



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: 08-06-2024

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 0313 0313 DEP2400000003 2	Procurement Folder:	1261835
Document Name:	Water Sample tests for DMR	Reason for Modification:	
Document Description:	Water Sample tests for DMR	CO No. 01 - To Renew for One (1) Year.	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-11-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-11-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code: 000000104004				Requestor Name:	Linda L Stanley
SGS NORTH AMERICA INC				Requestor Phone:	(304) 414-1144
5209 LINBAR DR #600				Requestor Email:	linda.l.stanley@wv.gov
NASHVILLE		TN	37211		
US					
Vendor Contact Phone: 999-999-9999		Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				
				2025	
				FILE LOCATION _____	

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION DIV OF MINING & RECLAMATION 601 57TH STSE CHARLESTON WV 25304 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

8/15/24 6C

Total Order Amount:	Open E
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *M. M. [Signature]* - 8/15/2024
ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
DATE: *[Signature]* 8/22/24
ELECTRONIC SIGNATURE ON FILE

8/20/2024

Extended Description:

Change Order

Change Order No. 01 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 11/15/2024 through 11/14/2025.

Renewals Remaining: Two (2)

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	70171602			EA	0.100000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 1. Ph

Extended Description:

Item 1. Ph

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	70171602			EA	0.100000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 2. Temperature

Extended Description:

Item 2. Temperature

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	70171602			EA	1.500000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 3. Flow

Extended Description:

Item 3. Flow

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	70171602			EA	1.400000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 4. Total Hot Acidity

Extended Description:

Item 4. Total Hot Acidity

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	70171602			EA	1.400000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 5. Mineral Acidity

Extended Description:
Item 5. Mineral Acidity

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	70171602			EA	2.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 6. Total Alkalinity

Extended Description:
Item 6. Total Alkalinity

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	70171602			EA	3.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 7. Total Fe

Extended Description:
Item 7. Total Fe

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	70171602			EA	4.400000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 8. Dissolved Fe

Extended Description:
Item 8. Dissolved Fe

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	70171602			EA	3.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 9. Total Mn

Extended Description:
Item 9. Total Mn

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	70171602			EA	4.400000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 10. Dissolved Mn

Extended Description:
Item 10. Dissolved Mn

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	70171602			EA	3.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 11. TSS

Extended Description:
Item 11. TSS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	70171602			EA	4.500000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 12. TDS

Extended Description:
Item 12. TDS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	70171602			EA	1.750000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 13. Specific Conductance

Extended Description:
Item 13. Specific Conductance

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	70171602			EA	3.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 14. Sulfates

Extended Description:
Item 14. Sulfates

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	70171602			EA	3.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 15. Total Al

Extended Description:
Item 15. Total Al

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	70171602			EA	4.400000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 16. Dissolved Al

Extended Description:
Item 16. Dissolved Al

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	70171602			EA	30.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 17. Carbon

Extended Description:
Item 17. Carbon

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	70171602			EA	3.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 18. Chloride

Extended Description:
Item 18. Chloride

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	70171602			EA	1.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 19. Silica

Extended Description:
Item 19. Silica

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	70171602			EA	3.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 20. Total Antimony

Extended Description:
Item 20. Total Antimony

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	70171602			EA	3.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 21. Total Arsenic

Extended Description:
Item 21. Total Arsenic

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	70171602			EA	3.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 22. Total Beryllium

Extended Description:
Item 22. Total Beryllium

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	70171602			EA	3.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 23. Total Cabmium

Extended Description:
Item 23. Total Cabmium

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	70171602			EA	3.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 24. Total Chromium

Extended Description:
Item 24. Total Chromium

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	70171602			EA	3.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 25. Total Copper

Extended Description:
Item 25. Total Copper

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	70171602			EA	3.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 26. Total Lead

Extended Description:
Item 26. Total Lead

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	70171602			EA	14.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 27. Total Mercury

Extended Description:
Item 27. Total Mercury

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	70171602			EA	3.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 28. Total Nickle

Extended Description:
Item 28. Total Nickle

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	70171602			EA	3.500000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 29. Total Selenium

Extended Description:
Item 29. Total Selenium

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	70171602			EA	3.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Item 30. Total Silver

Extended Description:
Item 30. Total Silver

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	70171602			EA	3.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Item 31. Total Zinc

Extended Description:
Item 31. Total Zinc

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	70171602			EA	3.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Item 32. Total Thallium

Extended Description:
Item 32. Total Thallium

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	70171602			EA	14.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 33. Total Cyanide

Extended Description:
Item 33. Total Cyanide

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	70171602			EA	15.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 34. Total Phenols

Extended Description:
Item 34. Total Phenols

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	70171602			EA	10.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 35. Total Nitrates/Nitrites

Extended Description:
Item 35. Total Nitrates/Nitrites

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	70171602			EA	1.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 36. Total Sodium

Extended Description:
Item 36. Total Sodium

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
37	70171602			EA	1.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 37. Total Calcium

Extended Description:
Item 37. Total Calcium

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
38	70171602			EA	1.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 38. Total Magnesium

Extended Description:
Item 38. Total Magnesium

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
39	70171602			EA	1.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 39. Total Potassium

Extended Description:
Item 39. Total Potassium

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
40	70171602			EA	1.900000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Item 40. Dissolved Bicarbonate

Extended Description:
Item 40. Dissolved Bicarbonate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
41	70171602			EA	1.900000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Item 41. Dissolved Carbonate

Extended Description:
Item 41. Dissolved Carbonate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
42	70171602			EA	7.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Item 42. Dissolved Phosphate

Extended Description:
Item 42. Dissolved Phosphate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
43	70171602			HOURL	34.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Item 43. Labor Per Site Visit

Extended Description:
Item 43. Labor Per Site Visit



west virginia department of environmental protection

Division of Mining and Reclamation
601 57th Street SE
Charleston, WV 25304
304-926-0499

Harold D. Ward, Cabinet Secretary
dep.wv.gov

August 5, 2024

SGS NORTH AMERICA INC
Attn: Marilyn Pack

Re: Water Sample Tests for DMR CO No. 1
Contract Number: CMA: DEP24*03

Dear Ms. Pack:

The WVDEP Division of Mining and Reclamation is offering to renew the subject contract for one(1) year according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

The renewal dates are November 15, 2024 through November 14, 2025. In addition to this form, I will need a current copy of your insurance certificate listing WVDEP as the certificate holder and additional insured.

If your company agrees to this renewal, please sign below and return the required documents within seven (7) days to the address listed above or via email at Leigh.A.Shaffer@wv.gov.

Change Order Approved by WVDEP:

Name	Title	Signature	Date
Leigh Ann Shaffer	Procurement Specialist	Leigh Ann Shaffer <small>Digitally signed by Leigh Ann Shaffer Date: 2024.08.05 11:29:38 -04'00'</small>	8/5/2024

Completion of this change order requires the following:

- ☒ your signature below
- ☒ a current copy of your insurance certificate
 - WVDEP must be listed as additional insured as well as the certificate holder.

Re: Water Sample Tests for DMR CO No. 1
Contract Number: CMA: DEP24*03

I agree with the changes as outlined in this letter. (Vendor signature required below)

Name	Title	Signature	Date
Marilyn Pack	Water Svs Manager	[Signature]	8/5/24

Organization Information			
Business Purpose	5419 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Other Professional/Scientific/Technical Services (marketing research, public opinion polling, photographic, translation & interpretation, veterinary services)		Capital Stock
Charter County		Control Number	58059
Charter State	DE	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	201 ROUTE 17 NORTH RUTHERFORD, NJ, 07070
Mailing Address	201 ROUTE 17 NORTH 7TH FLOOR RUTHERFORD, NJ, 07070 USA
Notice of Process Address	CORPORATE SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	201 RT 17 NORTH 7TH FLOOR RUTHERFORD, NJ, 07070 USA
Type	Address

Officers	
Type	Name/Address
Director	DERICK GOVENDER 201 RT 17 NORTH RUTHERFORD, NJ, 07070
Director	MARCELLO POZZONI 201 ROUTE 17 NORTH RUTHERFORD, NJ, 07070
President	DERICK GOVENDER 201 RT 17 NORTH 7TH FLOOR RUTHERFORD, NJ, 07070
Secretary	TYSON TOLES 201 ROUTE 17N 7TH FLOOR RUTHERFORD, NJ, 07070
Treasurer	JEMMA AYAZ 201 ROUTE 17 NORTH 7TH FLOOR RUTHERFORD, NJ, 07070
Vice-President	MARCELLO POZZONI 201 RT 17 NORTH 7TH FLOOR RUTHERFORD, NJ, 07070
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
PETROLEUM SERVICE CORPORATION	TRADENAME	7/20/2005	10/13/2009
DBA Name	Description	Effective Date	Termination Date

Mergers				
Merger Date	Merged	Merged State	Survived	Survived State
4/21/2004	COMMERCIAL TESTING & ENGINEERING CO	IL	SGS NORTH AMERICA INC.	DE
7/20/2005	PETROLEUM SERVICE CORPORATION	LA	SGS NORTH AMERICA INC.	DE
6/16/2009	SGS AUTOMOTIVE SERVICES INC.	DE	SGS NORTH AMERICA INC.	DE
6/16/2009	SGS ENVIRONMENTAL SERVICES INC.	DE	SGS NORTH AMERICA INC.	DE
6/16/2009	FTS, INC.	OK	SGS NORTH AMERICA INC.	DE
6/16/2009	SGS SERVICES INC.	DE	SGS NORTH AMERICA INC.	DE
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
6/16/2009	MERGER: MERGING SGS AUTOMOTIVE SERVICES INC., A QUALIFIED DE CORPORATION, SGS ENVIRONMENTAL SERVICES INC., A QUALIFIED DE CORPORATION, FTS, INC., A NON-QUALIFIED OK ORGANIZATION, SGS SERVICES INC., A NON-QUALIFIED DE ORGANIZATION WITH AND INTO SGS NORTH AMERICA INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
7/20/2005	MERGER: MERGING PETROLEUM SERVICE CORPORATION, A QUALIFIED LA CORPORATION WITH AND INTO SGS NORTH AMERICA INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
4/21/2004	MERGER: MERGING COMMERCIAL TESTING & ENGINEERING CO, A QUALIFIED IL CORPORATION WITH AND INTO SGS NORTH AMERICA INC., A QUALIFIED DE CORPORATION, THE SURVIVOR
Date	Amendment

Annual Reports	
Filed For	
2024	



Important Reps and Certs Update [Show Details](#)
Jul 18, 2024



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Entity Validation Status [Show Details](#)
Jul 23, 2024



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Search

All Words

e.g. 1606N020Q02

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 
- ☒ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"SGS NORTH AMERICA INC"



Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



Exclusion Program



Location



Dates



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. H. (w)</u> Date: <u>8-15-24</u> Solicitation No. <u>CMA DEP 24*03</u> <u>C/O #1</u>	Agency: DEP Procurement Officer Submitting Requisition: Jessica Smith Requisition No. CMA DEP24*03 PF No.: 1261835
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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:

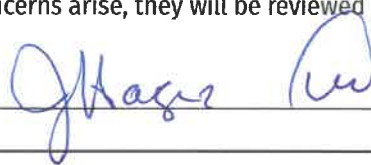
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked=""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