



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: 03-28-2024

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 0803 0085 DOT2100000047 4	Procurement Folder:	854648
Document Name:	MOBILE RETROREFELCTIVITY TESTING FOR PAVEMENT MARKINGS	Reason for Modification:	Change Order 03 To Renew Contract
Document Description:	MOBILE RETROREFELCTIVITY TESTING FOR PAVEMENT MARKINGS		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-06-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-06-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000022162	Requestor Name:	Ted J Whitmore
APPLIED RESEARCH ASSOCIATES INC 100 TRADE CENTRE DRIVE, SUITE 200		Requestor Phone:	(304) 558-9468
CHAMPAIGN IL 61820 US		Requestor Email:	ted.j.whitmore@wv.gov
Vendor Contact Phone:	217-356-4500		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS TRAFFIC ENGINEERING DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A550 CHARLESTON WV 25305-0430 US	DIVISION OF HIGHWAYS TRAFFIC ENGINEERING DIVISION 1900 KANAWHA BLVD E, BLDG 5 RM A550 CHARLESTON WV 25305 US

442462

Total Order Amount:	Open End
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Purchasing Division's File Copy

JE 3/28/24
PURCHASING DIVISION AUTHORIZATION
 DATE: *T. Mahle 4/3/2024*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray 4/4/2024*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *4-5-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 3 is issue to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including authorized change orders..

Effective date of renewal June 15, 2024 through June 14, 2025

Renewal Year Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	78141600			EA	21.050000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: MOBILE RETROREFLECTIVITY TESTING FOR PAVEMENT MARKINGS

Extended Description:

MOBILE RETROREFLECTIVITY TESTING FOR PAVEMENT MARKING MOBILE - EXPRESSWAY LINE MILES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	78141600			EA	24.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: MOBILE RETROREFLECTIVITY TESTING FOR PAVEMENT MARKINGS

Extended Description:

MOBILE RETROREFLECTIVITY TESTING FOR PAVEMENT MARKING MOBILE - SECONDARY LINE MILES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	78141600			EA	4000.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: MOBILE RETROREFLECTIVITY TESTING FOR PAVEMENT MARKINGS

Extended Description:

MOBILE RETROREFLECTIVITY TESTING FOR PAVEMENT MARKING MOBILE - MOBILIZATION PER RELEASE ORDER



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
Applied Research Associates Inc.
100 Trade Centre Dr., Suite 200
Champaign, IL 61820

02/14/2024

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

Subject Contract Renewal: DOT21*0000047 Mobile Retro Testing
Procurement folder: 854648

Ms. Dwyer,

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 6/15/24 through 6/14/25 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to

josh.s.hemsworth@wv.gov

Please contact the email listed above if you have any questions.
Thank you,

Josh Hemsworth-WVDOH

304-414-7339

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

Michael J. Harrell

02/15/2024

Name/Signature

Date

Vice-President

Title

PROCUREMENT USE ONLY	
	TD/MGR1 3/25/24
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 i the The West Virginia Secretary of State's database.

APPLIED RESEARCH ASSOCIATES, INC.

See ATTACHED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/30/2007		7/30/2007	Foreign	Profit			

Organization Information			
Business Purpose	5417 - Professional, Scientific and Techincal Servies - Professional, Scientific and Techincal Servies - Scientific Research and Development Services (physical, engineering, life sciences, social sciences, humanities)		
Charter County	Jefferson	Control Number	95779
Charter State	NM	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	201 MOTORSPORTS PARK CIRCLE SUMMIT POINT, WV, 25446
Mailing Address	4300 SAN MATEO BLVD. NE SUITE A-220 ALBUQUERQUE, NM, 87110 USA
Notice of Process Address	COGENCY GLOBAL INC. 128 CAPITOL STREET CHARLESTON, WV, 25301
Principal Office Address	4300 SAN MATEO BLVD. NE SUITE A-220 ALBUQUERQUE, NM, 87110 USA
Type	Address

Officers	
Type	Name/Address
Director	JAMES P. ALLEN 14919 CAMARGO PLACE LAKEWOOD RANCH, FL, 34202
Director	ALLEN R. YORK 8537 SIX FORKS ROAD SUITE 600 RALEIGH, NC, 27615
President	ROBERT H. SUES 2760 EISENHOWER AVENUE SUITE 308 ALEXANDRIA, VA, 22314
Secretary	MICHAEL W. ROYER 2760 EISENHOWER AVENUE SUITE 308 ALEXANDRIA, VA, 22314
Treasurer	MCHAEL W. ROYER 2760 EISENHOWER AVENUE SUITE 308 ALEXANDRIA, VA, 22314

Vice-President	ELIZABETH A. FISK 4300 SAN MATEO BLVD. NE SUITE A-220 ALBUQUERQUE, NM, 87710
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
APPLIED RESEARCH ASSOCIATES OF NEW MEXICO	FORCED DBA	7/30/2007	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2023	
2022	
2021	
2020	
2019	
2018	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, March 28, 2024 — 3:01 PM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
Ordering	100 TRADE CENTRE DRIVE, SUITE 200	CHAMPAIGN	IL	61820	
Web Registrar	100 Trade Centre Dr	Champaign	IL	61820-7233	Jennifer Mitchaner
Billing	4300 SAN MATEO BLVD NE STE A220	ALBUQUERQUE	NM	87110	Michelle Eckstein
Payment	4300 SAN MATEO BLVD NE STE A220	ALBUQUERQUE	NM	87110	Michelle Eckstein
Ordering	4300 SAN MATEO BLVD NE STE A220	ALBUQUERQUE	NM	87110	Michelle Eckstein

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : VS0000022162

APPLIED RESEARCH ASSOCIATES INC

Address Type : Ordering

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 07/29/2020

Active To :

Default Record :

Mail Returned :

Active Address : Yes

Address Information

Address ID : AD000001

Country Phone Code : 1

Street 1 : 100 TRADE CENTRE DRIVE

Phone : 217-356-4500

Street 2 :

Phone Extension :

City : CHAMPAIGN

County :

State/Province : IL

County Name :

Zip/Postal Code : 61820

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Prenote/EFT

Remittance Advice

Contact Information

Contact Address Information

Geographic Designation

Change Management

Top

Modify Existing Record Add New Address

Master Address

Master Contacts

Languages

Vendor Transaction History

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.

Select Domain +
Entity Information

All Entity Information

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

Filter By -

Keyword Search
For more information on how to use our keyword search, visit our [help guide](#)

Any Words i
 All Words i
 Exact Phrase i

Entity ^

Entity Name

x ▲
 ▲
 ▼

CAGE / NCAGE

Location ▼

Status ^

Active
 Inactive

No matches found
Your search did not return any results for active records.

Would you like to include inactive records in your search results?

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>3/20/24</u> Solicitation No. <u>CMA DOT 21*47</u> <u>CO# 3</u>	Agency: WVDOT Procurement Officer Submitting Requisition: James Moffatt Requisition No. CMA DOT21*47 PF No.: 854648
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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 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"/>
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
10	Insurance requirements				
	Commercial General Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" 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:

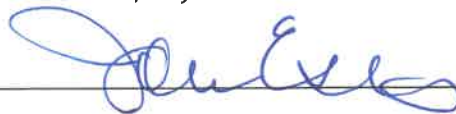
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked=""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

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. **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. 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&sysparm_article=KB0036199&sys_kb_id=b372dad1b4ac5d40ca4a97ae54bcbb2&spa=1. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

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.