



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

State of West Virginia Purchase Order

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Date: 06-11-2024

Order Number: CPO 0310 6583 DNR2400000008 3	Procurement Folder: 1285255
Document Name: Pipestem State Park Tramway Site Prep	Reason for Modification: Change Order No. 02 issued to extend and increase the contract as per the attached documentation.
Document Description: Pipestem State Park Tramway Site Prep	
Procurement Type: Central Purchase Order	
Buyer Name: Joseph E Hager III	
Telephone: (304) 558-2306	
Email: joseph.e.hageriii@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2023-12-08
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2024-06-24

VENDOR	DEPARTMENT CONTACT															
Vendor Customer Code: VC0000067062	Requestor Name: James H Adkins															
WHITTEN CONSTRUCTION LLC	Requestor Phone: (304) 558-3397															
524 MARVIN DEEDS RD	Requestor Email: jamie.h.adkins@wv.gov															
JUMPING BRANCH WV 25969																
US																
Vendor Contact Phone: 304-466-2500 Extension:																
Discount Details:																
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1 No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2 Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3 Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4 Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>	Discount Allowed	Discount Percentage	Discount Days	#1 No	0.0000	0	#2 Not Entered			#3 Not Entered			#4 Not Entered			<div style="font-size: 2em; font-weight: bold;">24</div> <p>FILE LOCATION _____</p>
Discount Allowed	Discount Percentage	Discount Days														
#1 No	0.0000	0														
#2 Not Entered																
#3 Not Entered																
#4 Not Entered																

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES	SUPERINTENDENT
PARKS & RECREATION-PEM SECTION	DIVISION OF NATURAL RESOURCES
324 4TH AVE	PIPESTEM STATE PARK
SOUTH CHARLESTON WV 25305	3405 PIPESTEM DR
US	PIPESTEM WV 25979-0150
	US

6-25-24 6L

Total Order Amount:	\$398,622.1
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Purchasing Division's File Copy

JH 6.14.24

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>M. H. Hager III</i> 6/15/24	DATE: <i>John S. Gray</i>	DATE: <i>J. H. Hager III</i> 6-27-24
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

6/27/2024

Extended Description:

Change Order

Change Order No. 02 is issued to extend and increase the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. The contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Effective date of extension 03/07/2024 through 06/24/2024.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Original Contract Price:	\$352,000.00
Change Order No. 02 Increase:	46,622.15
Contract New Total:	\$398,622.15

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72141500	0.00000		0.000000	352000.00
Service From	Service To	Manufacturer		Model No	
2023-12-08	2024-06-24				

Commodity Line Description: Land preparation services

Extended Description:

Pipestem State Park site preparation for New Tramway.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72141500	0.00000		0.000000	46622.15
Service From	Service To	Manufacturer		Model No	
2023-12-08	2024-06-24				

Commodity Line Description: Change Order No. 02

Extended Description:

Pipestem State Park site preparation for New Tramway.

Governor Jim Justice



Director Brett W. McMillion

APPROVED
B. Leslie
6/14/24

MEMORANDUM

TO: Jamie H Adkins, Chief Procurement Officer

FROM: Brad Leslie, PE Engineer

DATE: April 30, 2024

RE: Pipestem Resort State Park
Tram Replacement Preparation Contract Change Order #2
Purchase Order Number CPO DNR 24*08

Brad Leslie

The attached represents a change order to provide for additional road construction and to expand the proposed gravel pad for the construction of the tramway at Pipestem Resort State Park. The access road described in the original specifications was planned to provide for the adequate and safe access to allow our tram replacement contractor to bring cranes and concrete to the upper terminal in order to perform his work.

It has become apparent through construction that the route must be lengthened and the pad enlarged to serve its intended purpose. The proposed route is effectively 448 feet longer and its construction will require additional clearing, grubbing, gravel, and revegetation. This work must be done in order for successful completion of the project.

This agency believes the proposed cost of \$46,622.15 is fair and reasonable. We do realize that this amount is more than 10% over the original amount. Additionally, the contract should be extended 110 days to June 24, 2024 to allow the work to be completed.

Please advise if you need additional information.

cc: Matt Yeager
Deputy Chief, PEM

AIA Document G701[®] - 2017

Change Order

PROJECT: *(Name and address)*
 Pipestem State Park Tramway Site Prep
 Pipestem State Park
 CPO DNR24*8

CONTRACT INFORMATION:
 Contract For General Construction
 Date December 08, 2023

CHANGE ORDER INFORMATION:
 Change Order Number: 002
 Date: April 30, 2024

OWNER: *(Name and address)*
 Division of Natural Resources
 Parks & Recreation-PEM Section
 324 4th Ave
 South Charleston, WV 25305

ARCHITECT: *(Name and address)*
 Alpha Associates, Incorporated
 209 Prairie Ave
 Morgantown, WV 26501

CONTRACTOR: *(Name and address)*
 Whitten Construction LLC
 524 Marvin Deeds Road
 Jumping Branch, WV 25969

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Add 448 ft. clearing, grubbing, hauling stumps, cutting all trees so they lay on ground, fill stump holes with stone because dirt was too wet to compact, place underlayment of fabric for stone stabilization, fill underlayment of fabric material under stone (all material was compacted with 84 in vibratory compactor machine) seed & straw both sides of road

The original Contract Sum was	\$ 352,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 352,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 46,622.15
The new Contract Sum including this Change Order will be	\$ 398,622.15

The Contract Time will be increased by one hundred ten (110) days
 The new date of Substantial Completion will be June 24, 2024

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


Alpha Associates, Incorporated

Whitten Construction LLC

WVDNR Parks & Recreation-PEM

ARCHITECT *(Firm Name)*

 SIGNATURE

CONTRACTOR *(Firm Name)*

 SIGNATURE

OWNER *(Firm Name)*

 SIGNATURE

Charles B. Branch, PE Senior
 Principal
 PRINTED NAME AND TITLE
 4/30/24
 DATE

Bret Whitten
 PRINTED NAME AND TITLE
 4-30-24
 DATE

Brett W. McMillion, Director
 PRINTED NAME AND TITLE
 5-7-24
 DATE



April 30, 2024

Bradley Leslie, PE
WV DNR
324 4th Avenue
South Charleston, WV 25303

Re: CPO 0310 6583 DNR 2400000008 2
Pipestem State Park Tramway Site Prep
AAI Project No. 2112149.00

Dear Mr. Leslie:

We have reviewed the proposal submitted by Whitten Construction to provide additional services including clearing, grubbing, tree removal, backfill, placement of underlayment fabric, gravel road construction, compaction and seed & mulch at Pipestem State Park as part of the Site Preparation contract for the Tram Replacement. We recommend acceptance of the proposal from Whitten Construction. This acceptance includes an additional 110 days, making the new date of substantial completion June 24, 2024, and \$46,622.15 (forty-six thousand six hundred and twenty-two dollars and fifteen cents) to perform the additional work.

If you have any questions, please feel free to contact me.

Sincerely,

Alpha Associates, Incorporated

A handwritten signature in black ink that reads "CHARLES B. BRANCH". The letters are in all caps and have a cursive, slightly slanted appearance.

Charles B. Branch, PE
Senior Principal and Civil Engineer

Enc.



Governor Jim Justice

Director Brett W. McMillion

To: Jamie Adkins
Chief Procurement Officer

From: Bradley Leslie, PE
Engineer

A handwritten signature in blue ink, appearing to read "Bradley Leslie".

Date: April 30, 2024

Re: CPO DNR 24*08 1
Pipestem Tram Preparation Project
Change Order #2

Please excuse the fact that this change order request is more than 20 days from the expiration of the contract. The weather delayed much of the work and there was a delay in obtaining the correct documents from the contractor.

Please contact me with any questions.

CC: Matthew Yeager
Deputy Chief of Parks



P.O. Box 3967 Peoria, IL 61612-3967
Phone: 309-692-1000 Fax: 309-683-1610

RIDER

TO BE ATTACHED TO AND FORM PART OF BOND/POLICY NO. RCB0030754

It is hereby mutually agreed and understood by the Principal,
Whitten Construction Company LLC

and RLI Insurance Company and/or Contractors Bonding and Insurance Company that the
Contract between Whitten Construction LLS and State of WV Department of Administration Purchasing division was changed to add 448 ft. clearing,
grubbing, hauling stumps, cutting all trees so they lay on ground, fill stump holes with stone because dirt was too wet to compact, place underlayment
of fabric for stone stabilization, fill underlayment of fabric material under stone, seed and straw both sides of road

(Identify item(s) to be changed)

on this bond/policy has/have been changed to the following:
Original bond \$352,000 + Additional work of \$46,622.15 = total amended bond value to \$398,622.15

Nothing contained herein shall vary, alter, waive or extend any of the terms, limits, or conditions of the bond/policy, except as set forth above.

This Rider becomes effective on 05/06/2024, at twelve and one minute o'clock a.m., Standard Time.

Signed this 6th day of May, 2024.

RLI Insurance Company and/or
Contractors Bonding and Insurance Company

By Adam Homer Attorney in Fact

Principal: Whitten Construction LLC

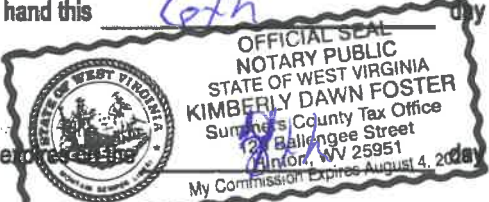
By [Signature]

ACKNOWLEDGMENTS

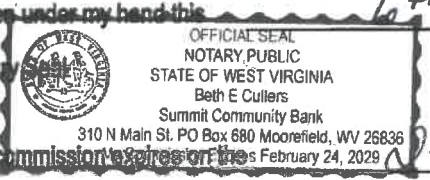
Acknowledgment by Principal if Individual or Partnership

1. STATE OF _____
2. County of _____ to-wit: _____
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20 _____
6. Notary Seal _____
7. _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Summers to-wit: _____
11. I, Kimberly Dawn Foster, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Bret Whitten
13. who as Owner of Whitten Construction LLC signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 6th day of May 20 24
16. Notary Seal  _____
17. Kimberly Dawn Foster
(Notary Public)
18. My commission expires on the _____ day of August 20 28

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Hardy to-wit: _____
21. I, Beth E Cutler, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Adam Homan
23. who as Attorney-in-fact signed the foregoing writing for
24. RLI a corporation,
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this 6th day of May 20 24
26. Notary Seal  _____
27. Beth E Cutler
(Notary Public)
28. My commission expires on the _____ day of February 20 29

Sufficiency in Form and Manner
of Execution Approved

Attorney General

This _____ day of _____ 20 _____

By: _____
(Deputy Attorney General)

POWER OF ATTORNEY

RLI Insurance Company Contractors Bonding and Insurance Company

9025 N. Lindbergh Dr. Peoria, IL 61615
Phone: 800-645-2402

Know All Men by These Presents:

That this Power of Attorney is not valid or in effect unless attached to the bond which it authorizes executed, but may be detached by the approving officer if desired.

That **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, each an Illinois corporation, (separately and together, the "Company") do hereby make, constitute and appoint:

Adam Homan, Nick Evans, Cassi Spigle, Prescott Engle, jointly or severally

in the City of Moorefield, State of West Virginia its true and lawful Agent(s) and Attorney(s) in Fact, with full power and authority hereby conferred, to sign, execute, acknowledge and deliver for and on its behalf as Surety, in general, any and all bonds and undertakings in an amount not to exceed Twenty Five Million Dollars (\$25,000,000.00) for any single obligation.

The acknowledgment and execution of such bond by the said Attorney in Fact shall be as binding upon the Company as if such bond had been executed and acknowledged by the regularly elected officers of the Company.

RLI Insurance Company and/or **Contractors Bonding and Insurance Company**, as applicable, have each further certified that the following is a true and exact copy of a Resolution adopted by the Board of Directors of each such corporation, and is now in force, to-wit:

"All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or Agents who shall have authority to issue bonds, policies or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

IN WITNESS WHEREOF, the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, as applicable, have caused these presents to be executed by its respective Vice President with its corporate seal affixed this 11th day of July, 2022.



RLI Insurance Company
Contractors Bonding and Insurance Company

By: Barton W. Davis
Barton W. Davis Vice President

State of Illinois }
County of Peoria } SS.

CERTIFICATE

On this 11th day of July, 2022, before me, a Notary Public, personally appeared Barton W. Davis, who being by me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** and acknowledged said instrument to be the voluntary act and deed of said corporation.

I, the undersigned officer of **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company**, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable; and furthermore, that the Resolution of the Company as set forth in the Power of Attorney, is now in force. In testimony whereof, I have hereunto set my hand and the seal of the **RLI Insurance Company** and/or **Contractors Bonding and Insurance Company** this 6 day of May, 2024.

By: Catherine D. Glover
Catherine D. Glover Notary Public

RLI Insurance Company
Contractors Bonding and Insurance Company

By: Jeffrey D. Fick
Jeffrey D. Fick Corporate Secretary



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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.

WHITTEN CONSTRUCTION, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	9/24/2003		9/24/2003	Domestic	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock
Charter County	Summers	Control Number	60028
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	524 MARVIN DEEDS ROAD JUMPING BRANCH, WV, 25969
Mailing Address	524 MARVIN DEEDS ROAD JUMPING BRANCH, WV, 25969 USA
Notice of Process Address	BRET WHITTEN 524 MARVIN DEEDS ROAD JUMPING BRANCH, WV, 25969
Principal Office Address	524 MARVIN DEEDS ROAD JUMPING BRANCH, WV, 25969 USA
Type	Address

Officers

Type	Name/Address
Manager	BRET WHITTEN 524 MARVIN DEEDS ROAD JUMPING BRANCH, WV, 25969
Organizer	BRET WHITTEN P.O. BOX 1462 HINTON, WV, 25951 USA
Type	Name/Address

Date	Amendment
4/27/2004	FILED ARTICLES OF CORRECTION TO REMOVE DEMOLITION AS A PURPOSE OF THE LLC. THE CORRECT PURPOSE SHOULD READ - COMMERCIAL CONSTRUCTION.
Date	Amendment

Annual Reports**Filed For**

2024

2023

2022



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May 21, 2024



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Maer</u> Date: <u>6.14.24</u> Solicitation No. <u>CPO DNR 24*08</u> <u>C/O # 2</u>	Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CPO DNR24*08 C02 PF No.: 1285255
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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 type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

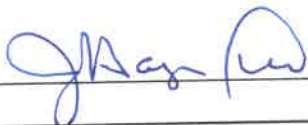
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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 EOI's. 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.**