



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: 06-12-2024

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

<b>Order Number:</b>	CMA 0803 0085 DOT2200000079 3	<b>Procurement Folder:</b>	1010758
<b>Document Name:</b>	8522C2031 TYPE III BARRICADES AND REPLACEMENT COMPONENTS	<b>Reason for Modification:</b>	Change Order No 02 To Renew Contract
<b>Document Description:</b>	TYPE III BARRICADES AND REPLACEMENT COMPONENTS		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-06-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-06-14

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000172507	<b>Requestor Name:</b>	Bruce F Miller
A & A SAFETY INC 1126 FERRIS RD  AMELIA OH 45102 US		<b>Requestor Phone:</b>	(304) 558-9454
<b>Vendor Contact Phone:</b>	513-943-6100	<b>Requestor Email:</b>	bruce.f.miller@wv.gov
<b>Extension:</b>		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>	
<b>Discount Details:</b>			
<b>Discount Allowed</b>	<b>Discount Percentage</b> <b>Discount Days</b>		
#1    No	0.0000                      0		
#2    No			
#3    No			
#4    No			

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City                                      WV 99999  US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City                                      WV 99999  US

6252462

purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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JE 6/17/24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *JA 6-25-24*  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
 DATE: *6/27/24*  
 ELECTRONIC SIGNATURE ON FILE

*6/27/2024*

**Extended Description:**

CHANGE ORDER NO 2

TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICING, AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

EFFECTIVE: 06/15/2024 THROUGH 06/14/2025

RENEWALS REMAINING: 1

ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	46151501			EA	240.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
				0.00	

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**

COMPLETE 4' BARRICADE, ONE SIDED RAILS, STRIPES SLOPING DOWN AND TO THE LEFT.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	46151501			EA	240.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
				0.00	

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**

COMPLETE 4' BARRICADE, ONE SIDED RAILS, STRIPES SLOPING DOWN AND TO THE RIGHT.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	46151501			EA	280.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
				0.00	

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**

COMPLETE 4' BARRICADE, TWO SIDED RAILS, STRIPES SLOPING DOWN AND TO THE LEFT ON THE FRONT, AND DOWN AND TO THE RIGHT ON THE BACK.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	46151501			EA	320.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
				0.00	

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**

COMPLETE 8' BARRICADE, ONE SIDED RAILS, STRIPES SLOPING DOWN AND TO THE LEFT.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	46151501			EA	320.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**  
COMPLETE 8' BARRICADE, ONE SIDED RAILS, STRIPES SLOPING DOWN AND TO THE RIGHT.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	46151501			EA	395.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**  
COMPLETE 8' BARRICADE, TWO SIDED RAILS, STRIPES SLOPING DOWN AND TO THE LEFT ON THE FRONT AND DOWN AND TO THE RIGHT ON THE BACK.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	46151501			EA	75.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**  
REPLACEMENT 4' BARRICADE PANEL, ONE SIDED WITH STRIPES SLOPING DOWN AND TO THE LEFT.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	46151501			EA	75.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**  
REPLACEMENT 4' BARRICADE PANEL, ONE SIDED WITH STRIPES SLOPING DOWN AND TO THE RIGHT.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	46151501			EA	115.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**  
REPLACEMENT 4' BARRICADE PANEL, TWO SIDED WITH STRIPES SLOPING DOWN AND TO THE LEFT ON THE FRONT AND DOWN AND TO THE RIGHT ON THE BACK.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	46151501			EA	175.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**  
REPLACEMENT 8' BARRICADE PANEL, ONE SIDED WITH STRIPES SLOPING DOWN AND TO THE LEFT.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	46151501			EA	175.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**  
REPLACEMENT 8' BARRICADE PANEL, ONE SIDED WITH STRIPES SLOPING DOWN AND TO THE RIGHT.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	46151501			EA	195.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**  
REPLACEMENT 8' BARRICADE PANEL, TWO SIDED WITH STRIPES SLOPING DOWN AND TO THE LEFT ON THE FRONT AND DOWN AND TO THE RIGHT ON THE BACK.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	46151501			EA	115.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**  
REPLACEEMNT PLASTIC BARRICADE UPRIGHT



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

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

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

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

5/30/24

A&A Safety, Inc  
1126 Ferris Rd  
Amelia, OH 45102

Subject Contract Renewal: DOT22\*79 8522C2031 Type III Barricades  
Procurement folder: 1010758

Mr. Boerio,

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 [bruce.f.miller@wv.gov](mailto:bruce.f.miller@wv.gov)

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

Thank you,

Bruce Miller

WVDOH

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.

Ted Boerio   
Name/Signature

5/30/24  
Date

Sales Mgr  
Title

PROCUREMENT USE ONLY	
	6/9/24
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

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### A & A SAFETY, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	8/14/2006		8/14/2006	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	
<b>Capital Stock</b>		
<b>Charter County</b>	<b>Control Number</b>	87440
<b>Charter State</b>	OH	<b>Excess Acres</b>
<b>At Will Term</b>	<b>Member Managed</b>	
<b>At Will Term Years</b>	<b>Par Value</b>	
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b> Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Mailing Address</b>	1126 FERRIS ROAD AMELIA, OH, 45102 USA
<b>Notice of Process Address</b>	REGISTERED AGENT SOLUTIONS, INC. 200 CAPITOL ST CHARLESTON, WV, 25301
<b>Principal Office Address</b>	1126 FERRIS ROAD AMELIA, OH, 45102 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>President</b>	WILLIAM LUTTMER 1126 FERRIS ROAD AMELIA, OH, 45102
<b>Secretary</b>	FRANCIS LUTTMER 1126 FERRIS ROAD AMELIA, OH, 45102
<b>Vice-President</b>	CECE DYKAS 1126 FERRIS ROAD AMELIA, OH, 45102
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	

2017
2016
2015
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2012
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2009
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, June 17, 2024 — 9:26 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>6/17/24</u>	Agency: WV DOT
Solicitation No. <u>CMA DOT 22*79</u> <u>CO#2</u>	Procurement Officer Submitting Requisition: JAMES MOFFATT
	Requisition No. CMA DOT22*79
	PF No.: 1010758

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 <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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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:**

### **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. 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](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.**

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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).