



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: 05-29-2024

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 0313 0313 DEP2400000012 2	Procurement Folder:	1371421
Document Name:	Waste Characterization Study - REAP	Reason for Modification: Change Order No. 1 To Issue Notice to Proceed	
Document Description:	Waste Characterization Study - REAP		
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:	2024-02-26
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-02-25

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000160372	Requestor Name:	Jessica S Chambers
GAI CONSULTANTS INC 500 LEE ST EAST STE 700		Requestor Phone:	(304) 414-1140
CHARLESTON WV 25301		Requestor Email:	jessica.s.chambers@wv.gov
US		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	6812458866 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION REAP OFFICE 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION REAP OFFICE 601 57TH ST SE CHARLESTON WV 25304 US

5-30-24 bc

Total Order Amount:	\$112,500.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark [Signature]</i> - 5/30/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Sam [Signature]</i> 5-31-24 ELECTRONIC SIGNATURE ON FILE
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5/31/2024

Extended Description:

Change Order No. 1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Term: 02/26/2024 Through 02/25/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	77100000	0.00000		0.000000	112500.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Waste Characterization Study

Extended Description:

Waste Characterization Study



west virginia department of environmental protection

Office of Environmental Advocate
Rehabilitation Environmental Action Plan (REAP)
601 57th Street, SE
Charleston, WV 25304
Phone: 1.800.322.5530

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

February 26, 2024

GAI Consultants, Inc.
500 Lee St. East, Suite 700
Charleston, WV 25301

Subject: Waste Characterization Study
CPO DEP24*012
Notice to Proceed

Mr. Straley,

This letter establishes your effective start date as February 26, 2024, and extends to February 25, 2025. The approved cost for the Waste Characterization Study is \$112,500.00. No additional work is to be completed unless approved in writing.

If you have any questions, please contact me at 304-926-0499 ext. 49754 or Melisa Green at ext. 43736.

Sincerely,

A handwritten signature in black ink that reads 'Travis Cooper'. The signature is written in a cursive, flowing style.

Travis Cooper
Lead Compliance Officer

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

GAI CONSULTANTS INC

See Attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	3/24/1975		3/24/1975	Foreign	Profit			

Organization Information								
Business Purpose	5417 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Scientific Research and Development Services (physical, engineering, life sciences, social sciences, humanities)			Capital Stock	0.0000			
Charter County				Control Number	0			
Charter State	PA				Excess Acres	0		
At Will Term				Member Managed	X Close			
At Will Term Years				Pa	Hi, I'm SOLO I'm here to help you launch your new LLC.			
Authorized Shares	0				Y Entr			

Addresses

Type	Address
Local Office Address	385 EAST WATERFRONT DRIVE HOMESTEAD, PA, 151205005
Mailing Address	385 EAST WATERFRONT DRIVE HOMESTEAD, PA, 151205005
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	385 EAST WATERFRONT DRIVE HOMESTEAD, PA, 151205005
Type	Address

Officers

Type	Name/Address
Director	ANTHONY F. MORROCCO 385 EAST WATERFRONT DRIVE HOMESTEAD, PA, 151205005
Director	GARY DEJIDAS 385 E WATERFRONT DR HOMESTEAD, PA, 15120
President	ANTHONY F. MORROCCO 385 EAST WATERFRONT DRIVE HOMESTEAD, PA, 15120
Secretary	KARL PALVISAK 385 EAST WATERFRONT DRIVE HOMESTEAD, PA, 151205005
Vice-President	KARL PALVISAK 385 EAST WATERFRONT DRIVE HOMESTEAD, PA, 151205005
Type	Name/Address

Annual Reports

Filed For

2023

2022

2021

2020

Hi, I'm SOLO I'm here to
help you launch your new
LLC.

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
<input checked="" type="checkbox"/> Payment	500 LEE ST EAST STE 700	CHARLESTON	WV	25301	Emily Flores
<input type="checkbox"/> Payment	385 E WATERFRONT DR	HOMESTEAD	PA	15120-5005	Default Contact Name
<input type="checkbox"/> Ordering	500 LEE ST EAST STE 700	CHARLESTON	WV	25301	CHARLES F STRALEY
<input type="checkbox"/> Ordering	385 EAST WATERFRONT DR	HOMESTEAD	PA	15120	RAY SUTHERLAND

First Prev Next Last

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)

Vendor/Customer : 000000160372
GAI CONSULTANTS INC

Active From : 01/01/1999

Active To :

Address Type : Payment

Default Record :

Division/Department :

Mail Returned :

Additional Address Info. :

Active Address : Yes

Prevent New Spending :

Default Currency : USD - US Dollar

Address Information

Address ID : CV10001

Country Phone Code : 1

Street 1 : 500 LEE ST EAST STE 700

Phone : 00-304-926-8100

Street 2 :

Phone Extension :

City : CHARLESTON

County :

State/Province : WV

County Name :

Zip/Postal Code : 25301

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

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[Modify Existing Record](#) [Add New Address](#)

[Master Address](#) [Master Contacts](#) [Languages](#)

[Vendor Transaction History](#)



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Mar 1, 2024



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Planned Maintenance Schedule [Show Details](#)
May 21, 2024



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e.g. 1606N020Q02

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



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[Simple Search](#)

[Search Editor](#)

- Any Words *i*
- All Words *i*
- Exact Phrase *i*

e.g. 123456789, Smith Corp

"GAI CONSULTANTS INC." ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
- Dates ∨

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Mason</u> Date: <u>5-30-24</u> Solicitation No. <u>CPO 24212</u> <u>CLO #1</u>	Agency: WV Dept of Environmental Protection Procurement Officer Submitting Requisition: Jessica Chambers Smith Requisition No. CRQS DEP2400000033 CO No. 01 PF No.: 1371421
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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 checked="" 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 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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 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:

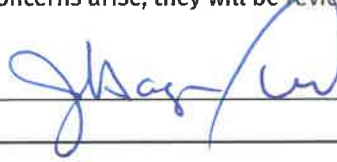
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>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