



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

State of West Virginia  
**Delivery Order**

Order Date: 06-12-2024

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>         | CDO 0216 0216 FIN2100000005 12        | <b>Procurement Folder:</b>      | 873653                                       |
| <b>Document Name:</b>        | Finance The Purchase of 28 Vehicles   | <b>Reason for Modification:</b> | Change Order No. 1 - Multiple Vehicle Buyout |
| <b>Document Description:</b> | Contract #FINANCE21, Appendix 2021-04 |                                 |  |
| <b>Procurement Type:</b>     | Central Delivery Order                |                                 |  |
| <b>Buyer Name:</b>           | Mark A Atkins                         |                                 |  |
| <b>Telephone:</b>            | (304) 558-2307                        |                                 |  |
| <b>Email:</b>                | mark.a.atkins@wv.gov                  |                                 |  |
| <b>Shipping Method:</b>      | Best Way                              | <b>Master Agreement Number:</b> | CMA 0212 FINANCE21 12                        |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid             |                                 |  |

| VENDOR  |                         | DEPARTMENT CONTACT  |                       |                   |
|---|-------------------------|---|-----------------------|-------------------|
| <b>Vendor Customer Code:</b>                                  | 000000191232            | <b>Requestor Name:</b>  | Kenneth H Yoakum      |                   |
| BANC OF AMERICA PUBLIC CAPITAL CORP<br>BANK OF AMERICA CENTER |                         | <b>Requestor Phone:</b>   | (304) 558-2106        |                   |
| RICHMOND VA 232193500   |                         | <b>Requestor Email:</b>   | kenny.h.yoakum@wv.gov |                   |
| US  |                         | <div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div> |                       |                   |
| <b>Vendor Contact Phone:</b>                                  | 804-788-3345            |   |                       | <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  | No                      |   |                       |                   |
| #3  | No                      |   |                       |                   |
| #4  | No                      |   |                       |                   |

| INVOICE TO   | SHIP TO  |
|--|--|
| ACCOUNTING SECTION<br>DEPARTMENT OF ADMINISTRATION<br>2019 WASHINGTON ST E<br>PO BOX 50121<br>CHARLESTON WV 25305-0121<br>US | FINANCE DIVISION<br>DEPARTMENT OF ADMINISTRATION<br>BLDG 17<br>2101 WASHINGTON ST E<br>CHARLESTON WV 25305<br>US |

|                            |              |
|----------------------------|--------------|
| <b>Total Order Amount:</b> | \$759,939.68 |
|----------------------------|--------------|

Purchasing Division's File Copy

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Mark Atkins - 6/14/2024*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *6/14/24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CHANGE ORDER NO. 1  
ISSUED FOR 3 VEHICLE BUYOUT AND REDUCTION IN FUTURE PAYMENTS.  
THERE WILL BE A SMALL SAVINGS IN INTEREST.  
EFFECTIVE DATE: 07/01/2024.

APPENDIX 2021-04

EFFECTIVE DATE: 04/29/2021  
TO FINANCE THE PURCHASE OF 28 VEHICLES: AMOUNT FINANCED: \$760,013.76  
WITH 48 MONTHLY PAYMENTS OF: \$15,833.62  
WITH THE FIRST PAYMENT DUE: 06/01/2021  
THE FINAL PAYMENT DUE: 05/01/2025  
INTEREST RATE OF: 0.9911%  
FOR THE FOLLOWING CDO'S: FLT21\*40, FLT21\*41 AND FLT21\*42

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price  |
|--------------|----------------|--------------|----------|---------------|--------------|
| 1            | 84101703       | 0.00000      |          | \$0.0000      | \$585,843.94 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |              |
| 2021-06-01   | 2025-05-01     |              |          |               |              |

Commodity Line Description: Financing Agreement

**Extended Description:**

APPENDIX 2021-04

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 2            | 84101703       | 0.00000      |          | \$0.0000      | \$16,500.92 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |             |
| 2021-06-01   | 2025-05-01     |              |          |               |             |

Commodity Line Description: Change Order #1 Appendix 2021-04 Finance of Vehicle Buyouts.

**Extended Description:**

CHANGE ORDER NO. 1 - BUYOUT OF TOTALED VEHICLES. (3)

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price  |
|--------------|----------------|--------------|----------|---------------|--------------|
| 3            | 84101703       | 0.00000      |          | \$0.0000      | \$157,594.82 |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |              |
| 2021-06-01   | 2025-05-01     |              |          |               |              |

Commodity Line Description: Future Payments CO #1 Appendix 2021-04 Finance of Vehicles.

**Extended Description:**

REFLECTS NEW AMORTIZATION SCHEDULE FOR FUTURE PAYMENTS AFTER BUYOUT #1.



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT OFFICE  
2310 Kanawha Blvd. E  
P.O. BOX 50121  
CHARLESTON, WEST VIRGINIA 25311

## MEMORANDUM

TO: Patty Johns  
Carrie Looney  
Finance Division

FROM: Lori Harper, Fleet Coordinator  
Fleet Management Division

DATE: May 23, 2024

SUBJECT: Request for Titles of 3 Vehicles

The Department of Motor Vehicles is unable to provide us with a clear title to this vehicle which states that the lien holder is as listed below:

**Banc of America Public Capitol Corp.**

For vehicles: 1GJW7EFP2N1154694 – 2022 GMC SAVANA 8 PASSENGER VAN  
1GJW7EFP4N1155393 – 2022 GMC SAVANA 8 PASSENGER VAN  
1GJZ7NFP2N1157477 – 2022 GMC SAVANA 15 PASSENGER VAN

Please request a lien release for this vehicle which was processed on Appendix # 2021-04.

If you have any questions, please feel free to contact me at 304-352-6079. Thank you.



AIG Property & Casualty  
 Charleston, West Virginia  
 P.O. Box 25670  
 Shawnee Mission,  
 Kansas 66225  
 www.aig.com

Julia Perdue  
 Fast Track  
 Claim Representative  
 T 1 304 357 4632  
 F 1 855 400 8629  
 Julia.perdue@aig.com

May 23, 2024

Ms. Lori M. Harper, Fleet Assistant  
 WV Department of Administration  
 2310 Kanawha Boulevard East  
 Charleston, West Virginia 25311

RE: Claim Number : 502-070978-003  
 Insured : WV Department of Administration  
 Date of Loss : April 2, 2024  
 Insured : Adjutant General  
 Insured Vehicle : 2022 GMC Savana  
 1GJW7EFP2N1154694

Dear Ms. Harper:

AIG Property & Casualty is the claims administrator for National Union Fire Insurance Company of Pittsburgh, PA which issued policy number CA 007281188 to the State of West Virginia / Department of Administration. Please be advised that I am the adjuster handling this claim and all future correspondence should be directed to my attention.

Please be advised Macaw Appraisals inspected and appraised the damages to the above captioned vehicle in the amount of \$35,477.71 deeming the vehicle a constructive total loss. The following is the breakdown:

|              |   |                    |
|--------------|---|--------------------|
| Value        |   | \$41,600.00        |
| Options      | + | \$ 75.00           |
| Mileage      | + | \$ 2,925.00        |
|              |   | <u>\$44,600.00</u> |
| Taxes & Fees | + | \$ 2,763.00        |
|              |   | <u>\$47,363.00</u> |
| Deductible   | - | \$ 1,000.00        |
| Settlement   |   | <u>\$46,363.00</u> |

The total loss documents will be forthcoming by separate mailing. After receipt of the title and total loss documents, a check will be issued to the WV



Department of Administration in the amount of \$46,363.00. We have notified our salvage department to pick up the vehicle.

If you should have any questions regarding this matter, please feel free to contact me.

Very truly yours,

*Julia Perdue*

Julia Perdue  
Claim Representative

Enclosure

cc Lori Sutton-WVARNG  
Richard Hensley-Mountaineer Challenge Academy South



AIG Property & Casualty  
 Charleston, West Virginia  
 P.O. Box 25670  
 Shawnee Mission,  
 Kansas 66225  
 www.aig.com

Julia Perdue  
 Fast Track  
 Claim Representative  
 T 1 304 357 4632  
 F 1 855 400 8629  
 Julia.perdue@aig.com

May 23, 2024

Ms. Lori M. Harper, Fleet Assistant  
 WV Department of Administration  
 2310 Kanawha Boulevard East  
 Charleston, West Virginia 25311

RE: Claim Number : 502-070978-001  
 Insured : WV Department of Administration  
 Date of Loss : April 2, 2024  
 Insured : Adjutant General  
 Insured Vehicle : 2022 GMC Savana  
 1GJW7EFP4N1155393

Dear Ms. Harper:

AIG Property & Casualty is the claims administrator for National Union Fire Insurance Company of Pittsburgh, PA which issued policy number CA 007281188 to the State of West Virginia / Department of Administration. Please be advised that I am the adjuster handling this claim and all future correspondence should be directed to my attention.

Please be advised Macaw Appraisals inspected and appraised the damages to the above captioned vehicle in the amount of \$33,564.30 deeming the vehicle a constructive total loss. The following is the breakdown:

|              |   |                    |
|--------------|---|--------------------|
| Value        |   | \$41,600.00        |
| Options      | + | \$ 75.00           |
| Mileage      | + | <u>\$ 2,450.00</u> |
|              |   | \$44,125.00        |
| Taxes & Fees | + | <u>\$ 2,734.50</u> |
|              |   | \$46,859.50        |
| Deductible   | - | <u>\$1,000.00</u>  |
| Settlement   |   | \$45,859.50        |

The total loss documents will be forthcoming by separate mailing. After receipt of the title and total loss documents, a check will be issued to the WV



Department of Administration in the amount of \$45,859.50. We have notified our salvage department to pick up the vehicle.

If you should have any questions regarding this matter, please feel free to contact me.

Very truly yours,

*Julia Perdue*

Julia Perdue  
Claim Representative

Enclosure

cc Lori Sutton-WVARNG  
Richard Hensley-Mountaineer Challenge Academy South



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 Claim Representative  
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 Julia.perdue@aig.com

May 23, 2024

Ms. Lori M. Harper, Fleet Assistant  
 WV Department of Administration  
 2310 Kanawha Boulevard East  
 Charleston, West Virginia 25311

RE: Claim Number : 502-070978-002  
 Insured : WV Department of Administration  
 Date of Loss : April 2, 2024  
 Insured : Adjutant General  
 Insured Vehicle : 2022 GMC Savana  
 1GJZ7NFP2N1157477

Dear Ms. Harper:

AIG Property & Casualty is the claims administrator for National Union Fire Insurance Company of Pittsburgh, PA which issued policy number CA 007281188 to the State of West Virginia / Department of Administration. Please be advised that I am the adjuster handling this claim and all future correspondence should be directed to my attention.

Please be advised Macaw Appraisals inspected and appraised the damages to the above captioned vehicle in the amount of \$36,458.91 deeming the vehicle a constructive total loss. The following is the breakdown:

|              |   |                    |
|--------------|---|--------------------|
| Value        |   | \$43,500.00        |
| Options      | + | \$ 75.00           |
| Mileage      | + | \$ 2,450.00        |
|              |   | <u>\$46,025.00</u> |
| Taxes & Fees | + | \$ 2,848.50        |
|              |   | <u>\$48,873.50</u> |
| Deductible   | - | \$ 1,000.00        |
| Settlement   |   | <u>\$47,873.50</u> |

The total loss documents will be forthcoming by separate mailing. After receipt of the title and total loss documents, a check will be issued to the WV





Department of Administration in the amount of \$47,873.50. We have notified our salvage department to pick up the vehicle.

If you should have any questions regarding this matter, please feel free to contact me.

Very truly yours,

*Julia Perdue*

Julia Perdue  
Claim Representative

Enclosure

cc Lori Sutton-WVARNG  
Richard Hensley-Mountaineer Challenge Academy South



Fax: 404-532-3742  
BALCPayoffs@bankofamerica.com

June 4, 2024  
Leasing customer  
WEST VIRGINIA, STATE OF

RE: Customer No. 2010288 /Schedule No(s). 00004 See page 3 for details

Dear Leasing customer

In response to your request to a partial prepayment of the above-referenced Note, we provide the following:

|                            |                    |           |                  |
|----------------------------|--------------------|-----------|------------------|
| Principal                  |                    | \$        | 16,500.92        |
| Interest                   | 7/1/24 thru 7/1/24 | \$        | -                |
| Prepayment Fee             |                    | \$        | -                |
| <b>Payoff Amount as of</b> | <b>7/1/2024</b>    | <b>\$</b> | <b>16,500.92</b> |
| Per diem                   |                    | \$        | 0.45             |
| Per diem valid thru        |                    |           | 7/30/2024        |

\*\*\* Payoff assumes receipt of the 7/1/2024 rental payment in full \*\*\*

Upon our receipt of wire transferred funds or certified check in the aforementioned amount, and provided that you are not then in default of any of your obligations to BAPCC, BAPCC will execute any documentation reasonably required to terminate its security interest in the Collateral to be released.

Notwithstanding the above, unless the foregoing prepayment amortizes the entire balance of principal and interest under the Note, the Note continues to be in full force and effect with respect to, among other things, the remaining Collateral under the Note and, except as specifically set forth herein, all of the terms and conditions of the Note remain in full force and effect and are hereby ratified and affirmed by you. Further, any corporate or personal guaranties which relate to the Note, as well as any and all other obligations which may be outstanding to BAPCC or its affiliates, shall remain in full force and effect with respect to such other obligations, notwithstanding the early payoff of the Note pursuant to this letter. In addition, if a security interest in the Collateral to be released has been granted to BAPCC as security for any obligations owing to BAPCC or its affiliates or assign, other than the Note, any such grant of security interest shall remain in full force and effect with respect to such other obligations, notwithstanding the early payoff of the Note pursuant to this letter.

By paying the above stated amounts, you agree to the terms of this letter and to an early partial payoff of the Note, and release BAPCC of any and all of its obligations under the Note.

If the Payoff Amount is not received by BAPCC in accordance with the terms of this letter, the Note shall continue in full force and effect in accordance with its terms and you shall promptly reimburse BAPCC for any out of pocket expenses may have incurred in connection with the proposed early partial payoff of the Note. Nothing contained in this letter shall be deemed a waiver of any rights and remedies BAPCC may have under the Note, other related documents and instruments or applicable law, all of which rights and remedies are expressly reserved. Any terms used herein and not defined herein shall have the meanings assigned to them in the Note.

If you should have any questions or if we may be of further service, please feel free to contact us at BALCPayoffs@bankofamerica.com.

Very truly yours,

BANC OF AMERICA LEASING & CAPITAL, LLC,

By Eric Harrington  
Eric Harrington  
Operations Consultant

Please wire transfer the above amounts as follows.

Bank: Bank of America  
ABA #: 0260-0959-3  
For the account of: Banc of America Leasing & Capital, LLC  
Account No.: 12334-01992  
Reference: Customer No. 2010288 /Schedule No(s). 00004  
Upon receipt Notify: Eric Harrington

Remit payment by check to:

Banc of America Leasing & Capital, LLC  
PO Box 100918  
Atlanta, GA 30384-0918  
Ref: Customer No. 2010288 /Schedule No(s). 00004  
Upon receipt Notify: Eric Harrington

Remit payment by overnight(UPS, FedEX) to:

Bank of America Lockbox Service  
Banc of America Leasing & Capital, LLC  
Lockbox 100918  
6000 Feldwood Road  
College Park, GA 30349  
Ref: Customer No. 2010288 /Schedule No(s). 00004  
Upon receipt Notify: Eric Harrington

| Customer# | Schedule# | Aif#    | Unit#   | Serial Number     | Principal | Interest | Prepay | Total     | Per Diem |
|-----------|-----------|---------|---------|-------------------|-----------|----------|--------|-----------|----------|
| 2010288   | 004       | 0170110 | 8449697 | 1GJW7EFP2N1154694 | 5,367.79  | -        | -      | 5,367.79  | 0.15     |
| 2010288   | 004       | 0170110 | 8449703 | 1GJW7EFP4N1155393 | 5,367.79  | -        | -      | 5,367.79  | 0.15     |
| 2010288   | 004       | 0170110 | 8449708 | 1GJZ7NFP2N1157477 | 5,765.35  | -        | -      | 5,765.35  | 0.16     |
|           |           |         |         |                   | 16,500.92 | -        | -      | 16,500.92 | 0.45     |

AMORTIZATION SCHEDULE

2021-04 FIN21\*05

APPENDIX 2021-04

| Payment Number | Date of Payment | Funding    | Payment Amount    | Interest Portion<br>0.9911% | Principal         | Ending Balance |                  |                   |                  |
|----------------|-----------------|------------|-------------------|-----------------------------|-------------------|----------------|------------------|-------------------|------------------|
|                | 4/29/2021       | 745,009.00 |                   |                             |                   | 745,009.00     |                  |                   |                  |
|                |                 |            |                   |                             |                   |                | <b>Principle</b> | <b>Interest</b>   |                  |
| 1              | 6/1/2021        |            | 15,833.62         | 647.34                      | 15,186.28         | 729,822.72     |                  |                   |                  |
| 2              | 7/1/2021        |            | 15,833.62         | 594.51                      | 15,239.11         | 714,583.62     | <b>FY21</b>      | 30,425.38         | 1,241.86         |
| 3              | 8/1/2021        |            | 15,833.62         | 582.10                      | 15,251.52         | 699,332.10     |                  |                   |                  |
| 4              | 9/1/2021        |            | 15,833.62         | 569.68                      | 15,263.94         | 684,068.16     |                  |                   |                  |
| 5              | 10/1/2021       |            | 15,833.62         | 557.24                      | 15,276.38         | 668,791.78     |                  |                   |                  |
| 6              | 11/1/2021       |            | 15,833.62         | 544.80                      | 15,288.82         | 653,502.96     |                  |                   |                  |
| 7              | 12/1/2021       |            | 15,833.62         | 532.34                      | 15,301.28         | 638,201.68     |                  |                   |                  |
| 8              | 1/1/2022        |            | 15,833.62         | 519.88                      | 15,313.74         | 622,887.94     |                  |                   |                  |
| 9              | 2/1/2022        |            | 15,833.62         | 507.41                      | 15,326.21         | 607,561.73     |                  |                   |                  |
| 10             | 3/1/2022        |            | 15,833.62         | 494.92                      | 15,338.70         | 592,223.03     |                  |                   |                  |
| 11             | 4/1/2022        |            | 15,833.62         | 482.43                      | 15,351.19         | 576,871.83     |                  |                   |                  |
| 12             | 5/1/2022        |            | 15,833.62         | 469.92                      | 15,363.70         | 561,508.13     |                  |                   |                  |
| 13             | 6/1/2022        |            | 15,833.62         | 457.41                      | 15,376.21         | 546,131.92     |                  |                   |                  |
| 14             | 7/1/2022        |            | 15,833.62         | 444.88                      | 15,388.74         | 530,743.18     | <b>FY22</b>      | 183,840.44        | 6,163.00         |
| 15             | 8/1/2022        |            | 15,833.62         | 432.34                      | 15,401.28         | 515,341.90     |                  |                   |                  |
| 16             | 9/1/2022        |            | 15,833.62         | 419.80                      | 15,413.82         | 499,928.08     |                  |                   |                  |
| 17             | 10/1/2022       |            | 15,833.62         | 407.24                      | 15,426.38         | 484,501.70     |                  |                   |                  |
| 18             | 11/1/2022       |            | 15,833.62         | 394.68                      | 15,438.94         | 469,062.76     |                  |                   |                  |
| 19             | 12/1/2022       |            | 15,833.62         | 382.10                      | 15,451.52         | 453,611.24     |                  |                   |                  |
| 20             | 1/1/2023        |            | 15,833.62         | 369.51                      | 15,464.11         | 438,147.13     |                  |                   |                  |
| 21             | 2/1/2023        |            | 15,833.62         | 356.92                      | 15,476.70         | 422,670.42     |                  |                   |                  |
| 22             | 3/1/2023        |            | 15,833.62         | 344.31                      | 15,489.31         | 407,181.11     |                  |                   |                  |
| 23             | 4/1/2023        |            | 15,833.62         | 331.69                      | 15,501.93         | 391,679.18     |                  |                   |                  |
| 24             | 5/1/2023        |            | 15,833.62         | 319.06                      | 15,514.56         | 376,164.62     |                  |                   |                  |
| 25             | 6/1/2023        |            | 15,833.62         | 306.42                      | 15,527.20         | 360,637.43     |                  |                   |                  |
| 26             | 7/1/2023        |            | 15,833.62         | 293.78                      | 15,539.84         | 345,097.58     | <b>FY23</b>      | 185,645.59        | 4,357.85         |
| 27             | 8/1/2023        |            | 15,833.62         | 281.12                      | 15,552.50         | 329,545.08     |                  |                   |                  |
| 28             | 9/1/2023        |            | 15,833.62         | 268.45                      | 15,565.17         | 313,979.91     |                  |                   |                  |
| 29             | 10/1/2023       |            | 15,833.62         | 255.77                      | 15,577.85         | 298,402.06     |                  |                   |                  |
| 30             | 11/1/2023       |            | 15,833.62         | 243.08                      | 15,590.54         | 282,811.51     |                  |                   |                  |
| 31             | 12/1/2023       |            | 15,833.62         | 230.38                      | 15,603.24         | 267,208.27     |                  |                   |                  |
| 32             | 1/1/2024        |            | 15,833.62         | 217.67                      | 15,615.95         | 251,592.32     |                  |                   |                  |
| 33             | 2/1/2024        |            | 15,833.62         | 204.95                      | 15,628.67         | 235,963.65     |                  |                   |                  |
| 34             | 3/1/2024        |            | 15,833.62         | 192.22                      | 15,641.40         | 220,322.24     |                  |                   |                  |
| 35             | 4/1/2024        |            | 15,833.62         | 179.47                      | 15,654.15         | 204,668.10     |                  |                   |                  |
| 36             | 5/1/2024        |            | 15,833.62         | 166.72                      | 15,666.90         | 189,001.20     |                  |                   |                  |
| 37             | 6/1/2024        |            | 15,833.62         | 153.96                      | 15,679.66         | 173,321.54     |                  |                   |                  |
| 38             | 7/1/2024        |            | 15,833.62         | 141.19                      | 15,692.43         | 157,629.11     | <b>FY24</b>      | 187,468.47        | 2,534.97         |
|                | 7/1/2024        |            | 16,500.92         | -                           | 16,500.92         | 141,128.19     | <b>Buyout(s)</b> | 16,500.92         | 0                |
| 39             | 8/1/2024        |            | 14,176.12         | 114.96                      | 14,061.16         | 127,067.03     |                  |                   |                  |
| 40             | 9/1/2024        |            | 14,176.12         | 103.51                      | 14,072.61         | 112,994.42     |                  |                   |                  |
| 41             | 10/1/2024       |            | 14,176.12         | 92.05                       | 14,084.07         | 98,910.35      |                  |                   |                  |
| 42             | 11/1/2024       |            | 14,176.12         | 80.57                       | 14,095.55         | 84,814.80      |                  |                   |                  |
| 43             | 12/1/2024       |            | 14,176.12         | 69.09                       | 14,107.03         | 70,707.77      |                  |                   |                  |
| 44             | 1/1/2025        |            | 14,176.12         | 57.60                       | 14,118.52         | 56,589.25      |                  |                   |                  |
| 45             | 2/1/2025        |            | 14,176.12         | 46.10                       | 14,130.02         | 42,459.23      |                  |                   |                  |
| 46             | 3/1/2025        |            | 14,176.12         | 34.59                       | 14,141.53         | 28,317.70      |                  |                   |                  |
| 47             | 4/1/2025        |            | 14,176.12         | 23.07                       | 14,153.05         | 14,164.64      |                  |                   |                  |
| 48             | 5/1/2025        |            | 14,176.12         | 11.48                       | 14,164.64         |                | <b>FY25</b>      | 141,128.19        | 633.01           |
|                | <b>Total</b>    |            | <b>759,939.68</b> | <b>14,930.68</b>            | <b>745,009.00</b> |                |                  | <b>745,009.00</b> | <b>14,930.68</b> |

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|   |   |
|---|---|
| <i>Purchasing Division Use:</i><br>Buyer: _____ Date: _____<br><br>Solicitation No. _____ | Agency:<br>Finance Division<br><br>Procurement Officer Submitting Requisition:<br>Carrie Looney<br><br>Requisition No.<br>CDO FIN21*4 - Change Order No. 1<br><br>PF No.:<br>873653 |
|---|---|

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 checked="" type="checkbox"/> | <input 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<br>[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<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 checked="" 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"/> |

|    | Compliance Check Type                      | Required                            | Provided, if Required               | Not Required                        | Purch. Div. Confirmation |
|----|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 9  | Fleet Management Division pre-approval     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input 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:**

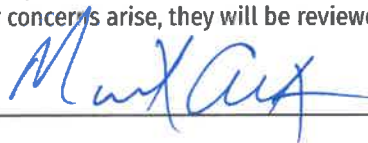
|    |  |                                     |                                     |                                     |                                     |
|----|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 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"/>            |
| 16 | Justification for price increases/backdating/other | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 17 | Bond Rider (Construction)                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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: \_\_\_\_\_



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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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#### BANC OF AMERICA PUBLIC CAPITAL CORP

| Organization Information |                |                  |             |         |        |          |                  |                    |
|--------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| Org Type                 | Effective Date | Established Date | Filing Date | Charter | Class  | Sec Type | Termination Date | Termination Reason |
| C   Corporation          | 8/9/2006       |                  | 8/9/2006    | Foreign | Profit |          |                  |                    |

| Organization Information  |   |                           |               |
|---------------------------|---|---------------------------|---------------|
| <b>Business Purpose</b>   | 5324 - Real Estate and Rental and Leasing - Rental and Leasing Services - Commercial/Industrial Equip Rental and Leasing construction, transportation, mining, forestry, commercial air, rail, water, office) |                           |               |
| <b>Capital Stock</b>      |   |                           |               |
| <b>Charter County</b>     |   | <b>Control Number</b>     | 87351         |
| <b>Charter State</b>      | KS  | <b>Excess Acres</b>       |               |
| <b>At Will Term</b>       |   | <b>Member Managed</b>     |               |
| <b>At Will Term Years</b> |   | <b>Par Value</b>          |               |
| <b>Authorized Shares</b>  |   | <b>Young Entrepreneur</b> | Not Specified |

| Addresses |         |
|-----------|---------|
| Type      | Address |
|           |         |



|                                  |   |
|----------------------------------|---|
| <b>Local Office Address</b>      | C/O CT CORPORATION SYSTEM<br>1627 QUARRIER ST<br>CHARLESTON, WV, 25311              |
| <b>Mailing Address</b>           | 555 CALIFORNIA STREET<br>4TH FLOOR<br>SAN FRANCISCO, CA, 94104<br>USA               |
| <b>Notice of Process Address</b> | C T CORPORATION SYSTEM<br>5098 WASHINGTON ST W STE 407<br>CHARLESTON, WV, 253131561 |
| <b>Principal Office Address</b>  | 555 CALIFORNIA STREET<br>4TH FLOOR<br>SAN FRANCISCO, CA, 94104<br>USA               |
| <b>Type</b>                      | <b>Address</b>  |

| <b>Officers</b>       |  |
|-----------------------|--|
| <b>Type</b>           | <b>Name/Address</b>  |
| <b>Director</b>       | JEAN M. BELL<br>555 CALIFORNIA STREET<br>4TH FLOOR<br>SAN FRANCISCO, CA, 94104     |
| <b>Director</b>       | ANDREW R. BROWN<br>555 CALIFORNIA STREET<br>4TH FLOOR<br>SAN FRANCISCO, CA, 94104  |
| <b>President</b>      | GEOFFREY R. CULM<br>555 CALIFORNIA STREET<br>4TH FLOOR<br>SAN FRANCISCO, CA, 94104 |
| <b>Secretary</b>      | BRAD KOSTER<br>555 CALIFORNIA STREET<br>4TH FLOOR<br>SAN FRANCISCO, CA, 94104      |
| <b>Treasurer</b>      | STEVEN F. THOMAS<br>555 CALIFORNIA STREET<br>4TH FLOOR<br>SAN FRANCISCO, CA, 94104 |
| <b>Vice-President</b> | NATHAN A. BARTH<br>555 CALIFORNIA STREET<br>4TH FLOOR<br>SAN FRANCISCO, CA, 94104  |
| <b>Type</b>           | <b>Name/Address</b>  |

| <b>Annual Reports</b> |  |
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| <b>Filed For</b>      |  |
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For more information, please contact the Secretary of State's Office at 304-558-8000.

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