



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: 04-25-2024

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 0066 DOT6624C008A 2	Procurement Folder:	1257780
Document Name:	Precast Concrete Lagging, 6624C008	Reason for Modification:	Change Order No_1 Attach Revised Pricing Pages From cancellation of DOT6624C008C
Document Description:	Precast Concrete Lagging, 6624C008		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-10-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000202515	Requestor Name:	Careasa M Nichols
CLAXTON SMITH & SONS CONCRETE COMPANY INC 3133 CHARLESTON RD		Requestor Phone:	304-414-3212
POCA WV 25159-7261		Requestor Email:	careasa.m.nichols@wv.gov
US			
Vendor Contact Phone:	000-000-0000	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
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

524246C

Total Order Amount: Open End

Purchasing Division's File Copy

JE 4/25/24

PURCHASING DIVISION AUTHORIZATION
 DATE: JA 5.23.24
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: [Signature] 5.24.24
 ELECTRONIC SIGNATURE ON FILE

524246C

Extended Description:

CHANGE ORDER No_1

Change Order No_1 is issued for administrative purposes and is intended to attach Revised Pricing Pages. Due to the cancellation of CMA DOT6624C008C. The original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Please use the New Revised Pricing Pages
Effective Date 05/13/2024

NO OTHER CHANGES

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	30103619			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Precast Concrete Lagging in Various Sizes

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL SIZES & COSTS

Precast Concrete Lagging, by District 6624C008
Pricing Page, Attachment A (ATT A)

Vendor Instructions: Vendor shall provide the approved fabricator source and their bid prices per Contract Item, per district they intend to bid. Vendors may bid any or all Contract Items. This is a multiple vendor award contract. The lowest responsible bidding Vendor, per Contract Item, per District, meeting the required specifications shall be awarded a contract.

The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Claxton Smith & Sons Concrete Company, Inc.
Vendor Name: a WV Local & Woman Owned Business
Fabrication Source(s): Claxton Smith & Sons Concrete Company, Poca, WV

	1	2	3	4	5	6	7
Size:	4"x24"x45"	6"x24"x45"	6"x24"x69"	8"x24"x45"	8"x24"x69"	8"x24"x93"	8"x24"x117"
Unit of Measure:	Each	Each	Each	Each	Each	Each	Each
District 1: Boone, Clay, Kanawha, Mason & Putnam Counties							
<i>Estimated Qty:</i>	0	0	0	0	0	0	0
Bid Price:	\$63.13	\$70.57	\$108.26	\$82.96	\$121.75		
District 2: Cabell, Lincoln, Logan, Mingo & Wayne Counties							
<i>Estimated Qty:</i>	0	0	0	0	0	0	0
Bid Price:	\$66.39	\$75.36	\$115.40	\$89.93	\$131.22		
District 3: Calhoun, Jackson, Pleasants, Ritchie, Roane, Wirt & Wood Counties							
<i>Estimated Qty:</i>	0		0				0
Bid Price:	\$68.84		\$120.75				
District 4: Doddridge, Harrison, Marion, Monongalia, Preston & Taylor Counties							
<i>Estimated Qty:</i>	0	0	0	0			
Bid Price:	\$78.51	\$92.70	\$150.15	\$115.94			
District 5: Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral & Morgan Counties							
<i>Estimated Qty:</i>	0	0	0	0	0	0	0
Bid Price:							
District 6: Brooke, Hancock, Marshall, Ohio, Tyler & Wetzel Counties							
<i>Estimated Qty:</i>	0	0	0				
Bid Price:							
District 7: Barbour, Braxton, Gilmer, Lewis, Upshur & Webster Counties							
<i>Estimated Qty:</i>	0				0	0	0
Bid Price:	\$72.51	\$79.38	\$136.83		\$158.28		
District 8: Pendleton, Pocahontas, Randolph & Tucker Counties							
<i>Estimated Qty:</i>	0		0	0	0	0	0
Bid Price:							
District 9: Fayette, Greenbrier, Monroe, Nicholas & Summers Counties							
<i>Estimated Qty:</i>	0					0	0
Bid Price:	\$72.51	\$84.34					
District 10: McDowell, Mercer, Raleigh & Wyoming Counties							
<i>Estimated Qty:</i>	0	0		0		0	0
Bid Price:	\$72.51	\$84.34		\$104.03			

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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.

CLAXTON SMITH & SONS CONCRETE COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	2/14/1974		2/14/1974	Domestic	Profit			

Organization Information			
Business Purpose	3273 - Manufacturing - Nonmetallic Mineral Product Manufacturing - Cement and Concrete Product Manufacturing (ready-mix, pipe, brick, block, other)		Capital Stock 5000.0000
Charter County	Putnam	Control Number	0
Charter State	WV	Excess Acres	8
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	50	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	3133 CHARLESTON ROAD POCA, WV, 25159 USA
Notice of Process Address	PATSY P SMITH 3133 CHARLESTON ROAD POCA, WV, 25159
Principal Office Address	3133 CHARLESTON ROAD POCA, WV, 25159 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	CLAXTON F. SMITH SR 2595 MAIN STREET HURRICANE, WV, 25526 USA
Incorporator	DOROTHY E. SMITH 2595 MAIN STREET HURRICANE, WV, 25526 USA
President	PATSY SMITH 5094 TEAYS VALLEY ROAD SCOTT DEPOT, WV, 25560
Vice-President	JEFFREY A. SMITH 48 SPICEWOOD LANE CULLODEN, WV, 25510
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
MIDWAY CONCRETE PUMPING	TRADENAME	5/15/2018	
MIDWAY PUMPING	TRADENAME	5/3/2018	
SMITH CONCRETE	TRADENAME	1/4/2002	
SMITH PRECAST	TRADENAME	5/3/2018	
DBA Name	Description	Effective Date	Termination Date

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

Wednesday, April 24, 2024 — 12:35 PM

Search All Words e.g. 1606N020Q02

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e.g. 123456789, Smith Corp

"Claxton Smith and Sons Concrete"

Entity

Entity Name

Claxton Smith and Sons Concrete

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>4/24/24</u> Solicitation No. <u>CMA DOT 6624C008A</u> <u>CO#1</u>	Agency: WVDOH Procurement Officer Submitting Requisition: Dusty Smith Requisition No. CMA DOT6624C008A CO #1 PF No.: 1311312- <u>1257780</u>
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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"/>

	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:

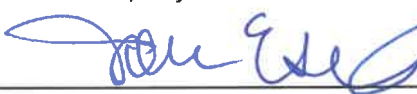
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked=""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