



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: 02-06-2025

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 0313 9171 DEP2200000006 8	Change Order No:	2	Procurement Folder:	764170
Document Name:	EOI - Kempton Refuse Rehabilitation			Reason for Modification:	
Document Description:	EOI - Kempton Refuse Rehabilitation Project			Change Order No. 3 To Increase Contract	
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:	2021-08-16
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-12-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000204787			Requestor Name:	Herminio David Robles
THE THRASHER GROUP INC 600 WHITE OAKS BLVD				Requestor Phone:	(304) 414-1155
BRIDGEPORT WV 26330				Requestor Email:	david.h.robles@wv.gov
US				<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	304-343-7601	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
ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US

3/5/25 60

Total Order Amount: \$124,058.50

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>3/5/2025</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>3/6/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>3-7-25</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order
Change Order No. 3 issued to increase the original contract according to all terms, conditions, prices, and specifications contained in the contract including all authorized change orders.

Original Contract Sum: \$ 88,558.50
Change Order #2 Increase: \$ 23,175.00
Change Order #3 Increase: \$ 12,325.00

New Contract Total: \$124,058.50

Effective date of change: 01/30/2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	124058.50
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: EOI Engineering Design Services

Extended Description:



approved
JH 3-5-25

west virginia department of environmental protection

Division of Land Restoration
Office of Abandoned Mines Lands and Reclamation
101 Cambridge Place
Bridgeport, WV 26330
Phone: 304-842-1900
Fax: 304-842-1928

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

January 30, 2025

THE THRASHER GROUP INC
Attn: Richard Hovatter, Jr., P.E.
600 White Oaks Blvd
Bridgeport, WV 26330

Re: Change Order # 3
Project Name: Kempton Refuse Rehabilitation
Permit Number: N/A
Contract Number: CPO DEP22*06

Dear Mr. Hovatter:

The WVDEP Office of Abandoned Mine Lands and Reclamation is issuing a change order to increase the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders as shown on Attachment A.

Due to changes in site conditions and other influencing factors, AML has decided to remove a significant portion of the project area and scope from the bid package. This will require the need to significantly revise the plans, specifications and engineers' estimate to accurately reflect the new scope of work for the project.

The effective date of the change order is January 30, 2025.

Commodity Line 1: A new Task section is being added to the contact. TASK X: Bid Package Revision 1, subsection A. Professional Services. The additional section and total cost required is shown on page 7 of 7 of the revised Engineering Cost Proposals Task / Cost Breakdown included in the accepted Proposal dated December 2024. The additional tasks' cost is \$12,325.00, bringing the revised total contract cost to \$124,058.50.

Change Order Approved by WVDEP:


Name	Title	Signature	Date
Troy H. Schell, P.E.	Northern Design Administrator	Troy H. Schell	Digitally signed by: Troy H. Schell DN: CN = Troy H. Schell, email = troy.h.schell@wv.gov C = US Date: 2025.01.30 11:19:17 -05'00'
Eric Simpson, P.E.	AMLR Northern Regional Engineer	Eric Simpson	Digitally signed by Eric Simpson Date: 2025.01.30 13:03:55 -05'00'
Travis Parsons	Deputy Director AMLR	Travis G Parsons	Digitally signed by: Travis G Parsons DN: CN = Travis G Parsons, email = travis.g.parsons@wv.gov C = US O = WV Department of Environmental Protection OU = Office of Abandoned Mine Lands Date: 2025.01.30 11:39:50 -05'00'

(signature of Deputy Director or Director is ONLY required when change order(s) total increase exceeds

Completion of this change order approval process requires

- your signature below
- a current copy of your contractor's license
- a current copy of your insurance certificate
 - WVDEP must be listed as additional insured and the contract number must be listed in the extended description
- a Bond Rider in the amount of [Click or tap here to enter text.](#)

I am in agreement with the changes as outlined in this letter and Attachment A.
(vendor signature required below)

Name	Title	Signature	Date
Richard Hovatter	Project Manager		1/30/25

Please email the signed documents to depdirprocurement@wv.gov within 7 days of receipt of this letter.

If a Bond Rider is required, please mail the original to:

WV Dept. of Environmental Protection
Office of Abandon Mine Lands
Attn: Melanie Simpson
601 57th Street SE
Charleston, WV 25304

cc: Melanie Simpson



ARCHITECTURE
ENGINEERING
FIELD SERVICES

CHANGE ORDER #3 PROPOSAL

**THE THRASHER GROUP, INC.
FOR
ENGINEERING SERVICES**

**WEST VIRGINIA DEPARTMENT OF ENVIRONMENTAL
PROTECTION**

OFFICE OF ABANDONED MINE LANDS AND RECLAMATION

**KEMPTON REFUSE REHABILITATION PROJECT
TUCKER COUNTY, WEST VIRGINIA**

WVDEP CPO DEP22*06

DECEMBER 2024

THRASHER PROJECT #101-030-10281

**CHANGE ORDER #3 PROPOSAL
KEMPTON REFUSE REHABILITATION PROJECT
TUCKER COUNTY, WEST VIRGINIA**

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**CHANGE ORDER #3 PROPOSAL
KEMPTON REFUSE REHABILITATION PROJECT
TUCKER COUNTY, WEST VIRGINIA**

PROPOSAL BASIS

This proposal is based on direction and requests received from AML to adjust the original project tasks and quantities, which subsequently adjusts the contract total cost amount. The original breakdown of tasks and associated costs has been revised and attached herewith according to the actual work performed and the proposed changes in scope of work, as is further described in the following.

NEED FOR REVISIONS TO PROJECT

DEP AML has decided to remove a significant portion of the project area and scope from the bid package. This will require the need to rework the plans, specifications, and estimate to accurately reflect the new scope of work.

PREFERRED SCOPE OF WORK

Removal of the reforestation area, access road #2, and associated drainage.

Reallocation of pollinator seed mix to other areas of the project.

Removal of the limestone waste area and pit.

Change to calcium carbonate percentages in limestone bed stone.

Changes to stone sizes and thickness in limestone bed.

Revise all plan sheets, specifications, engineers estimate, and bid form to reflect these changes.

**CHANGE ORDER #3 PROPOSAL
KEMPTON REFUSE REHABILITATION PROJECT
TUCKER COUNTY, WEST VIRGINIA**

SUMMARY OF ANTICIPATED SCOPE OF WORK

I. Bid Package Revision 1

Based upon the requested additions and revisions to the system, Thrasher anticipates all changes to be covered under the Design Engineering and Contract Documents portion of the contract. Thrasher will modify the plans, specifications, and bidding documents to reflect these changes. The additional services described are added to cost proposal under new task "Task X: Bid Package Revision 1" on page 7 of 7. The total cost for these additional services is \$12,325, and the new Contract Sum is \$124,058.50.

PROPOSED SCHEDULE

Final Design	5 Days
Specifications	3 Days
<u>Estimates</u>	<u>1 Days</u>
Total	9 Days



ENGINEERING COST PROPOSAL

Project Name: Kempton Refuse Rehabilitation

CEOI #: DEP21*02

DATE: 12/19/2024

ITEM # A	DESCRIPTION B	CONTRACT UNITS C		UNIT BID PRICE D	UNITS THIS APPLICATION E		COST THIS APPLICATION F		UNITS COMPLETED TO DATE G		PROPOSED PROJECT COST H=(DXF)
TASK I: Field Surveying											
A. Professional Services:											
I. Professional Staff:											
101	Survey Manager	2	Hrs.	\$130.00	0	Hrs.	\$ -	0	Hrs.	\$	260.00
102	2 Person Crew	12	Hrs.	\$135.00	0	Hrs.	\$ -	0	Hrs.	\$	1,620.00
B. Engineering Expenses:											
I. General Expenses											
201	Automobile Expense	250	Miles	\$0.58	0	Miles	\$ -	0	0.58	\$	145.00
202	Stakes	10	Ea.	\$0.75	0	Ea.	\$ -	0	0.75	\$	7.50
203	3/4" Iron Rods	4	Ea.	\$1.00	0	Ea.	\$ -	0	1	\$	4.00
204	Flagging	2	Ea.	\$1.00	0	Ea.	\$ -	0	1	\$	2.00
TASK I: Field Surveying Subtotal											\$2,038.50



ENGINEERING COST PROPOSAL

Project Name: Kempton Refuse Rehabilitation

CEOI #: DEP21*02

DATE: 12/19/2024

ITEM #	DESCRIPTION	CONTRACT UNITS		UNIT BID PRICE	UNITS THIS APPLICATION		COST THIS APPLICATION	UNITS COMPLETED TO DATE		PROPOSED PROJECT COST
A	B	C	D	E	F	G	H=(CxD)	I	J	K
TASK II: Drilling Services										
A. Professional Services:										
I. Professional Staff:										
101	Senior Engineer	20	Hrs.	\$170.00	0	Hrs.		0	Hrs.	\$3,400.00
102	Senior Geologist	6	Hrs.	\$140.00	0	Hrs.		0	Hrs.	\$840.00
103	Project Engineer	24	Hrs.	\$150.00	0	Hrs.		0	Hrs.	\$3,600.00
B. Engineering Expenses:										
I. General Expenses										
201	Automobile Transportation	800	Miles	\$0.60	0	Hrs.		0	Hrs.	\$480.00
C. Field Services:										
I. General Drilling/Subsurface Exploration Services										
301	Mobilization and Demobilization	1	L.S.	\$2,500.00	0	L.S.		0	L.S.	\$2,500.00
302	Daily Charge for Drill Rig and Crew	2	Days	\$2,500.00	0	Ft.		0	Ft.	\$5,000.00
303	Bag Samples	2	Ea.	\$80.00	0	Ea.		0	Ea.	\$160.00
304	Excavator Mobilization and Work	1.5	Days	\$2,500.00	0	Days		0	Days	\$3,750.00
305	Drill Crew Per Diem	2	Days	\$350.00	0	Hrs.		0	Hrs.	\$700.00
306	Excavator Operator Per Diem Per Diem	2	Days	\$175.00	0	Hrs.		0	Hrs.	\$350.00
307	Engineering Supervision	30	Hrs.	\$170.00	0	Hrs.		0	L.S.	\$5,100.00
D. Laboratory Services										
401	Moisture Content	30	Ea.	\$10.00	0	Ea.		0	Ea.	\$300.00
402	Atterberg Limits	4	Ea.	\$90.00	0	Ea.		0	Ea.	\$360.00
403	Standard Proctor	2	Ea.	\$200.00	0	Ea.		0	Ea.	\$400.00
TASK II: Drilling Services Subtotal										\$26,940.00



ENGINEERING COST PROPOSAL

Project Name: Kempton Refuse Rehabilitation

CEOI #: DEP21*02

DATE: 12/19/2024

ITEM # A	DESCRIPTION B	CONTRACT UNITS C	UNIT BID PRICE D	UNITS THIS APPLICATION E	COST THIS APPLICATION F	UNITS COMPLETED TO DATE G	PROPOSED PROJECT COST H=(Cx D)
TASK III: Development of Bid Ready Plans							
A. Professional Services:							
I. Professional Staff:							
101	Senior Project Manager	30 Hrs.	\$200.00	0 Hrs.		0 Hrs.	\$6,000.00
102	Senior Project Engineer	120 Hrs.	\$160.00	0 Hrs.		0 Hrs.	\$19,200.00
103	Staff Engineer	80 Hrs.	\$105.00	0 Hrs.		0 Hrs.	\$8,400.00
104	CADD Technician II	40 Hrs.	\$95.00	0 Hrs.		0 Hrs.	\$3,800.00
B. Expenses:							
I. General Expenses							
201	Automobile Expense	500 Miles	\$0.57	0 Miles		0 Miles	\$285.00
202	Large Format Zerox	100 Ea.	\$0.50	0 EA		0 EA	\$50.00
TASK III: Development of Bid Ready Subtotal							\$37,735.00
TASK IV: Project Permitting							
A. Professional Services:							
I. Professional Staff:							
101	Senior Project Manager	8 Hrs.	\$200.00	0 Hrs.		0 Hrs.	\$1,600.00
102	Senior Environmental Project Manager	8 Hrs.	\$180.00	0 Hrs.		0 Hrs.	\$1,440.00
103	Environmental Scientist I	12 Hrs.	\$180.00	0 Hrs.		0 Hrs.	\$2,160.00
104	Project Engineer	24 Hrs.	\$140.00	0 Hrs.		0 Hrs.	\$3,360.00
105	Staff Engineer	20 Hrs.	\$105.00	0 Hrs.		0 Hrs.	\$2,100.00
106	CADD Technician II	8 Hrs.	\$95.00	0 Hrs.		0 Hrs.	\$760.00
TASKIV: Project Permitting Subtotal							\$11,420.00



ENGINEERING COST PROPOSAL

Project Name: Kempton Refuse Rehabilitation

CEOI #: DEP21*02

DATE: 12/19/2024

ITEM # A	DESCRIPTION B	CONTRACT UNITS C	UNIT BID PRICE D	UNITS THIS APPLICATION E	COST THIS APPLICATION F	UNITS COMPLETED TO DATE G	PROPOSED PROJECT COST H=(CxD)
TASK V: Development of Specifications and Reviews							
A. Professional Services:							
I. Professional Staff							
101	Senior Project Manager	8 Hrs.	\$200.00	0 Hrs.		0 Hrs.	\$1,600.00
102	Project Engineer	20 Hrs.	\$140.00	0 Hrs.		0 Hrs.	\$2,800.00
TASK V: Development of Specifications and Reviews Subtotal							\$4,400.00
TASK VI: Construction Cost Estimate							
A. Professional Services:							
I. Professional Staff:							
101	Senior Project Manager	1 Hrs.	\$200.00	0 Hrs.		0 Hrs.	\$200.00
102	Project Engineer	5 Hrs.	\$140.00	0 Hrs.		0 Hrs.	\$700.00
TASK VI: Cost Estimate Subtotal							\$900.00
TASK VII: Construction Time Estimate							
A. Professional Services:							
I. Professional Staff							
101	Senior Project Manager	1 Hrs.	\$200.00	0 Hrs.		0 Hrs.	\$200.00
102	Project Engineer	5 Hrs.	\$140.00	0 Hrs.		0 Hrs.	\$700.00
TASK VII: Construction Time Estimate Subtotal							\$900.00



ENGINEERING COST PROPOSAL

Project Name: Kempton Refuse Rehabilitation

CEOI #: DEP21*02

DATE: 12/19/2024

ITEM # A	DESCRIPTION B	CONTRACT UNITS C	UNIT BID PRICE D	UNITS THIS APPLICATION E	COST THIS APPLICATION F	UNITS COMPLETED TO DATE G	PROPOSED PROJECT COST H=(CxD)
TASK VIII: PreBid and PreConstruction Conferences							
A. Professional Services:							
I. Professional Staff:							
101	Senior Project Manager	12 Hrs.	\$200.00	0 Hrs.		0 Hrs.	\$2,400.00
102	Project Engineer	12 Hrs.	\$140.00	0 Hrs.		0 Hrs.	\$1,680.00
B. Expenses							
I. General Expenses							
201	Automobile Expense	250 Miles	\$0.58	0 Miles		0 Miles	\$145.00
TASK VIII: PreBid and PreConstruction Conferences Subtotal							\$4,225.00



ENGINEERING COST PROPOSAL

Project Name: Kempton Refuse Rehabilitation

CEOI #: DEP21*02

DATE: 12/19/2024

ITEM # A	DESCRIPTION B	CONTRACT UNITS C	UNIT BID PRICE D	UNITS THIS APPLICATION E	COST THIS APPLICATION F	UNITS COMPLETED TO DATE G	PROPOSED PROJECT COST H=(CxD)
TASK IX: Redesign of AMD Treatment Facility							
A. Professional Services:							
I. Professional Staff:							
101	Senior Project Manager	20 Hrs.	\$200.00	0 Hrs.		0 Hrs.	\$4,000.00
102	Senior Project Engineer	60 Hrs.	\$160.00	0 Hrs.		0 Hrs.	\$9,600.00
103	Staff Engineer	55 Hrs.	\$105.00	0 Hrs.		0 Hrs.	\$5,775.00
104	CADD Technician II	40 Hrs.	\$95.00	0 Hrs.		0 Hrs.	\$3,800.00
TASK IX: Redesign of AMD Treatment Facility Subtotal							\$23,175.00



ENGINEERING COST PROPOSAL

Project Name: Kempton Refuse Rehabilitation

CEOI #: DEP21*02

DATE: 12/19/2024

ITEM # A	DESCRIPTION B	CONTRACT UNITS C	UNIT BID PRICE D	UNITS THIS APPLICATION E	COST THIS APPLICATION F	UNITS COMPLETED TO DATE G	PROPOSED PROJECT COST H=(CxD)
TASK X: Bid Package Revision 1							
A. Professional Services:							
I. Professional Staff:							
101	Senior Project Manager	15 Hrs.	\$200.00	0 Hrs.		0 Hrs.	\$3,000.00
102	Senior Project Engineer	30 Hrs.	\$160.00	0 Hrs.		0 Hrs.	\$4,800.00
103	Staff Engineer	25 Hrs.	\$105.00	0 Hrs.		0 Hrs.	\$2,625.00
104	CADD Technician II	20 Hrs.	\$95.00	0 Hrs.		0 Hrs.	\$1,900.00
TASK X: Bid Package Revision 1 Subtotal							\$12,325.00
KEMPTON REFUSE REHABILITATION PROJECT TOTAL							\$124,058.50

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

The Accompanying Request has been reviewed and approved by the following:

Gary W Rogers

Digitally signed by Gary W Rogers
DN: cn = Gary W Rogers, email = g.rogers@wv.gov, o = WV Dept of Environmental Protection, ou = Fiscal Services
Date: 2025.02.24 15:06:33 -0500

Agency Head

Date

Harold W. Wood
Cabinet Secretary/Department Head

2-26-2025

Date

[Signature]
Governor's Office Representative

2/28/2025

Date

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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.

THE THRASHER GROUP, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/2/1983		6/2/1983	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock 25000.0000
Charter County	Harrison	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	X Close
At Will Term Years		Pa	Hi, I'm SOLO! I can help you file your Annual Report.
Authorized Shares	500000	Entr	

Addresses

Type	Address
Mailing Address	PO BOX 940 BRIDGEPORT, WV, 26330 USA
Notice of Process Address	CLAYTON C WHITE PO BOX 940 BRIDGEPORT, WV, 26330
Principal Office Address	600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330 USA
Type	Address

Officers

Type	Name/Address
Director	HENRY W THRASHER 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Director	CHAD M RILEY 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Incorporator	HENRY A. THRASHER 203 HICKMAN STREET CLARKSBURG, WV, 26301 USA
President	HENRY WOOD THRASHER 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Secretary	CLAYTON C. WHITE 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Treasurer	CLAYTON C. WHITE 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Vice-President	CHAD M. RILEY 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Type	Name/Address

Hi, I'm SOLO! I can help you file your Annual Report.

DBA

DBA Name	Description	Effective Date	Termination
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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

"THE THRASHER GROUP INC"



Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program



Location



Dates



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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Magraw</u> Date: <u>3.5.25</u> Solicitation No. <u>CPO DEP 22006</u> <u>c/o #3</u>	Agency: WV Department of Environmental Protection Procurement Officer Submitting Requisition: JESSICA CHAMBERS Requisition No. CPO DEP2200000006 PF No.: 764170
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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"/>
9	Fleet Management Division 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
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:

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: _____

