



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Purchase Order

Order Date: 10-31-2024

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:	CPO 0310 6565 DNR2300000002 5	Procurement Folder:	1088764
Document Name:	WV State Parks New Aerial Tramway	Reason for Modification:	Change Order No. 04 issued to extend and increase the contract per the attached documentation.
Document Description:	Change Order No. 04 WV State Parks New Aerial Tramway		
Procurement Type:	Central Purchase Order		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000184881 DOPPELMAYR USA INC 3160 W 500 S SALT LAKE CITY UT 84104 US Vendor Contact Phone: 518-524-6554 Extension: 152 Discount Details: <table><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>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: James H Adkins Requestor Phone: (304) 558-3397 Requestor Email: jamie.h.adkins@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

CR 11-6-24

Total Order Amount: \$8,637,306.50

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Munkley- 11/6/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>11/6/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>11-6-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 04 is issued to extend and increase the original contract according to all terms, conditions, prices, and specification contained in the original contract including all authorized change orders, as per the attached documentation.

Effective: 08/27/2024

Original Contract Price: \$8,370,000.00
Change Order No. 02 Increase: 183,000.00
Change Order No. 03 Increase: 38,467.50
Change Order No. 04 Increase: 45,839.00
Contract New Total: \$8,637,306.50

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	Quantity	Unit	Unit Price	Total Price
1	72140000	0.00000		0.000000	8370000.00
Service From	Service To	Manufacturer		Model No	
2023-03-01	2025-03-31				

Commodity Line Description: Heavy construction services**Extended Description:**

Aerial Tramway

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72140000	0.00000		0.000000	183000.00
Service From	Service To	Manufacturer		Model No	
2023-03-01	2025-03-31				

Commodity Line Description: Change Order No. 02**Extended Description:**

Aerial Tramway

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72140000	0.00000		0.000000	38467.50
Service From	Service To	Manufacturer		Model No	
2023-03-01	2025-03-31				

Commodity Line Description: Change Order No. 03**Extended Description:**

Aerial Tramway

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72140000	0.00000		0.000000	45839.00
Service From	Service To	Manufacturer		Model No	
2023-03-01	2025-03-31				

Commodity Line Description: Change Order No. 04**Extended Description:**

Aerial Tramway




APPROVED
Zel
10/30/24

Governor Jim Justice

Director Brett W. McMillion

Memo

To: Jamie Adkins 
Chief Procurement Officer

From: Bradley Leslie, PE 
Engineer

Re: Pipestem Resort
Tramway Replacement Project
CPO DNR23*02
Change Order #4

Date: August 28, 2024

The DNR requests approval of the referenced change order for the referenced project. The change order is for additional work and to extend the contract 217 days.

The reason for the change is to compensate the contractor for expenses to be incurred because they were required to demobilize and will have to remobilize to complete the project. They were required to demobilize because a significant amount of work to complete the terminal platforms could not be performed while Doppelmayer was constructing the tramway. The work was too dangerous for each contract to attempt to have them work simultaneously, as each contractor was working with cranes over head in a limited space. This was not anticipated nor provided for in our original contract. The contractor will move back in when work from the structural steel supported platforms can be safely accomplished. We anticipate a completion of Doppelmayer USA's work on March 31, 2025.

The change will result in a \$45,839.00 increase in the existing contract cost of \$8,591,467.50 for a revised contract amount of \$8,637,306.50. Additionally, a time extension of 217 days is requested by the contractor to complete the work. Note that the total changes to this contract including this proposed change represent 3% of the original contract amount.

Please advise me if you have any questions regarding this matter.

Memo

To: Jamie Adkins
Chief Procurement Officer

From: Bradley Leslie, PE
Engineer



Re: Pipestem Resort
Tramway Replacement Project
CPO DNR23*02
Change Order #4

Date: September 19, 2024

The DNR requests approval of the referenced change order for the referenced project, even though the request is beyond 20 days of the contract completion date. The vendor had trouble supplying the required documentation in a form we could accept, which delayed the change order application.

Please advise me if you have any questions regarding this matter.



AIA®

Document G701™ – 2017

Change Order

PROJECT: *(name and address)*

Pipestem Tram Replacement
Pipestem State Park
3405 Pipestem Knob Rd
Pipestem WV 25979

OWNER: *(name and address)*

WVDNR
Parks and Rec Section
334 4th Ave
South Charleston WV 25303

CONTRACT INFORMATION:

Contract For: Pipestem Tram Replacement
Date: March 1, 2023

ARCHITECT: *(name and address)*

Alpha Associates, Incorporated
209 Prairie Avenue
Morgantown WV 26501

CHANGE ORDER INFORMATION:

Change Order Number: #4
Date: August 13, 2024

CONTRACTOR: *(name and address)*

Doppelmayr USA
3160 W 500 South
Salt Lake City UT 84104

The Contract is changed as follows:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Owner requested de-mobilization and re-mobilization due to timing of completion of other contractor's work.

The original (Contract Sum) (Guaranteed Maximum Price) was	\$ 8,370,000
The net change by previously authorized Change Orders	\$ 221,467.50
The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was	\$ 8,591,467.50
The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	\$ Increased by 45,839.00
The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be	\$ 8,637,306.50
The Contract Time will be (increased) (decreased) (unchanged) by	Increased by (217) days
The new date of Substantial Completion will be	March 31, 2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

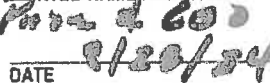
Alpha Associates, Incorporated

ARCHITECT *(Firm name)*


SIGNATURE

Richard A. Polubank

PRINTED NAME AND TITLE



DATE

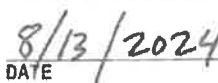
Doppelmayr USA

CONTRACTOR *(Firm name)*


SIGNATURE

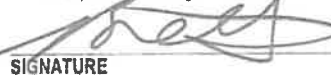
Austin Phelps - Project Manager

PRINTED NAME AND TITLE



DATE

WVDNR

OWNER *(Firm name)*


SIGNATURE

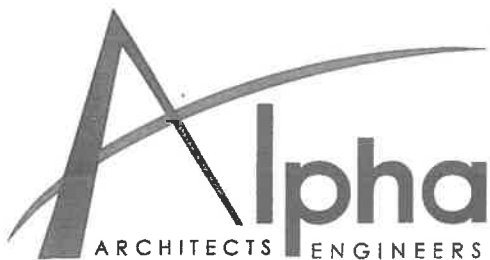
Brett McMillon

PRINTED NAME AND TITLE



DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.



August 15, 2024

Bradley Leslie, PE
WVDNR
324 4th Avenue
South Charleston, WV 25303

Re: CPO 0310 6565 DNR 2200000002 1
Pipestem State Park Tram Replacement
Change Order for Remobilization & Contract Extension

Dear Mr. Leslie:

We have reviewed the proposal submitted by Doppelmayr to remobilize for work related to the platform completion in another bid package to be completed by Dan Hill Construction. Significant coordinate between the two contractors is required and cannot be completed during Doppelmayr's original contract term requiring additional mobilization and an extension of their contract. We recommend acceptance of the proposal from Doppelmayr for \$45,839.00 (Forty-five thousand eight hundred thirty-nine dollars and zero cents) to perform the additional work and a time extension of 217 days. The final completion date will be March 31, 2025.

If you have any questions, please feel free to contact me.

Sincerely,

Alpha Associates, Incorporated

A handwritten signature in dark ink, appearing to read 'Richard A. Colebank'. The signature is fluid and cursive, written over the printed name.

Richard A Colebank
President and COO

Enc.

CONTRACT CHANGE ORDER ACKNOWLEDGEMENT



Doppelmayr USA, Inc.

Document: **SAL-004**

Issued by: SM

Date: 04/03/19

Page: 1 of 2

Released by: BLH

Revision: 001

Seller:	Doppelmayr USA, Inc.	Contract Date:	March 1, 2023
Buyer:	State of West Virginia	Contract #:	SAA0003382
CO Date:	August 13, 2024	CO #:	#4
CO Cost:	\$45,839.00	Project Name:	Pipestem Tram

Except as noted herein, all terms and conditions of the Contract remain unchanged. The following modifications to the Project are to be completed:

Description of Change:

Contract Extension: Add 217 calendar days to original contract. Revised contract expiration: March 31, 2025.

Per owner's request, Doppelmayr demobilized from the Pipestem Tram project site on approximately May 20, 2024. In coordination with the owner, it was determined that Doppelmayr will not be able to fulfil obligations in finishing the new gondola system by the original contract date of August 26, 2024. This is a result of passenger platforms and decks and utility power supply, which are not anticipated to be complete by other contractors until late fall/early winter 2024. There is significant interface and integration between these platforms and Doppelmayr supplied and installed equipment.

In coordination with the owner and other contractors, Doppelmayr has been requested to re-mobilize at the appropriate time to return and finish the work. It is anticipated this re-mobilization will take place approx. mid-December, as shown by the schedule attached, created by the owner's contractor for deck construction.

As a result of this demobilization and remobilization, Doppelmayr will incur additional costs above and beyond the scope of the original contract. This sum represents costs to complete the project by the revised contract expiration date of March 31, 2024. Summarized on following page.

This Change Order (CO) represents all compensation, time extensions, and other claims of work as outlined above. This is not an invoice; please do not pay from this Contract Change Order Acknowledgment.

CONTRACT CHANGE ORDER ACKNOWLEDGEMENT



Doppelmayr USA, Inc.

Document: **SAL-004**

Issued by: SM
Released by: BLH

Date: 04/03/19
Revision: 001

Page: 2 of 2

Summary:

- Personnel Mobilization
 - Travel time and travel expenses associated with re-mobilization
- Equipment Mobilization
- Labor
 - Additional labor necessary to compress work schedule to meet owner's contract completion goal, per owner's request

Personnel Mobilization	\$	10,785.00
Equipment Mobilization	\$	14,550.00
Labor	\$	14,525.00

Subtotal	\$	39,860.00
15% Overhead/Profit	\$	5,979.00
Change Order Total	\$	45,839.00

DUPLICATE ORIGINAL

INCREASE RIDER

Attached to and forming a part of Bond No. SU 1188371

ISSUED BY: ARCH INSURANCE COMPANY

ON BEHALF OF: DOPPELMAYR USA, INC.

IN FAVOR OF: STATE OF WEST VIRGINIA, Department of Administration,
Purchasing Division

DATE OF CONTRACT: MARCH 1, 2023

FOR: CPO DNR2300000003, WV STATE PARKS NEW AERIAL TRAMWAY, PIPESTEM
RESORT STATE PARK

The Contractor's Performance and Payment Bond, dated March 1, 2023, executed by DOPPELMAYR USA, INC., hereinafter called the "Contractor," as Principal, and ARCH INSURANCE COMPANY, as Surety, in connection with the construction contract between the Contractor and STATE OF WEST VIRGINIA, Department of Administration, Purchasing Division, hereinafter called the "Owner," as Oblige, in the amount of \$8,370,000.00

It is hereby understood and agreed that the sum of the Contractor's Performance Bond is hereby increased from \$8,591,467.50 to \$8,637,306.50 and the sum of the Contractor's Payment Bond is hereby increased from \$8,591,467.50 to \$8,637,306.50, per Change Order Number: #4, dated August 13, 2024.

Except as herein specifically modified, the terms, conditions and limitations of said bonds shall continue unchanged.

Signed, Sealed and Dated this 13th day of August, 2024.

ATTEST:

DOPPELMAYR USA, INC.

BY:



BY:





ARCH INSURANCE COMPANY

BY:


Douglas J. Rothery, Attorney-in-Fact




ACKNOWLEDGMENTS

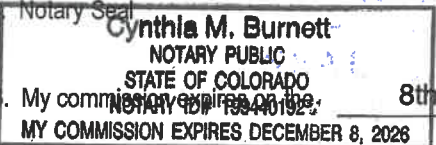
Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____ to-wit: _____
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20 _____
6. Notary Seal _____ 7. _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Principal if Corporation

9. STATE OF UTAH
10. County of SALT LAKE to-wit: _____
11. I, BLAKE CARDWELL, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that KATHARINA SCHMITZ
13. who as, PRESIDENT signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 13th day of AUGUST 20 24
16. Notary Seal  17. [Signature]
(Notary Public)
18. My commission expires on the 14 day of MARCH 20 27

Acknowledgment by Surety

19. STATE OF Colorado
20. County of Arapahoe to-wit: _____
21. I, Cynthia M. Burnett, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Douglas J. Rothey
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Arch Insurance Company a corporation,
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this 13th day of August 20 24
26. Notary Seal  27. [Signature]
(Notary Public) Cynthia M. Burnett
28. My commission expires on the 8th day of December 20 26

Sufficiency in Form and Manner
of Execution Approved

This 10th day of November 20 24

Attorney General
By: [Signature]
(Deputy Attorney General)

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for Note, Loan, Letter of Credit, Currency Rate, Interest Rate or Residential Value Guarantees.

POWER OF ATTORNEY

Know All Persons By These Presents:

That the Arch Insurance Company, a corporation organized and existing under the laws of the State of Missouri, having its principal administrative office in Jersey City, New Jersey (hereinafter referred to as the "Company") does hereby appoint:

Cynthia M. Burnett, Douglas J. Rothey, Erik Ulibarri and Kimberly Payton of Littleton, CO (EACH)

its true and lawful Attorney(s)-in-Fact, to make, execute, seal, and deliver from the date of issuance of this power for and on its behalf as surety, and as its act and deed: Any and all bonds, undertakings, recognizances and other surety obligations, in the penal sum not exceeding One Hundred Fifty Million Dollars (\$150,000,000.00). This authority does not permit the same obligation to be split into two or more bonds in order to bring each such bond within the dollar limit of authority as set forth herein.

The execution of such bonds, undertakings, recognizances and other surety obligations in pursuance of these presents shall be as binding upon the said Company as fully and amply to all intents and purposes, as if the same had been duly executed and acknowledged by its regularly elected officers at its principal administrative office in Jersey City, New Jersey.

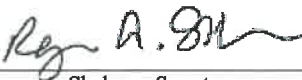
This Power of Attorney is executed by authority of resolutions adopted by unanimous consent of the Board of Directors of the Company on August 31, 2022, true and accurate copies of which are hereinafter set forth and are hereby certified to by the undersigned Secretary as being in full force and effect:

"VOTED, That the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, or the Secretary shall have the power and authority to appoint agents and attorneys-in-fact, and to authorize them subject to the limitations set forth in their respective powers of attorney, to execute on behalf of the Company, and attach the seal of the Company thereto, bonds, undertakings, recognizances and other surety obligations obligatory in the nature thereof, and any such officers of the Company may appoint agents for acceptance of process."

This Power of Attorney is signed, sealed and certified by facsimile under and by authority of the following resolution adopted by the unanimous consent of the Board of Directors of the Company on August 31, 2022:

VOTED, That the signature of the Chairman of the Board, the President, or the Executive Vice President, or any Senior Vice President, of the Surety Business Division, or their appointees designated in writing and filed with the Secretary, and the signature of the Secretary, the seal of the Company, and certifications by the Secretary, may be affixed by facsimile on any power of attorney or bond executed pursuant to the resolution adopted by the Board of Directors on August 31, 2022, and any such power so executed, sealed and certified with respect to any bond or undertaking to which it is attached, shall continue to be valid and binding upon the Company. In Testimony Whereof, the Company has caused this instrument to be signed and its corporate seal to be affixed by their authorized officers, this 3rd day of March, 2023.

Attested and Certified


Regan A. Shulman, Secretary

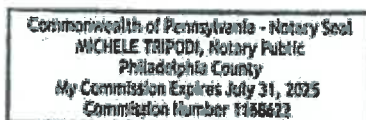



Arch Insurance Company


Stephen C. Ruschak, Executive Vice President

STATE OF PENNSYLVANIA SS
COUNTY OF PHILADELPHIA SS

I, Michele Tripodi, a Notary Public, do hereby certify that Regan A. Shulman and Stephen C. Ruschak personally known to me to be the same persons whose names are respectively as Secretary and Executive Vice President of the Arch Insurance Company, a Corporation organized and existing under the laws of the State of Missouri, subscribed to the foregoing instrument, appeared before me this day in person and severally acknowledged that they being thereunto duly authorized signed, sealed with the corporate seal and delivered the said instrument as the free and voluntary act of said corporation and as their own free and voluntary acts for the uses and purposes therein set forth.

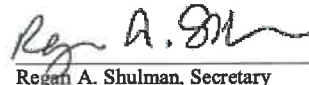



Michele Tripodi, Notary Public
My commission expires 07/31/2025

CERTIFICATION

I, **Regan A. Shulman**, Secretary of the Arch Insurance Company, do hereby certify that the attached Power of Attorney dated March 3, 2023 on behalf of the person(s) as listed above is a true and correct copy and that the same has been in full force and effect since the date thereof and is in full force and effect on the date of this certificate; and I do further certify that the said Stephen C. Ruschak, who executed the Power of Attorney as Executive Vice President, was on the date of execution of the attached Power of Attorney the duly elected Executive Vice President of the Arch Insurance Company.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seal of the Arch Insurance Company on this 13th day of August, 20 24.


Regan A. Shulman, Secretary

This Power of Attorney limits the acts of those named therein to the bonds and undertakings specifically named therein and they have no authority to bind the Company except in the manner and to the extent herein stated.

PLEASE SEND ALL CLAIM INQUIRIES RELATING TO THIS BOND TO THE FOLLOWING ADDRESS:

Arch Insurance - Surety Division
3 Parkway, Suite 1500
Philadelphia, PA 19102



To verify the authenticity of this Power of Attorney, please contact Arch Insurance Company at SuretyAuthentic@archinsurance.com. Please refer to the above named Attorney-in-Fact and the details of the bond to which the power is attached.

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.

DOPPELMAYR USA, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/26/2002		4/26/2002	Foreign	Profit			

Organization Information			
Business Purpose	3369 - Manufacturing - Transportation Equipment Manufacturing - Other Transportation Equipment Manufacturing (motorcycle, bicycle, parts, military armored vehicles, tanks & components)		Capital Stock
Charter County		Control Number	47524
Charter State	UT	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Mailing Address	3160 W 500 S SALT LAKE CITY, UT, 84104
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON ST CHARLESTON, WV, 25302
Principal Office Address	3160 WEST 500 SOUTH SALT LAKE CITY, UT, 84104 USA
Type	Address

Officers

Type	Name/Address
Director	MARK BEE 3160 W 500 SOUTH SALT LAKE CITY, UT, 84104
President	KATHRINA SCHMITZ 3160 W 500 S SALT LAKE CITY, UT, 84104
Secretary	JOHN DEARBORN 177 DEARBORN DRIVE HARMAN, WV, 26270
Vice-President	SHAWN MARQUARDT 3160 W 500 S SALT LAKE CITY, UT, 84104
Type	Name/Address

Name Changes

Date	Old Name
8/4/2011	DOPPELMAYR CTEC, INC.
Date	Old Name

Date	Amendment
8/4/2011	NAME CHANGE: FROM DOPPELMAYR CTEC, INC.
Date	Amendment



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Jul 18, 2024



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Entity Validation [Show Details](#)
Sep 17, 2024



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Search

All Words

e.g. 1606N020Q02

Select Domain
All Domains



Filter By






Keyword Search

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

Simple Search

Search Editor

- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 1606N020Q02

"DOPPELMAYR USA, INC."



Federal Organizations

Enter Code or Name



Status



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Inactive

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No matches found

Your search did not return any results.

To view Entity Registrations, you must sign in.

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>J. H. Adkins</u> Date: <u>10-29-24</u> Solicitation No. <u>CPO DNR 23*02</u> <u>C/O #4</u>	Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CPO DNR23*02 CO4 PF No.: 1088764
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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 type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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:

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.**