



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: 06-04-2024

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:	CDO 0803 0558 DOT2000000068 6	Procurement Folder:	747508
Document Name:	Change Order #1	Reason for Modification:	
Document Description:	JANITORIAL SERVICE- DOH DISTRICT 5 05200420	Change Order No. 1 is issued to reduce the balance per the attached documentations	
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 WVRFJAN19 6
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 400 PATTERSON LN CHALRESTON WV 25311 US Vendor Contact Phone: 304-205-7970 Extension: 208 Discount Details: <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Laranda L Baldwin Requestor Phone: (304) 289-3521 Requestor Email: laranda.l.baldwin@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold;">24</div> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT FIVE PO BOX 99 BURLINGTON WV 26710 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount: \$213,425.75

Purchasing Division's File Copy

JE 6/6/24
PURCHASING DIVISION AUTHORIZATION
DATE: *6-6-24*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *6-12-24*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1 to reduce the balance on the delivery order from \$213,687.94 to \$213,425.74

Original contract total: \$213,687.94

C.O.No 1 Decrease \$262.20

New Contract Total \$213,425.74

no other change

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	76110000	875.44100	HOUR	\$22.2200	\$19,452.30
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH BERKELEY COUNTY

Extended Description:

JANITORIAL BERKELEY COUNTY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	76110000	195.20000	HOUR	\$22.2200	\$4,337.34
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH I-81 OFFICE

Extended Description:

JANITORIAL I-81 OFFICE

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	76110000	214.20117	HOUR	\$22.2200	\$4,759.55
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH OLD GRANT COUNTY HQ

Extended Description:

JANITORIAL SERVICE- OLD GRANT COUNTY HQ

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	76110000	165.36090	HOUR	\$22.2200	\$3,674.32
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH MOUNT STORM

Extended Description:

JANITORIAL SERVICE- MOUNT STORM

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	76110000	340.59940	HOUR	\$22.2200	\$7,568.12
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH HAMPSHIRE COUNTY

Extended Description:
JANITORIAL SERVICE- HAMPSHIRE COUNTY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	76110000	389.35910	HOUR	\$22.2200	\$8,651.56
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH HARDY COUNTY TRAILER (0582)

Extended Description:
JANITORIAL SERVICE- HARDY COUNTY TRAILER - 0582

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	76110000	81.63990	HOUR	\$22.2200	\$1,814.04
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH HARDY COUNTY TRAILER #2

Extended Description:
JANITORIAL SERVICE- HARDY COUNTY TRAILER #2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	76110000	875.44100	HOUR	\$22.2200	\$19,452.30
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH HARDY COUNTYHQ

Extended Description:
JANITORIAL SERVICE- HARDY COUNTY HQ

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	76110000	667.12000	HOUR	\$22.2200	\$14,823.41
Service From	Service To	Manufacturer	Model No	Delivery Date	
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH JEFFERSON COUNTY

Extended Description:
JANITORIAL SERVICE- JEFFERSON COUNTY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	76110000	141.43830	HOUR	\$22.2200	\$3,142.76
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH MINERAL COUNTY

Extended Description:
JANITORIAL SERVICE- MINERAL COUNTY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	76110000	65.00090	HOUR	\$22.2200	\$1,444.32
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH SHORT GAP

Extended Description:
JANITORIAL SERVICE- SHORT GAP

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	76110000	162.24120	HOUR	\$22.2200	\$3,605.00
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH SKYLINE

Extended Description:
JANITORIAL SERVICE - SKYLINE

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	76110000	133.91890	HOUR	\$22.2200	\$2,975.68
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH TRAILER A DISFORCE

Extended Description:
JANITORIAL SERVICE - TRAILER A DISFORCE

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	76110000	133.91890	HOUR	\$22.2200	\$2,975.68
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH TRAILER B SAFETY

Extended Description:
JANITORIAL SERVICE- TRAILER B SAFETY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	76110000	133.91890	HOUR	\$22.2200	\$2,975.68
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH TRAILER C- SURVEY

Extended Description:
JANITORIAL SERVICE - TRAILER C SURVEY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	76110000	133.91890	HOUR	\$22.2200	\$2,975.68
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH TRAILER D ENVIRONMENTAL

Extended Description:
JANITORIAL SERVICE - TRAILER D - ENVIRONMENTAL

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	76110000	133.91890	HOUR	\$22.2200	\$2,975.68
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH TRAILER E UTILITIES

Extended Description:
JANITORIAL SERVICE - TRAILER -E UTILITIES

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	76110000	3318.24070	HOUR	\$22.2200	\$73,731.31
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH DISTRICT 5 HQ

Extended Description:
JANITORIAL SERVICE- DISTRICT FIVE HQ

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
19	76110000	357.12000	HOUR	\$22.2200	\$7,935.21
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH MAINTENANCE TRAILER

Extended Description:
JANITORIAL SERVICE - MAINTENANCE TRAILER

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
20	76110000	357.12000	HOUR	\$22.2200	\$7,935.21
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH CONSTRUCTION TRAILER

Extended Description:
JANITORIAL SERVICE - CONSTRUCTION TRAILER

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
21	76110000	730.00000	HOUR	\$22.2200	\$16,220.60
Service From	Service To	Manufacturer		Model No	Delivery Date
2020-07-01	2021-06-30				

Commodity Line Description: JANITORIAL SERVICE
DOH NEW GRANT COUNTY HQ

Extended Description:
JANITORIAL SERVICE - NEW GRANT COUNTY HQ



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

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

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

5/22/2024

WV Assoc. OF Rehabilitation Facilities Inc.
710 Central Avenue
Charleston, WV 25302
Sjones@wvarf.org

**Re: Cancellation of Balance on CDO DOT2000000068 PF:747508
Janitorial Service**

The above referenced Purchase Order in the amount of \$213,687.94 was issued on 07/15/2020. We are requesting your approval to cancel the remaining balance in its entirety of \$262.20 that still exists on purchase order DOT2000000068.

Your signature on the line below will acknowledge that you concur with this action there are no outstanding invoices against the purchase order. Please email this letter back to me at angie.j.moorman@wv.gov. Failure to receive written exception to this cancellation by 05/31/2024 constitute your concurrence with our cancellation plan.

This Cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific contract only.

If you have any questions or need additional information, please call.

Angie Moorman
WV Department of Transportation-
Division of Highways

DocuSigned by:

Nita Hobbs

5/30/2024

588087200E88468...

Signature

Date

DOT PROCUREMENT USE ONLY

Dusty Smith TDIMGR1 5/31/24

Signature/ Title, Date

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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.

THE WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	5/8/1973		5/8/1973	Domestic	Non-Profit				

Organization Information			
Business Purpose	5613 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Employment Services (placement, executive search, temporary help, professional employer orgs)		Capital Stock 0.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311
Mailing Address	PO BOX 6764 CHARLESTON, WV, 25362 USA
Notice of Process Address	NITA HOBBS 400 PATTERSON LANE CHARLESTON, WV, 25311
Principal Office Address	400 PATTERSON LANE CHARLESTON, WV, 25311 USA
Type	Address

Officers

Type	Name/Address
Director	NITA HOBBS 563 BURROUGHS STREET MORGANTOWN, WV, 26505
Incorporator	GEORGE W. KESSINGER 1016 WILKIE DR CHARLESTON, WV, 25301 USA
Incorporator	TIMOTHY J. ATKINSON 180 B. ST KEYSER, WV, 26726 USA
President	JOHN EMPSON 22 CAPITOL STREET CHARLESTON, WV, 25301
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Terminatic
CROSSROADS INDUSTRIES	TRADENAME	8/28/1995	

WVARF	TRADENAME	9/30/2004	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/21/2014	AMENDMENT FILED: SEE IMAGE
6/4/2010	FILED AMENDING BY-LAWS
5/26/2009	AMEND FILED ADDING 501C3 LANGUAGE AND AMENDING BYLAWS
11/18/1985	AMEND; BY LAWS
Date	Amendment

Annual Reports	
Filed For	
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2023	
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Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, June 6, 2024 — 9:30 AM

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Search All Words e.g. 1606N020Q02

Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry. Sign In

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Entity Information

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- Entities
- Disaster Response Registry
- Responsibility / Qualification
- Exclusions



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- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp
"West Virginia Association of Rehabilitation" x

Entity ^

Entity Name

West Virginia Association of Rehabilitation x ▲

No results found

e.g. HTYR9YJHK65L ▼

CAGE / NCAGE

▼

Location ▼

Status ^

- Active
- Inactive

Reset

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JESTEP</u> Date: <u>6/6/24</u>	Agency: WVDOT
Solicitation No. <u>CDO DOT20*68</u> <u>CO#1</u>	Procurement Officer Submitting Requisition: Dusty Smith
	Requisition No. CDO DOT20*68 CO#1
	PF No.: 747508

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**
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.**
- 13. 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.
- 14. 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.**
- 15. Office of Technology CIO pre-approval.** See #11.
- 16. 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.
- 17. 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.

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.