



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: 09-05-2024

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES, INVOICES,
AND SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CMA 0803 0066 DOT6624C015C 2	Procurement Folder:	1287498
Document Name:	Vegetation Management Products	Reason for Modification:	
Document Description:	Vegetation Management Products - Statewide	Change Order 01 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-01-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-01-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code: VS0000044048				Requestor Name:	Careasa M Nichols
Orion Solutions LLC				Requestor Phone:	304-414-3212
324 E. Magnolia Ave.				Requestor Email:	careasa.m.nichols@wv.gov
Auburn		AL	36830		
US					
Vendor Contact Phone: 3345248894		Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				
				<div>2025 FILE LOCATION</div>	

2025
FILE LOCATION _____

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount: Open End

JE 9/12/24

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: 9/18/24
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 9/23/24
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 9/24/24
ELECTRONIC SIGNATURE ON FILE

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 01/15/2025 through 01/14/2026.

Renewal Years/Months Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Arsenal Powerline or equal Pallet of 72 X 2.5 Gal. container

Extended Description:

Approved Equal: Ecomazapyr 2SL

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Diuron 4L or equal 30 Gal. container, sold individually

Extended Description:

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: EsplAnade 200 SC or equal Case of 2 X 2.5 Gal. containers

Extended Description:

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Freelexx or equal Case of 2 x 2.5 Gal containers

Extended Description:

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Freelexx or equal Pallet of 72 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Garlon 3A or equal Pallet of 10x15 Gal containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Garlon 4 Ultra or equal 15 Gal. container, sold individually

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Garlon 4 Ultra or equal Pallet of 10 X 15 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	10171700			LB	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Oust(R) XP or equal Case of 8 X 3 Lb. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
38	10171700			LB	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Oust(R) Extra or equal Case of 8 x 4 Lb. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
43	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: PENDulum AquaCap or equal 15 Gal. container, sold individual

Extended Description:

Approved Equal: Pin-Dee 3.3 EC

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
44	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Plateau(R) or equal Case of 2 X 1 Gal. containers

Extended Description:

Approved Equal: Propose

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
48	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Rodeo(R) or equal Pallet of 72 X 2.5 Gal. containers

Extended Description:

Approved Equal: Aqua Neat

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
59	10171700			OZ	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Telar(R) XP or equal Case of 8 X 16 Oz. containers

Extended Description:

Approved Equal: Chlorsulfuron 75

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
60	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Vanquish(R) or equal Case of 2 X 2.5 Gal. containers

Extended Description:

Approved Equal: Dicamba 4

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
61	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Vanquish(R) or equal Pallet of 9 X 15 Gal. containers

Extended Description:
Approved Equal: Dicamba 4

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
64	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Vastlan(TM) or equal Pallet of 72 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
67	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Velpar L(R) Liquid Herbicide or equal Case of 2 X 2.5 Gal.

Extended Description:
Approved Equal: Hexazinone 2SL

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
68	10171700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Velpar L(R) Liquid Herbicide or equal 15 Gal. container

Extended Description:
Approved Equal: Hexazinone 2SL

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
69	12161913			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Aquachem 90 or equal Case of 2 X 2.5 Gal. containers

Extended Description:
Approved Equal: Novita 90

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
71	12161913			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Bullseye or equal Case of 2 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
72	12160000			OZ	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 41 A Drift Retardant or equal Case of 12 X 32 Oz. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
74	12161913			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: MSO Concentrate or equal Case of 2 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
77	12161913			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Spreader 90 or equal Case of 2 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
80	12161913			QT	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Unfoamer(R) or equal Case of 12 X 1 Qt. Containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
82	21101801			SET	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Birchmeier or equal Gasket Set for Sprayer Pump

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
83	21101801			KIT	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Birchmeier or equal Valve and Wand Repair Kit

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
84	21101801			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Birchmeier BCS or equal Closed System Backpack Sprayer

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
85	21101801			SET	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Birchmeier BCS or equal Gasket Set for Sprayer Pump

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
86	21101801			KIT	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Birchmeier BCS or equal Valve and Wand Repair Kit

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
87	46181810			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Easy Rinse or equal Pressure Rinser

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
88	46181810			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Easy Rinse or equal 32 oz. Eye Wash Bottle

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
90	27112903			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tolco(R) or equal 2-Quart Handheld Pressure Sprayer

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

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

May 30, 2024

Orion Solutions LLC
324 E. Magnolia Ave.
Auburn, AL 36830

Subject: Contract Renewal: DOT6624C015C CMA
Procurement Folder: 1287498

The West Virginia Department of Transportation is offering to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

The renewal dates are 01/15/2025 through 01/14/2026. If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to: Nathan.H.Radford@wv.gov.

Please contact the email listed above if you have any questions.

Thank you,

Nathan Radford

Attachment

We agree to renew the contract for the period as stated above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.


Name/Signature

CFO
Title

6/5/24
Date

PROCUREMENT USE ONLY


Signature/Title/Date

TDI 12621
8/8/24

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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.

ORION SOLUTIONS, LLC

See ATTACHED

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	8/19/2024		8/19/2024	Foreign	Profit				

Organization Information			
Business Purpose	4246 - Wholesale Trade - Wholesale Trade, Nondurable Goods - Chemical and Allied Products Merchant Wholesalers (plastics, other)		Capital Stock
Charter County	Control Number		
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		No

Addresses	
Type	Address
Designated Office Address	1035 FRANKLIN ST, SUITE 207 ROCKY MOUNT, VA, 24151
Mailing Address	1035 FRANKLIN ST, SUITE 207 ROCKY MOUNT, VA, 24151 USA
Principal Office Address	1035 FRANKLIN ST, SUITE 207 ROCKY MOUNT, VA, 24151 USA
Type	Address

Officers	
Type	Name/Address
Member	RHONDA SMITH 1035 FRANKLIN ST, SUITE 207 ROCKY MOUNT, VA, 24151
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
ORION SUSTAINABLE SOLUTIONS, LLC	FORCED DBA	8/19/2024	
DBA Name	Description	Effective Date	Termination Date

File Your Current Year Annual Report Online Here

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

Thursday, September 12, 2024 — 11:10 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Billing	1035 FRANKLIN STE STE 207	ROCKY MOUNT	VA	24151	Elaine Azzarano
Payment	1035 FRANKLIN STE STE 207	ROCKY MOUNT	VA	24151	Elaine Azzarano
Web Registrar	1035 FRANKLIN STE STE 207	ROCKY MOUNT	VA	24151	Elaine Azzarano
Ordering	324 E. Magnolia Ave.	Auburn	AL	36830	Elaine Azzarano

First Prev Next Last

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Vendor/Customer : VS0000044048

ORION SOLUTIONS LLC

Address Type : Billing

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 09/30/2023

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : AD000002

Country Phone Code : 1

Street 1 : 1035 FRANKLIN STE STE 207

Phone : 334-524-8894

Street 2 :

Phone Extension :

City : ROCKY MOUNT

County : NE061

State/Province : VA

County Name : Franklin

Zip/Postal Code : 24151

Country : US

DUNS : 071362923

Extended DUNS :

Unique Entity Identifier : MDVEX5KMF89

CAGE Code : 9DEG5

► Prenote/EFT

► Remittance Advice

► Contact Information

► Contact Address Information

► Geographic Designation

► Change Management

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[Search Editor](#)
☐ Any Words 
☒ All Words 
☐ Exact Phrase 

e.g. 123456789, Smith Corp

"Orion Solutions LLC" 

Entity

Entity Name

No results found

Unique Entity ID

e.g. nTR0231K021

CAGE / NCAGE

Location

Status

☒ Active

☐ Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>9/12/24</u> Solicitation No. <u>CMA DOT6624C015C</u> <u>CO#1</u>	Agency: WVDOT <hr/> Procurement Officer Submitting Requisition: Dusty Smith <hr/> Requisition No. CMA DOT6624C015c <hr/> PF No.: 1287498
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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:

FOR ALL SOLICITATION TYPES:

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.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**

FOR CHANGE ORDERS/RENEWALS:

1. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
2. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in wvOASIS. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
3. **Office of Technology CIO pre-approval.** See #11.
4. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
5. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
6. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
7. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at www.state.wv.us/admin/purchase/debar.html. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
8. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting Sam.gov. Instructions for manually checking a vendor's federal debarment status can be found online at https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dadb1b4ac5d40ca4a97ae54bcbb2&spa=1. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at www.state.wv.us/admin/purchase/byrassign.pdf.