



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: 08-07-2024

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 6589 DNR2400000006 4	Procurement Folder:	1278664
Document Name:	Hawks Nest State Park New Sewage Lift Station	Reason for Modification:	
Document Description:	Hawks Nest State Park New Sewage Lift Station	Change Order No. 02 issued to extend and increase the contract as per the attached documentation.	
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:	2024-02-12
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-08-30

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000189728	Requestor Name:	James H Adkins	
ALL PUMPS SALES & SERVICE INC 2182 RT 75		Requestor Phone:	(304) 558-3397	
KENOVA WV 25530		Requestor Email:	jamie.h.adkins@wv.gov	
US		<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION</div>		
Vendor Contact Phone:	304-453-5610			Extension:
Discount Details:				
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	SUPERINTENDENT DIVISION OF NATURAL RESOURCES HAWKS NEST STATE PARK 49 HAWKS NEST PARK RD ANSTED WV 25812-0857 US

8/12/24 6L

Total Order Amount:	\$141,750.00
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Purchasing Division's File Copy

JA 8-7-24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark [Signature]</i> 8/8/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> 8-7-24 ELECTRONIC SIGNATURE ON FILE
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8/13/2024

Extended Description:

Change Order

Change Order No. 02 issued to extend and increase the contract extend and increase the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders.

Effective date of extension 08/10/2024 through 08/30/2024.

Original Contract Price: \$135,000.00
 Change Order No. 02 Increase: 6,750.00
 Contract New Total: \$141,750.00

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	72121504	0.00000		0.000000	135000.00
Service From	Service To	Manufacturer	Model No		
2024-02-12	2024-08-30				

Commodity Line Description: Heavy construction services

Extended Description:

Hawks Nest State Park Sewage Lift Station

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121504	0.00000		0.000000	6750.00
Service From	Service To	Manufacturer	Model No		
2024-02-12	2024-08-30				

Commodity Line Description: Change Order No. 02

Extended Description:

Hawks Nest State Park Sewage Lift Station

WEST VIRGINIA


DNR

*OK Mark Deit
8/17/2024*

Governor Jim Justice

Director Brett W. McMillion

MEMORANDUM

To: Jamie Adkins 
Chief Procurement Officer

From: Don Bailey, Jr.
Construction Project Manager

Date: July 26, 2024

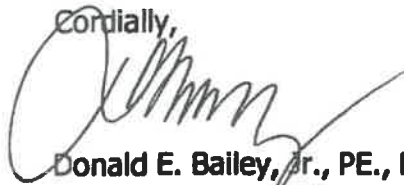
Subject: Hawks Nest State Park
Sanitary Sewer System Lift Station
CPO DNR24*06
Change Order No. 2

The attached documents represent an application for Change Order No. 2 for All-Pumps Sales and Service, Inc. for the above-referenced contract.

During the progress of this construction, the contractor has encountered unforeseen rock at approximately 4' to 5' below grade. This section of rock will have to be removed by hydraulic Hoe Ram in order to complete the project as bid. We request to increase the contract by \$6,750.00 and extend by three weeks.

If you have any questions or need any additional information, please feel free to contact me.

Cordially,



Donald E. Bailey, Jr., PE., PS
Construction Project Manager
West Virginia Division of Natural Resources



April 19, 2024

Donald E. Bailey, Jr.
WV DNR
324 4th Avenue
South Charleston, WV 25303-1228

Re: CPO DNR2400000006
Hawks Nest Pump Station
Change Order #2
AAI Project No. 2112149.00

Dear Mr. Leslie:

We have reviewed the proposal submitted by the contractor to perform rock excavation for pump station project. We recommend acceptance of the proposal for \$6,750.00 (six thousand seven hundred fifty dollars) and an extension of three weeks (21 days) to perform the additional work.

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

Sincerely,

Alpha Associates, Incorporated

A handwritten signature in black ink, appearing to read 'Richard A. Colebank', written over a faint, larger version of the signature.

Richard A Colebank
President and COO

Enc.





ALL-Pumps Sales and Service, Inc.

O/C

3/27/24

Attn: Don Bailey, Jr., PE,PS

This change order request letter is being sent due to the encountered rock discovered on the Hawks Nest State Park new pump station site @ the depth of approximately of 4' to 5' below grade.

Given this we will have to hoe ram from the depth of 1260 to 1250 a total of 10' of rock.

The price below is for hydraulic Hoe Ram equipment along with the anticipated labor time.

Total net cost for change order request is \$6,750.00 for a total final cost for this project of \$141,750.00.

Thank you,

Tom Fellure

President

ALL-Pumps Sales & Service, Inc.

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)
 Hawks Nest State Park New Sewage Lift Station
 Hawks Nest State Park
 49 Hawks Nest Park Road
 Ansted, WV 25812-0857

CONTRACT INFORMATION:
 Contract For: General Construction

CHANGE ORDER INFORMATION:
 Change Order Number: 002

Date:

Date: March 25, 2024

OWNER: (Name and address)
 WV Division of Natural Resources
 324 4th Avenue
 South Charleston, West Virginia
 25303

ARCHITECT: (Name and address)
 Alpha Associates, Inc.
 209 Prairie Avenue, Suite 209
 Morgantown, West Virginia 26501

CONTRACTOR: (Name and address)
 All-Pumps Sales and Services, Inc.
 2182 Route 75
 Kenova, west Virginia 25530

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.)

The original Contract Sum was	\$ 135,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 135,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 6,750.00
The new Contract Sum including this Change Order will be	\$ 141,750.00
The Contract Time will be increased by twenty one (21) days.	
The new date of Substantial Completion will be August 30, 2024	

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, Inc.

All-Pumps Sales and Services, Inc.

West Virginia Division of Natural Resources

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

Richard P. Blabank
 PRINTED NAME AND TITLE

Thomas G. Fellure, Owner
 PRINTED NAME AND TITLE

Brett W. McMillion, Director
 PRINTED NAME AND TITLE

9-9-24
 DATE

3/26/24
 DATE

4-12-24
 DATE

Capitol Indemnity Corporation
1600 Aspen Commons, Middleton, WI 53562

CHANGE RIDER

Bond No. CIC1945066

Date of Bond November 13, 2023

Principal All Pumps Sales & Service, Inc.

Obligee State of West Virginia, Division of Natural Resources

Nothing herein contained shall be held to vary, waive, alter or extend any of the terms, conditions, agreements or warranties of the above captioned bond, other than as stated below.

This Rider is effective April 2, 2024 and is to be attached to and form a part of the above captioned bond. This Rider is issued on behalf of All Pumps Sales & Service, Inc. as Principal, in favor of the Obligee stated above.

In consideration of the premium charged, it is understood and agreed, on or after the effective date as set forth herein, the Surety consents to:

Increase Bond Amount:

From: \$135,000.00

To: \$141,750.00

Said change is applicable only to acts or omissions on or after the effective date as set forth herein.

Provided, however, that the liability of the Surety under the attached bond as changed by this Rider shall in no event be cumulative.

Signed, sealed and dated on April 2, 2024.

Capitol Indemnity Corporation

By: Rita Jorgenson
Rita Jorgenson, Attorney-in-Fact

Accepted:

ALL Pumps Sales + Service, INC

By:

Tom Fellner

Date:

4/8/24

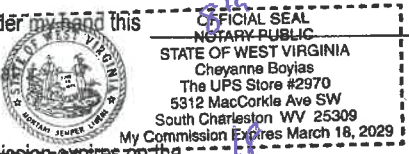


ACKNOWLEDGMENTS

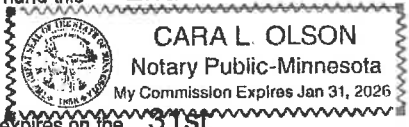
Acknowledgment by Principal if individual or Partnership

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 West Virginia
10. County of Kanawha to-wit:
11. I, Cheyenne Boyias, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Thomas G Feller
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 _____ day of April 20 24
16. Notary Seal  _____
17. Chayenne Boyias
(Notary Public)
18. My commission expires on the 17 day of March 20 29

Acknowledgment by Surety

19. STATE OF MINNESOTA
20. County of Chippewa to-wit:
21. I, Cara L. Olson, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Rita Jorgenson
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Capitol Indemnity Corporation 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 2nd day of April 20 24
26. Notary Seal  _____
27. Cara L. Olson
(Notary Public)
28. My commission expires on the 31st day of January 20 26

Sufficiency in Form and Manner of Execution Approved

This 13th day of August 20 24

By: John S. Gray
Attorney General
(Deputy Attorney General)

**CAPITOL INDEMNITY CORPORATION
POWER OF ATTORNEY**

CIC1945066

Bond Number

KNOW ALL MEN BY THESE PRESENTS, That the **CAPITOL INDEMNITY CORPORATION**, a corporation of the State of Wisconsin, having its principal offices in the City of Middleton, Wisconsin, does make, constitute and appoint

----- **JACK ANDERSON; RONALD KAIHOI; RITA JORGENSON** -----

its true and lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf, as surety, and as its act and deed, any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of

-----**ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED: \$20,000,000.00**-----

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **CAPITOL INDEMNITY CORPORATION** at a meeting duly called and held on the 15th day of May, 2002.


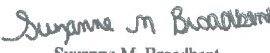
"RESOLVED, that the President, Executive Vice President, Vice President, Secretary or Treasurer, acting individually or otherwise, be and they hereby are granted the power and authorization to appoint by a Power of Attorney for the purposes only of executing and attesting bonds and undertakings, and other writings obligatory in the nature thereof, one or more resident vice-presidents, assistant secretaries and attorney(s)-in-fact, each appointee to have the powers and duties usual to such offices to the business of this company; the signature of such officers and seal of the Company may be affixed to any such power of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the Company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking or other writing obligatory in the nature thereof to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any of said officers, at any time."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

IN WITNESS WHEREOF, the **CAPITOL INDEMNITY CORPORATION** has caused these presents to be signed by its officer undersigned and its corporate seal to be hereto affixed duly attested, this 1st day of January, 2020.

Attest:


Ryan J. Byrnes
Senior Vice President,
Chief Financial Officer and Treasurer

Suzanne M. Broadbent
Assistant Secretary



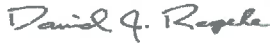
CAPITOL INDEMNITY CORPORATION


John L. Sennott, Jr.
Chief Executive Officer and President

STATE OF WISCONSIN }
COUNTY OF DANE } S.S.:

On the 1st day of January, 2020 before me personally came John L. Sennott, Jr., to me known, who being by me duly sworn, did depose and say: that he resides in the County of Hartford, State of Connecticut; that he is Chief Executive Officer and President of **CAPITOL INDEMNITY CORPORATION**, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation and that he signed his name thereto by like order.





David J. Regele
Notary Public, Dane Co., WI
My Commission Is Permanent

STATE OF WISCONSIN }
COUNTY OF DANE } S.S.:

I, the undersigned, duly elected to the office stated below, now the incumbent in **CAPITOL INDEMNITY CORPORATION**, a Wisconsin Corporation, authorized to make this certificate, **DO HEREBY CERTIFY** that the foregoing attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

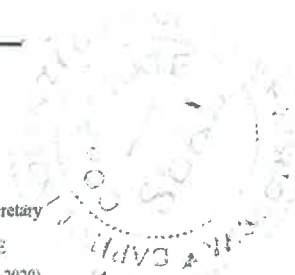
Signed and sealed at the City of Middleton, State of Wisconsin this 2nd day of April, 2024




Andrew B. Diaz-Matos
Senior Vice President, General Counsel and Secretary

THIS DOCUMENT HAS BEEN GENERATED FOR A SPECIFIC BOND. IF YOU HAVE ANY QUESTIONS CONCERNING THE AUTHENTICITY OF THIS DOCUMENT CALL 800-475-4450.

CIC-ePOA-M (Rev. 01-2020)



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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.

ALL - PUMPS SALES & SERVICE, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/27/2012		8/27/2012	Domestic	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	Capital Stock	1000.0000
Charter County	Wayne	Control Number	99WLO
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	2182 ROUTE 75 KENOVA, WV, 25530
Mailing Address	2182 ROUTE 75 KENOVA, WV, 25530 USA
Notice of Process Address	THOMAS G. FELLURE 2182 ROUTE 75 KENOVA, WV, 25530
Principal Office Address	2182 ROUTE 75 KENOVA, WV, 25530 USA
Type	Address

Officers

Type	Name/Address
Incorporator	THOMAS G. FELLURE 2182 ROUTE 75 KENOVA, WV, 25530 USA
President	THOMAS G FELLURE 2182 RT 75 KENOVA, WV, 25530
Type	Name/Address

Annual Reports

Filed For

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2023

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Federal Organizations

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Status



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Han (u)</u> Date: <u>8-7-24</u> Solicitation No. <u>CPO DNR 24-06</u> <u>C/O #2</u>	Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CPO DNR24*06 CO2 PF No.: 1278664
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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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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.