



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

# State of West Virginia Master Agreement

Order Date: 03-20-2024

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

Order Number:	CMA 0618 0618 BVH2200000004 3	Procurement Folder:	987360
Document Name:	CO2 - Contract Renewal	Reason for Modification:	Change Order No. 2 to renew contract
Document Description:	Fire Protection System Inspection & Maintenance-		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-03-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-01

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000114774			Requestor Name:	Joseph J Crutcher
Nitro Mechanical Services 4300 #2 FIRST AVE				Requestor Phone:	304-769-1027
NITRO WV 25143				Requestor Email:	joseph.j.crutcher@wv.gov
US					
Vendor Contact Phone:	304-204-1508	Extension:			
<b>Discount Details:</b>					
	Discount Allowed	Discount Percentage	Discount Days	<div style="font-size: 2em; font-weight: bold;">24</div> FILE LOCATION _____	
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
WEST VIRGINIA VETERANS HOME 512 WATER ST  BARBOURSVILLE WV 25504  US	WEST VIRGINIA VETERANS HOME 512 WATER ST  BARBOURSVILLE WV 25504  US

Total Order Amount: \_\_\_\_\_ Open End

Purchasing Division 51162460

PURCHASING DIVISION AUTHORIZATION  
 DATE: *JA 4.11.24*  
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION  
 DATE: *Dan Day 4-17-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 2 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: 03/02/2024 - 03/01/2025

Renewal Years Remaining: 1 year remaining

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72101509			EA	680.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Fire extinguisher inspection maintenance and repair service

**Extended Description:**

Quarterly sprinkler system inspections on wet systems located in Buildings B (10, C (5), D South (4) D North (5), and E (3). Complete and file all necessary forms and other tags to meet NFPA code. Vendor must have West Virginia sprinkler license.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	72101509			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Fire protection system and equipment maintenance or repair s

**Extended Description:**

Semi-annual vane and pressure switch type devices testing being provided at no cost.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	72101509			EA	2040.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Fire protection system and equipment maintenance or repair s

**Extended Description:**

Annual full testing and tagging of wet sprinkler system

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	72101509			EA	150.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Fire protection system and equipment maintenance or repair s

**Extended Description:**

Semi-annual Range hood inspection of kitchen range hood located in D113 replacing all seals, tags and fusible links. Complete and file forms and other tags to meet NFPA code.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	72101516			EA	600.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Fire protection system and equipment maintenance or repair s

**Extended Description:**

Annual fire extinguisher inspections for 91 fire extinguishers located in various locations in seven (7) buildings replacing all seals and tags. Complete and file forms and other tags to meet NFPA code..

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	72101509			EA	800.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Fire protection system and equipment maintenance or repair s

**Extended Description:**

Annual fire pump test per NFPA code on 1500 GPM electric fire pump. A complete pump test report shall be supplied the agency.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	72101509			EA	255.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Fire protection system and equipment maintenance or repair s

**Extended Description:**

Annual flow of three (3) fire hydrants

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	72101509			EA	170.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Fire protection system and equipment maintenance or repair s

**Extended Description:**

Annual backflow test on sprinkler pit and above ground domestic devices. Complete and file all certification and all supporting documentation. The Vendor must have a West Virginia Sprinkler License

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	72101509			EA	3800.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Fire protection system and equipment maintenance or repair s

**Extended Description:**

Five (5) year hydrostatic test and inspection of the insides of the fire sprinklers' piping (2022 only)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	72101509			HOUR	90.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Fire protection system and equipment maintenance or repair s

**Extended Description:**

Corrective Maintenance Regular Work Hours 8am - 4pm M-F\* (50 hour estimate)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	56111905			PCT	1.250000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Fire protection system and equipment maintenance or repairs

**Extended Description:**

25% parts mark-up above cost.



**West Virginia Veterans Home**

512 Water Street  
Barboursville, WV 25504  
Phone: 304-736-1027  
FAX: 304-736-1093

Date: 02/26/2024

To: Nitro Construction

From: Joseph J. Crutcher, Procurement Specialist, West Virginia Veterans Home/Department of Veterans Assistance

Agreement to renew Contract # CMA BVH 22\*04 according to all terms, conditions, pricing, and specifications as contained in the original contract. One renewal remaining.

Renewal period effective 03/02/2024 - 03/01/2025

Robert McCalister                      2/26/24  
Authorized Vendor Signature              Date

Joseph J. Crutcher                      2/26/2024  
Authorized Agency Signature              Date



## **West Virginia Veterans Home**

512 Water Street  
Barboursville, WV 25504  
Phone: 304-736-1027  
FAX: 304-736-1093

Date: 03/14/2024

To: David Pauline, Senior Buyer, WV Purchasing Division

From: Joseph Crutcher, Procurement Associate, West Virginia Veterans Home (WVVH)

Re: Agency Justification for Change Order No. 2, CMA 0618 BVH 22\*04 (Renewal)

The West Virginia Veterans Home (WVVH) is respectfully requesting approval of Change Order No. 2 to CMA 0618 BVH 22\*04 (Fire Protection System Inspection & Maintenance) to renew the contract according to all terms, conditions, prices and specifications and all authorized change orders for the period of 03/02/2024 - 03/01/2025. This is the second (2) of three (3) optional renewals leaving one (1) optional renewal(s) remaining.

This was intended to be renewed in a timely manner unfortunately waiting for the vendor to respond with the signed documentation took longer than expected.

If you have any questions or need any additional information, please feel free to contact me at 304-736-1027 (office), 304-904-5364 (cell) or by email at [joseph.j.crutcher@wv.gov](mailto:joseph.j.crutcher@wv.gov).

Thanks for your time and consideration.

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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.*

### NITRO CONSTRUCTION SERVICES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	4/10/2007		4/10/2007	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		<b>Capital Stock</b> 1000.0000
<b>Charter County</b>	Putnam	<b>Control Number</b>	92949
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	1.000000
<b>Authorized Shares</b>	1000	<b>Young Entrepreneur</b>	Not Specified

**Addresses**

Type	Address
<b>Local Office Address</b>	4300 1ST AVE NITRO, WV, 25143
<b>Mailing Address</b>	P.O. BOX 879 NITRO, WV, 25143 USA
<b>Notice of Process Address</b>	DANIEL J. KONRAD 611 THIRD AVENUE HUNTINGTON, WV, 25701
<b>Principal Office Address</b>	4300 1ST AVENUE NITRO, WV, 25143 USA
Type	Address

**Officers**

Type	Name/Address
	NITRO CONSTRUCTION SERVICES 4300 1ST AVE NITRO, WV, 25143 USA
<b>Director</b>	DOUGLAS REYNOLDS 75 WEST THIRD AVENUE HUNTINGTON, WV, 25701
<b>Director</b>	LOWELL L. FERGUSON 4300 1ST AVE NITRO, WV, 25143
<b>Incorporator</b>	DANIEL J. KONRAD 611 THIRD AVENUE HUNTINGTON, WV, 25701 USA
<b>President</b>	LOWELL L FERGUSON 4300 FIRST AVE #2 NITRO, WV, 25143
<b>Secretary</b>	CHARLES CRIMMEL 75 3RD AVE. W. HUNTINGTON, WV, 257011116
<b>Treasurer</b>	DOUGLAS REYNOLDS 75 3RD AVE. W. HUNTINGTON, WV, 25701
<b>Vice-President</b>	GABRIEL HOLSTEIN 4300 1ST AVE NITRO, WV, 25143
Type	Name/Address



## DBA

DBA Name	Description	Effective Date	Termination Date
NITRO ELECTRIC COMPANY, INC.	TRADENAME	4/28/2018	
NITRO MECHANICAL SERVICES	TRADENAME	7/29/2008	
REVOLT ENERGY	TRADENAME	5/14/2021	
DBA Name	Description	Effective Date	Termination Date

## Name Changes

Date	Old Name
1/16/2018	NITRO ELECTRIC COMPANY, INC.
4/30/2007	NEC ACQUISITION COMPANY, INC.
Date	Old Name

## Subsidiaries

Name	Address
	NITRO ELECTRIC COMPANY LLC 125 GRAND TRUNK AVE BATTLE CREEK, MI, 49037
	PINNACLE TECHNICAL SOLUTIONS 4300 1ST AVE NITRO, WV, 25143
	REVOLT ENERGY LLC 4300 1ST AVE NITRO, WV, 25143
Name	Address

Date	Amendment
1/16/2018	NAME CHANGE: FROM NITRO ELECTRIC COMPANY, INC.
4/30/2007	NAME CHANGE: FROM NEC ACQUISITION COMPANY, INC.
Date	Amendment

## Annual Reports

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Apr 2, 2024



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"nitro construction services, inc" 

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>      8      </u> Date: <u>  3/20/2024  </u>  Solicitation No. <u>  CMA BVH22*04  </u>	Agency: West Virginia Veterans Home <hr/> Procurement Officer Submitting Requisition: Joseph J. Crutcher <hr/> Requisition No. CMA 0618 BVH22*04 <hr/> PF No.: 987360
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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 ( <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 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 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"/>
9	Fleet Management Division 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
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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:

### **FOR ALL SOLICITATION TYPES:**

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](http://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](http://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.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**

## **FOR CHANGE ORDERS/RENEWALS:**

1. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
2. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in *wvOASIS*. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
3. **Office of Technology CIO pre-approval.** See #11.
4. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
5. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
6. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
7. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at [www.state.wv.us/admin/purchase/debar.html](http://www.state.wv.us/admin/purchase/debar.html). **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
8. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting [Sam.gov](http://www.sam.gov). Instructions for manually checking a vendor's federal debarment status can be found online at [https://www.fsd.gov/qsafsd\\_sp?id=kb\\_article\\_view&svsparm\\_article=KB0036199&sys\\_kb\\_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1](https://www.fsd.gov/qsafsd_sp?id=kb_article_view&svsparm_article=KB0036199&sys_kb_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1). **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

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Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at [www.state.wv.us/admin/purchase/byrassign.pdf](http://www.state.wv.us/admin/purchase/byrassign.pdf).