404,291.00. We are providing the invoice as documentation, to be sent from the West Virginia Division of Highways/Equipment Division to the West Virginia Purchasing Division regarding the approval of the above subject. Please review, and if approved, sign this memo and the official Purchasing Division memo along with the WV35 Requisition and return to Kristy James in the Budget and Procurement Division.

If you have any questions, please contact Jeff Pifer at 304-473-5500.

NOV 27 '23 AMB:41
REC'D BUDGET - PROCURE

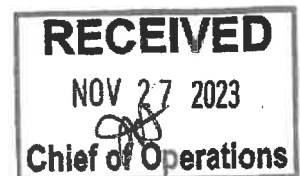
JMP:ph

RECEIVED

DEC 01 2023

E.E.O./AFFIRMATIVE ACTION EMPLOYER

BUSINESS MANAGER'S
OFFICE



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>R</u> Date: <u>1/8/24</u> Solicitation No. <u>Coff 1</u> <u>increase</u>	Agency: WVDOT Procurement Officer Submitting Requisition: Amber Heath Requisition No. CPO DOT23*59 PF No.: 1169601
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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 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 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"/>
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:

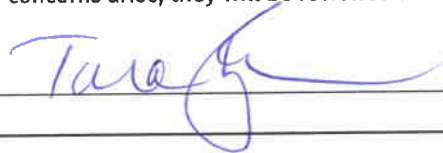
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> AIA
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"/> AIA
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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.**