



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: 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:	CMA 0702 7813 TAX2300000003 3	Procurement Folder:	1195602
Document Name:	Land Book Sheet	Reason for Modification:	CHANGE ORDER 2 TO RENEW THE CONTRACT
Document Description:	Land Book Sheets		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-03-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000211218 INNOVATIVE BUSINESS SOLUTIONS 1224 BRUSHY FORK RD CAIRO WV 26337 US Vendor Contact Phone: 304-628-3049 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Deanna K Sheets Requestor Phone: (304) 558-0760 Requestor Email: deanna.k.sheets@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748 CHARLESTON WV 25339-1748 US	WAREHOUSE TAX DIVISION OF 1315 HANSFORD ST CHARLESTON WV 25301-1447 US

CR 2-16-25

Total Order Amount:

Open End

Purchasing Division's File Copy

JAP 2/6/25

PURCHASING DIVISION AUTHORIZATION

DATE: 2.7.25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 2/10/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 2-10-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

CHANGE ORDER 2

CHANGE ORDER NO 2 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 MARCH 15, 2025 THROUGH MARCH 14, 2026.

1 RENEWAL YEARS REMAINING

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			SH	0.035280
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Contract Item #1 - STC 12:21 Land Book Sheets (Blue)

Extended Description:

See Section 3.1.1, 3.1.1.1, 3.1.1.2 & 3.1.1.3 for extended description.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82121500			SH	0.035280
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Contract Item #2 - STC 12:22 Land Book Sheets (Green)

Extended Description:

See Section 3.1.1, 3.1.1.1, 3.1.1.2 & 3.1.1.3 for extended description.



Eric Nelson
Secretary of Revenue

WEST VIRGINIA TAX DIVISION

Matthew Irby
Tax Commissioner

January 22, 2025

Innovative Business Solutions
1224 Brushy Fork Rd
Cairo, WV 26337

Re: CMA TAX23*3 Renewal 2

Dear Mr. Bartlett,

The West Virginia State Tax Division, Property Tax Division, would like to renew their contract with you for an additional year. If agreed and approved, the dates of services for this renewal will be March 15, 2025, through March 14, 2026.

Please sign below in acceptance of the renewal of this contract for one year at the same prices, terms, and conditions as the original contract.

Upon acceptance, please return to me via email to Tammy.L.Lambert@wv.gov or via U.S. Mail at: WV State Tax Division, Attn: Operations Division, P.O. Box 11748, Charleston, WV 25301-1748.

If you should have any questions or need additional information, please contact me at (304) 558-0764.

Sincerely,

Tammy Lambert

Tammy L. Lambert, Procurement Specialist
Operations Division

Company Name: Innovative Business Solutions
Signature: *Brian Bartlett*
Title: President
Date: 1/28/2025

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>2/6/25</u> Solicitation No. <u>CMA TAX 2303</u>	Agency: TAX DIVISION Procurement Officer Submitting Requisition: TAMMY LAMBERT Requisition No. CMA TAX23*3 PF No.:
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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				
	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:

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

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Business Organization Detail

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INNOVATIVE BUSINESS SOLUTIONS

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
SP Sole Proprietor	1/1/2006			Domestic				

Organization Information		
Business Purpose		Capital Stock
Charter County		Control Number
Charter State	WV	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	1224 BRUSHY FRK CAIRO, WV, 263376466
Principal Office Address	1224 BRUSHY FRK CAIRO, WV, 263376466
Type	Address

Officers	
Type	Name/Address
Owner	BRIAN L BARTLETT 1224 BRUSHY FRK CAIRO, WV, 263376466
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
INNOVATIVE BUSINESS SOLUTIONS	FN TRADENAME	1/1/2006	
INNOVATIVE BUSINESS SOLUTIONS	SP TRADENAME	1/1/2006	
DBA Name	Description	Effective Date	Termination Date

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

Thursday, February 6, 2025 — 2:08 PM

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INNOVATIVE BUSINESS SOLUTIONS, INC. Active

Unique Entity ID

Z5HVAUE2CKL9

CAGE Code

1JUG5

Physical Address

301 Concourse Boulevard, Suite 120, Glen Allen, VA 23059 USA

Exclusion

Classification
Firm

Activation Date

Aug 20, 2009

Termination Date

Indefinite

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