



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: 07-31-2024

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

<b>Order Number:</b>	CPO 0803 1058 DOT2300000043 5	<b>Procurement Folder:</b>	1157101
<b>Document Name:</b>	Change Order #1	<b>Reason for Modification:</b>	Change Order No. 1 is issued to reduce the balance per the attached documentation
<b>Document Description:</b>	Various Sizes Poly Pipe 10-23-B318		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	John W Estep		
<b>Telephone:</b>	304-558-2566		
<b>Email:</b>	john.w.estep@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000125569			<b>Requestor Name:</b>	Angela D Roske
LANE ENTERPRISES INC PO BOX 854				<b>Requestor Phone:</b>	(304) 716-3019
BARBOURSVILLE WV 25504				<b>Requestor Email:</b>	angela.d.roske@wv.gov
US				<div style="text-align: center; font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____	
<b>Vendor Contact Phone:</b>	3044161806	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT TEN 270 HARDWOOD LN PRINCETON WV 24740 US	DIVISION OF HIGHWAYS DISTRICT TEN 270 HARDWOOD LN PRINCETON WV 24740 US

8/7/246C

**Total Order Amount:** \$60,001.92

Purchasing Division's File Copy

JE 8/13/24

<b>PURCHASING DIVISION AUTHORIZATION DATE:</b> 8/7/24	<b>ATTORNEY GENERAL APPROVAL AS TO FORM DATE:</b> John D. Gray	<b>ENCUMBRANCE CERTIFICATION DATE:</b> 8-13-24
<b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ELECTRONIC SIGNATURE ON FILE</b>

8/13/2024

**Extended Description:**

Change Order No. 1 to reduce the balance on the purchase order from \$76,053.12 to \$60,001.92

Original P. O. Total: \$76,053.12

C.O. No. 1 Decrease \$16,051.20

New P.O. Total: \$60,001.92

No other change

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	40171520	0.00000	LF	33.440000	0.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** 24" Corrugated Polypropylene Pipe

**Extended Description:**

20' Lengths

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	40171520	360.00000	LF	66.780000	24040.80
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** 36" Corrugated Polypropylene Pipe

**Extended Description:**

20' length

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	40171520	234.00000	LF	153.680000	35961.12
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** 60" Corrugated Polypropylene Pipe

**Extended Description:**

19' 5" length



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

06/27/2024

**LANE ENTERPRISES INC**  
Po Box 854,  
Barboursville WV 25504  
twellman@lane-enterprises.com

**Re: Cancellation of Balance of DOT2300000043**  
Procurement Folder Number: 1157101

*Various Sizes Poly Pipe 10-23-B318*

Dear Todd Wellman,

The above referenced Purchase Order in the amount of \$76,053.12 was issued on 06-18-2024. We are requesting your approval to cancel the remaining balance in its entirety of \$16,051.20 that still exists on purchase order DOT2300000043.

Your signature on the line below will acknowledge that you concur with this action there are no outstanding invoices against the purchase order. Please email this letter back to me at [David.R.Gillispie@wv.gov](mailto:David.R.Gillispie@wv.gov). Failure to receive written exception to this cancellation by 07/02/2024 constitute your concurrence with our cancellation plan.

This Cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific contract only.

If you have any questions or need additional information, please call.

**David Gillispie**  
Buyer  
WV Department of Transportation  
Division of Highways – Traffic and Engineering Division

Signature

7/30/24

Date

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## 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.*

### LANE ENTERPRISES, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	5/21/2004		5/21/2004	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	3329 - Manufacturing - Fabricated Metal Product Manufacturing - Other Fabricated Metal Product Manufacturing (valves, ball & roller bearings, small arms ammunition, pipe & pipe fittings)		
<b>Charter County</b>	Kanawha	<b>Control Number</b>	66718
<b>Charter State</b>	PA	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

--

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	5098 WASHINGTON ST. W., STE 407 CHARLESTON, WV, 25313
<b>Mailing Address</b>	275 GRANDVIEW DR SUITE 300 CAMP HILL, PA, 17011 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
<b>Principal Office Address</b>	275 GRANDVIEW DR SUITE 300 CAMP HILL, PA, 17011 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Manager</b>	PATRICK COLLINGS 3905 HARTZDALE DR., SUITE 514 CAMP HILL, PA, 17011
<b>Manager</b>	ANNETTE BLISS 3905 HARTZDALE DR., SUITE 514 CAMP HILL, PA, 17011
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
LANE METAL PRODUCTS, INC.	FORCED DBA	5/21/2004	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

<b>Name Changes</b>	
<b>Date</b>	<b>Old Name</b>

<b>10/20/2022</b>	<b>LANE ENTERPRISES, INC.</b>
<b>Date</b>	<b>Old Name</b>

<b>10/20/2022</b>	<b>CONVERSION FILED, CONVERTING FROM INC. TO LLC</b>
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>
<b>Filed For</b>
2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2006
<b>Date filed</b>

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

Monday, August 5, 2024 — 9:08 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	48 REGAL OAKS	BARBOURSVILLE	WV	25504	
Ordering	48 REGAL OAKS	BARBOURSVILLE	WV	25504	
Payment	PO BOX 854	BARBOURSVILLE	WV	25504	TODD WELLMAN
Ordering	PO BOX 854	BARBOURSVILLE	WV	25504	TODD WELLMAN
Payment	3905 HARTZDALE DR STE 514	CAMP HILL	PA	17011	Default Contact Name

First Prev Next Last

Save [Undo](#) [Delete](#) [insert](#) [Copy](#) [Paste](#)

Vendor/Customer : 000000125569  
LANE ENTERPRISES INC

Active From : 09/01/2022

Active To :

Address Type : Payment

Default Record :

Division/Department :

Mail Returned :

Additional Address Info. :

Active Address : Yes

Prevent New Spending :

Default Currency : USD - US Dollar

Address Information

Address ID : AD000004

Country Phone Code : 1

Street 1 : 48 REGAL OAKS

Phone : 304-710-0733

Street 2 :

Phone Extension :

City : BARBOURSVILLE

County :

State/Province : WV

County Name :

Zip/Postal Code : 25504

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

[Top](#)

[Modify Existing Record](#) [Add New Address](#)

[Master Address](#)

[Master Contacts](#)

[Languages](#)

[Vendor Transaction History](#)

Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry. [Sign In](#)

Select Domain Entity Information +

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



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### Keyword Search

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Simple Search

Search Editor

Any Words

All Words

Exact Phrase

e.g. 123456789, Smith Corp.

"Lane Enterprises Inc" x

Entity ^

#### Entity Name

No results found ^

#### Unique Entity ID

e.g. H123456789 ^

#### CAGE / NCAGE

^

Location v

Status ^

Active

Inactive

Reset



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JESTEP</u> Date: <u>8/15/24</u>	Agency: WVDOH
Solicitation No. <u>CPO DOT 23*43</u> <u>CO#1</u>	Procurement Officer Submitting Requisition: Dusty Smith
	Requisition No. CPO DOT23*43
	PF No.: 1157101

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

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

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

**FOR CHANGE ORDERS/RENEWALS:**

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_



## **REFERENCE:**

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/forms.html](http://www.state.wv.us/admin/purchase/forms.html).
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at [www.state.wv.us/admin/purchase/TCP.pdf](http://www.state.wv.us/admin/purchase/TCP.pdf). **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**

12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**
13. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
14. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in wvOASIS. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
15. **Office of Technology CIO pre-approval.** See #11.
16. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
17. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.

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