



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: 06-26-2024

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>	CDO 0810 0805 DMT2300000011 4	<b>Procurement Folder:</b>	1112769
<b>Document Name:</b>	CDO off CMA DMT 23-2 to Purchase One Transit Van	<b>Reason for Modification:</b>	Change Order No_1 Order Cancellation.
<b>Document Description:</b>	CDO off CMA DMT 23-2 to Purchase One Transit Van		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	David H Pauline		
<b>Telephone:</b>	304-558-0067		
<b>Email:</b>	david.h.pauline@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0810 DMT2300000002 4
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT																						
<b>Vendor Customer Code:</b>	000000172406	<b>Requestor Name:</b>	John S Caldwell																					
BUS SERVICE INC 8120 HOWE INDUSTRIAL PKWY  CANAL WINCHESTER OH 43110 US		<b>Requestor Phone:</b>	(304) 558-9578																					
<b>Vendor Contact Phone:</b>	614-833-0222	<b>Requestor Email:</b>	john.s.caldwell@wv.gov																					
<b>Discount Details:</b>		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																						
<table border="1" style="width: 100%;"><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				
	Discount Allowed			Discount Percentage	Discount Days																			
#1	No			0.0000	0																			
#2	No																							
#3	No																							
#4	No																							

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE PUBLIC TRANSIT DIVISION OF BLDG 5 RM 663 1900 KANAWHA BLVD E CHARLESTON WV 25305-0432 US	GENERAL MANAGER PUBLIC TRANSIT DIVISION OF KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY 1550 FOURTH AVE CHARLESTON WV 25324 US

<b>Total Order Amount:</b>	<b>\$0.00</b>
----------------------------	---------------

Purchasing Division's File Copy

JE 6/27/24  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tanya 6/27/24*  
 ELECTRONIC SIGNATURE ON FILE

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

**Extended Description:**

CHNAGE ORDER NO\_1 - CANCELLATION

CDO off CMA DMT 23-2 to Purchase one (1) vehicle, Class A, vehicle with two wheelchair position  
Color: White, with WV Transit Assistance Program logo and striping with agency name and phone number: Marshall County Senior Center Phone: 304-845-8200  
To be utilized and titled to:  
Marshall County Senior Citizens Center, Inc.  
805 Fifth Street  
Moundsville, WV 26041  
Replacement Vehicle VIN# 4626 - 2009 Ford E350

Update-Cancelation of order from recipient.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25101502	0.00000	EA	\$80,164.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2024-11-23	

**Commodity Line Description:** Passenger Type Dual Rear Tire Transit Van

**Extended Description:**

Order cancelation. Related documents is attached to the Header.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Multimodal Transportation Facilities**

1900 Kanawha Boulevard East • Building Five • Room 132  
Charleston, West Virginia 25305-0432 • (304) 414-4645  
FAX: (304) 558-3326 • TDD: (800) 742-6991

Lucinda K. Butler  
Commissioner

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

**DATE-February 12, 2024**

**To: Purchasing Division**

**From: Erik Hall, Community Planner  
Division of Public Transit**

**Subject: Cancellation of CDO DMT 23-11**

**To Whom It May Concern,**

The Transit unit of the Division of Multi-Modal Transportation Facilities request that the Class A vehicle for Marshall County Senior Citizens Center (MCSCC), with a requisition date of September 28, 2022, be cancelled effective immediately.

The MCSCC executive director has stated in a letter (attached) to Transit that the agency is no longer in need of said vehicle and requests that the vehicle awarded to the agency through the Section 5310 program be rescinded. The vehicle has yet to be built by the vendor, Bus Service, Inc., which has experienced continual delays in its manufacturing operations due to supply-chain issues outside its control. The MCSCC executive director stated the agency has since obtained a vehicle to serve the agency's needs in lieu of the long delay of this ordered vehicle.

Thank you,

Handwritten signature of Erik S. Hall in black ink.

Erik S. Hall

Handwritten signature of Jimmy Wriston in black ink.



*With You Every Step of the Way*

---

State of West Virginia  
Department of Administration  
2019 Washington Street East  
Charleston, WV 25305

We recently received a request from the State of West Virginia to cancel PO 16-X055 from state contract number DMT23\*11. We agree to the cancellation of PO 16-X055 from contract DMT23\*11 and will not produce the order.

Regards,

A handwritten signature in black ink, appearing to read "Adam Prestifilippo", is written over a light gray signature line.

Adam Prestifilippo  
Bus Service Inc  
877-696-2287  
[adam@buyabus.net](mailto:adam@buyabus.net)

3153 Lamb Ave  
Columbus, OH 43219  
614-471-2877

8120 Howe Industrial Pkwy  
Canal Winchester, OH 43110  
614-833-0222

You are viewing this page over a secure connection. Click here for more information.

## 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.*

### BUS SERVICE, INC.

See ATTACHED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	11/15/2016		11/15/2016	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>
<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>		<b>Young Entrepreneur</b> Not Specified

Addresses

Type	Address
<b>Local Office Address</b>	3153 LAMB AVE COLUMBUS, OH, 43219
<b>Mailing Address</b>	3153 LAMB AVE COLUMBUS, OH, 43219 USA
<b>Notice of Process Address</b>	BUS SERVICE INC. 3153 LAMB AVE COLUMBUS, OH, 43219
<b>Principal Office Address</b>	3153 LAMB AVE COLUMBUS, OH, 43219 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>Director</b>	ADAM PRESTIFILIPPO 3153 LAMB AVE COLUMBUS, OH, 43219
<b>Secretary</b>	ADAM PRESTIFILIPPO 3153 LAMB AVE COLUMBUS, OH, 43219
Type	Name/Address

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

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

Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Billing	3153 LAMB AVE	COLUMBUS	OH	43219	ADAM PRESTIFILIPPO
Payment	3153 LAMB AVE	COLUMBUS	OH	43219	Adam Prestifilippo
Ordering	3153 LAMB AVE	COLUMBUS	OH	43219	Adam Prestifilippo
Payment	8120 HOWE INDUSTRIAL PKWY	CANAL WINCHESTER	OH	43110	ADAM PRESTIFILIPPO
Ordering	8120 HOWE INDUSTRIAL PKWY	CANAL WINCHESTER	OH	43110	ADAM PRESTIFILIPPO

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer: 000000172406  
 BUS SERVICE INC  
 Address Type: Billing  
 Division/Department:  
 Additional Address Info.:  
 Prevent New Spending:   
 Default Currency: USD - US Dollar

Active From: 11/22/2021  
 Active To: 11/17/2022  
 Default Record:  
 Mail Returned:  
 Active Address: No

▼ Address Information

Address ID: AD000001  
 Street 1: 3153 LAMB AVE  
 Street 2:  
 City: COLUMBUS  
 State/Province: OH  
 Zip/Postal Code: 43219  
 DUNS:  
 Extended DUNS:  
 Unique Entity Identifier:  
 CAGE Code:

Country Phone Code: 1  
 Phone: 614-471-2877  
 Phone Extension:  
 County:  
 County Name:  
 Country: US

- ▶ 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.

Sign In

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](#)

Simple Search

Search Editor

Any Words <sup>i</sup>

All Words <sup>i</sup>

Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"Bus Service Inc." x

Entity

Entity Name

Unique Entity ID

e.g. HTYR9YJHK65L

CAGE / NCAGE

Location

Status

Active

Inactive

Reset



## No matches found

Your search did not return any results for active records.

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

Search inactive

Go back



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: _____	Agency: WVDMT
Solicitation No. <u>CDO DMT23*11</u> <u>CO#1</u>	Procurement Officer Submitting Requisition: Erik Hall
	Requisition No. CDO DMT23*11
	PF No.: 1112769

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"/>

	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](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.**
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](http://www.state.wv.us/admin/purchase/byrassign.pdf).