

**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: 06-02-2025

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 0803 0066 DOT6622C026T 4	Procurement Folder:	1069689
Document Name:	6622C026T EQUIPMENT LEASE/RENTAL WITHOUT OPERATOR	Reason for Modification:	
Document Description:	CO #01 EQUIPMENT LEASE/RENTAL WITHOUT OPERATOR	Change Order 03	
		To Renew Contract	
Procurement Type:	Central Master Agreement	To Notice Solitate	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-11
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-10

	VENDOR			DEPARTMENT CONTACT
Vendor Customer Code: VARNER CONSTRUCTION	000000181090 ON LIMITED LIABILITY COMP	ANY	Requestor Name: Requestor Phone:	Sherri K Rowan (304) 558-9422
40 VARNER DR			Requestor Email:	sherri.k.rowan@wv.gov
DURBIN	,wv	26264		
US Vendor Contact Phone:	3044564505 Extens	ion:		
Discount Details:				2025
Discount Allowe	d Discount Percentage	Discount Days		
#1 No	0.0000	0	FIL	E LOCATION
#2 No				
<b>#3</b> No				
#4 No			-	

INVOICE TO			SHIP TO
VARIOUS AGENCY LOCATION	s	STATE OF WEST VIRGIN	NIA
AS INDICATED BY ORDER		VARIOUS LOCATIONS A	S INDICATED BY ORDER
No City	WV 99999	No City	WV 99999
us		us	

CR6-5-25

**Total Order Amount:** Open End

Purchasing Division's File Copy

JE 6/3/25 **PURCHASING DIVISION AUTHORIZATION** 

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

**ELECTRONIC SIGNATURE O** 

**ENCUMBRANCE CERTIFICATION** 

Page: 1

DATE: 10 - 25
ELECTRONIC SIGNATURE ON FILE

Date Printed: Jun 3, 2025 Order Number: CMA 0803 0066 DOT6622C026T 4

FORM ID: WV-PRC-CMA-002 2020/01

#### **Extended Description:**

Change Order

Change Order No.03 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 07/11/2025 through 07/10/2026.

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	22100000			UNIT	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** 

Concrete Buckets & Mixers - Lease/Rental

#### **Extended Description:**

Lease/Rental of Concrete Buckets and Mixers

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2 22100000	22100000			MILE	0.000000
	Service From	Service To		Service Conf	ract Amount
				0.00	

**Commodity Line Description:** 

Concrete Buckets & Mixers - Delivery/Mobilization

#### **Extended Description:**

Delivery/Mobilization fees for Concrete Buckets and Mixers

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	22101502			UNIT	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** 

Shoulder Maintainers - Lease/Rental

#### **Extended Description:**

Shoulder Maintainers - Lease/Rental

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	22101502			MILE	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** 

Shoulder Maintainers - Delivery/Mobilization

#### **Extended Description:**

Shoulder Maintainers - Delivery/Mobilization

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Date Printed: Jun 3, 2025 Order Number: CMA 0803 0066 DOT6622C026T 4 Page: 2 FORM ID: WV-PRC-CMA-002 2020/01

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	22101607			MILE	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

Asphalt Pavers - Lease/Rental

#### **Extended Description:**

Asphalt Pavers - Lease/Rental

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	22101607			MILE	0.000000
	Service From Ser	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** 

Asphalt Pavers - Delivery/Mobilization

#### **Extended Description:**

Asphalt Pavers - Delivery/Mobilization

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	22101902			UNIT	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

**Commodity Line Description:** 

Mortar Mixers - Lease/Rental

#### **Extended Description:**

Mortar Mixers - Lease/Rental

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	22101902			MILE	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

**Commodity Line Description:** 

Mortar Mixers - Delivery/Mobilization

#### **Extended Description:**

Mortar Mixers - Delivery/Mobilization

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	22101505			UNIT	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** 

Rollers - Lease/Rental

#### **Extended Description:**

Rollers - Lease/Rental

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Date Printed: Jun 3, 2025 Order Number: CMA 0803 0066 DOT6622C026T 4 Page: 3 FORM ID: WV-PRC-CMA-002 2020/01

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	22101505			MILE	0.000000
	Service From	Service To		Service Conti	act Amount
				0.00	

Rollers - Delivery/Mobilization

#### **Extended Description:**

Rollers - Delivery/Mobilization

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	22101528			MILE	0.000000
	Service From Service To			Service Contra	ect Amount
				0.00	

**Commodity Line Description:** 

Loaders - Delivery/Mobilization

#### **Extended Description:**

Loaders - Delivery/Mobilization

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	22101528			UNIT	0.000000
	Service From	Service To		Service Contr	ract Amount
				0.00	

Commodity Line Description:

Loaders - Lease/Rental

#### **Extended Description:**

Loaders - Lease/Rental

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	22101500			UNIT	0.000000
	Service From Se	Service To		Service Conti	act Amount
				0.00	

**Commodity Line Description:** 

Bulldozers & Crawler Attachments - Lease/Rental

#### **Extended Description:**

Lease/Rental of Bulldozers and Crawler Attachments (Ripper, Winch)

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	22101500			MILE	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

**Commodity Line Description:** 

Bulldozers & Crawler Attachments - Delivery/Mobilization

#### **Extended Description:**

Bulldozers & Crawler Attachments - Delivery/Mobilization

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

 Date Printed:
 Jun 3, 2025
 Order Number:
 CMA
 0803
 0066
 DOT6622C026T 4
 Page:
 4
 FORM ID: WV-PRC-CMA-002 2020/01

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	22100000			UNIT	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

Excavators & Attachments - Lease/Rental

**Extended Description:** 

Lease/Rental of Excavators, Mini Excavators, Wheeled Excavators, Excavators w/Heavy Duty Augers, Excavators w/Integrated Vibratory Pile Drives, Hydraulic Hammer Attachments, Plate Compactor Attachments, Swivel Head w/Ditching Bucket Attachments, Tree Mulcher Attachments, and Truck Mounted Telebooms,

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	22100000			MILE	0.000000
	Service From	Service To		Service Conti	ract Amount
				0.00	

Commodity Line Description:

Excavators & Attachments - Delivery/Mobilization

**Extended Description:** 

Excavators & Attachments - Delivery/Mobilization

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	22101502			UNIT	0.000000
	Service From	Service To		Service Conti	act Amount
				0.00	

**Commodity Line Description:** 

Graders - Lease/Rental

**Extended Description:** 

Lease/Rental of 35,000-45,000 lb class Graders

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	22101502			MILE	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

**Commodity Line Description:** 

Graders - Delivery/Mobilization

#### **Extended Description:**

Graders - Delivery/Mobilization

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	20101600			UNIT	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

Commodity Line Description:

Material Screener - Lease/Rental

**Extended Description:** 

Material Screener - Lease/Rental

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Date Printed: Jun 3, 2025 Order Number: CMA 0803 0066 DOT6622C026T 4 Page: 5 FORM ID: WV-PRC-CMA-002 2020/01

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	20101600			MILE	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

Material Screener - Delivery/Mobilization

**Extended Description:** 

Material Screener - Delivery/Mobilization

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	40151500			MILE	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

**Commodity Line Description:** 

Pumps - Delivery/Mobilization

**Extended Description:** 

Delivery/Mobilization fees for Hydrostatic Test Pumps, self-priming Trash Pumps, and trailer mounted, diesel Vacuum Assisted Pumps

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	40151500			UNIT	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

**Commodity Line Description:** 

Pumps - Lease/Rental

**Extended Description:** 

Lease/Rental of Hydrostatic Test Pumps, self-priming Trash Pumps, and trailer mounted, diesel Vacuum Assisted Pumps

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	21102200			UNIT	0.000000
	Service From	Service To		Service Cont	act Amount
				0.00	

**Commodity Line Description:** 

Hydroseeders - Lease/Rental

#### **Extended Description:**

Lease/Rental of truck and trailer mounted Hydroseeders

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	21102200			MILE	0.000000
	Service From	Service To		Service Conti	act Amount
				0.00	

**Commodity Line Description:** 

Hydroseeders - Delivery/Mobilization

**Extended Description:** 

Delivery/Mobilization fees for truck and trailer mounted Hydroseeders

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Date Printed: Jun 3, 2025 Order Number: CMA 0803 0066 DOT6622C026T 4 Page: 6 FORM ID: WV-PRC-CMA-002 2020/01

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	21000000			UNIT	0.000000
	Service From	Service To		Service Cont	ract Amount
				0,00	

Straw Blowers - Lease/Rental

#### **Extended Description:**

Lease/Rental of trailer mounted Straw Blowers

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	21000000			MILE	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

Commodity Line Description:

Straw Blower - Delivery/Mobilization

#### **Extended Description:**

Delivery/Mobilization fees for trailer mounted Straw Blowers

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	22101710			UNIT	0.000000
	Service From	Service To		Service Contr	act Amount
				0.00	

Commodity Line Description:

Snow Removal - Lease/Rental

#### **Extended Description:**

Lease/Rental of CDL truck Snow Plow Attachments

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	22101710			MILE	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

**Commodity Line Description:** 

Snow Removal- Delivery/Mobilization

#### **Extended Description:**

Delivery/Mobilization fees for CDL truck Snow Plow Attachments

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	25101601			UNIT	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

**Commodity Line Description:** 

Dump Trucks - Lease/Rental

#### **Extended Description:**

Lease/Rental of Articulated Dump Trucks, Crawler Carriers, Non-CDL & CDL Dump Trucks

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Date Printed: Jun 3, 2025 Order Number: CMA 0803 0066 DOT6622C026T 4 Page: 7 FORM ID: WV-PRC-CMA-002 2020/01

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	25101601			MILE	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

Dump Trucks - Delivery/Mobilization

**Extended Description:** 

Delivery/Mobilization fees for Articulated Dump Trucks, Crawler Carriers, Non-CDL & CDL Dump Trucks

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	25101611			UNIT	0.000000
	Service From	Service To		Service Contr	act Amount
				0.00	

Commodity Line Description:

Pickup Trucks - Lease/Rental

**Extended Description:** 

Lease/Rental of 4WD crew cab Pickup Trucks

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	25101611	MILE	0.000000		
	Service From	Service To		Service Conf	ract Amount
				0.00	

**Commodity Line Description:** 

Pickup Trucks- Delivery/Mobilization

**Extended Description:** 

Delivery/Mobilization fees for 4WD crew cab Pickup Trucks

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	39112001			UNIT	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

**Commodity Line Description:** 

Light Towers - Lease/Rental

**Extended Description:** 

Lease/Rental of portable, diesel Light Towers

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	39112001			MILE	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

Commodity Line Description:

Light Towers - Delivery/Mobilization

**Extended Description:** 

Delivery/Mobilization fees for portable, diesel Light Towers

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

 Date Printed:
 Jun 3, 2025
 Order Number:
 CMA
 0803
 0066
 DOT6622C026T 4
 Page:
 8
 FORM ID: WV-PRC-CMA-002 2020/01

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	40151600			UNIT	0.000000
	Service From	Service To		Service Cont	ract Amount
				0.00	

Compressors - Lease/Rental

#### **Extended Description:**

Lease/rental of portable Compressors

EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	40151600			MILE	0.000000
	Service From	Service To		Service Contra	act Amount
				0.00	

Commodity Line Description:

Compressors - Delivery/Mobilization

#### **Extended Description:**

Delivery/mobilization fees for portable Compressors
EQUIPMENT LEASE AND RENTAL WITHOUT OPERATOR - SEE ATTACHED PRICING PAGE

FORM ID: WV-PRC-CMA-002 2020/01

Page: 9



# WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Michael J. DeMers

Charleston, West Virginia 25305-0440 • (304) 558-0444

Deputy Secretary of Transportation

Stephen T. Rumbaugh, P. E. Secretary of Transportation Commissioner of Highways

March 27, 2025

Varner Construction LLC 40 Varner Dr Durbin, WV 26264

Subject:

Contract Renewal: DOT6622C026T Equipment Lease/Rental

Without Operator

Procurement Folder: 1069689

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 07/11/2025 through 07/10/2026. If your company agrees to this renewal, please sign be ow and return as soon as possible. You may return all renewal documents via email to: jason.a.hannam@wv.gov

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

Thank you,

Jason Hannam

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.

Vame/Signature Varne

Title

Date

PROCUMEMENT USE ONLY

Date

MIN GROW

Signature/Title/Date

You are viewing this page over a secure connection. Click here for more information.

# 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.

## VARNER CONSTRUCTION LIMITED LIABILITY COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	7/24/1995		7/24/1995	Domestic	Profit		7/24/2045	

Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	Capital Stock		
Charter County	Pocahontas	Control Number	0	
Charter State	WV	Excess Acres		
At Will Term	Т	Member Managed	MBR	
At Will Term Years	50	Par Value		
Authorized Shares		Young Entrepreneur	Not Specified	

1 of 4 6/3/2025, 10:21 AM

Addresses		
Туре	Address	
Designated Office Address	149 MAPLE STREET PO BOX 243 DURBIN, WV, 26264	
Mailing Address	P.O. BOX 243 DURBIN, WV, 26264 USA	
Notice of Process Address	KENNETH H VARNER P O BOX 243 DURBIN, WV, 26264	
Principal Office Address	40 VARNER DRIVE PO BOX 243 DURBIN, WV, 26264 USA	
Туре	Address	

Officers		
Туре	Name/Address	
Member	KENNETH H VARNER P O BOX 243 DURBIN, WV, 26264	
Member	SANDRA M. VARNER P.O. BOX 243 DURBIN, WV, 26264	
Organizer	KENNETH H VARNER P O BOX 243 DURBIN, WV, 26264	
Organizer	SANDRA M VARNER	
Туре	Name/Address	

DBA						
DBA Name	Description	Effective Date	Termination Date			
A1 PUMPING	TRADENAME	3/22/2010				
MUDBUSTERS MOTOR SPORTS	TRADENAME	12/18/2017				
VARNER AUTO PARTS	TRADENAME	9/2/2014				
VARNER FARMS	TRADENAME	12/26/2008				

6/3/2025, 10:21 AM 2 of 4

DBA Name	Description	Effective Date	Termination Date
VARNERS OUTDOOR POWER EQUIPMENT	TRADENAME	2/13/2021	
VARNER TRAILER SALES	TRADENAME	9/27/2006	

Filed For 2025 2024 2023	
2024 2023 2022	
2023 2022	
2022	
2021	
2020	
2019	
2018	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	
2007	
2006	
2005	
2004	
2003	
2002	
2001	
2000	_/

3 of 4 6/3/2025, 10:21 AM

1997	
Date filed	

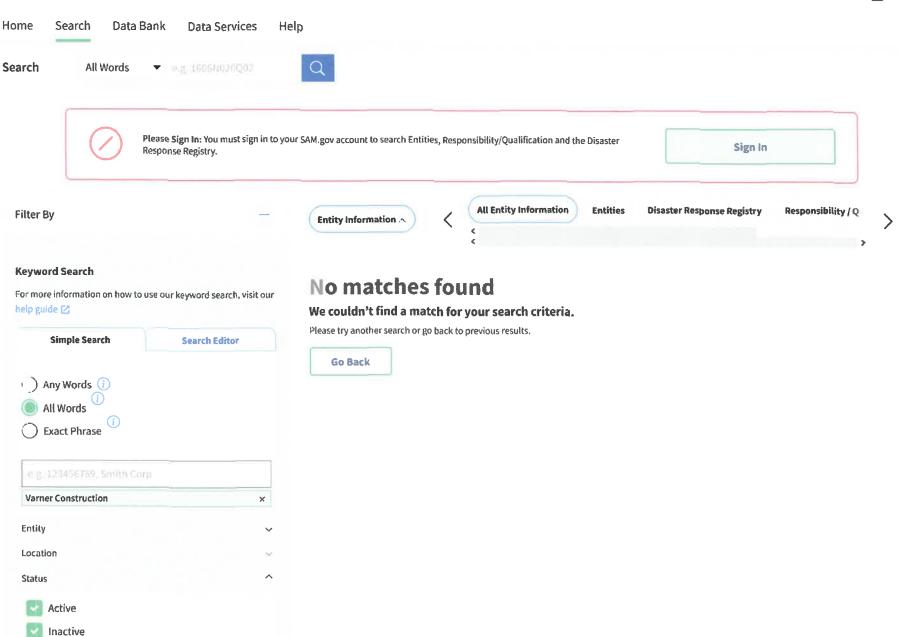
For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, June 3, 2025 — 10:20 AM

© 2025 State of West Virginia



← Sign In



Reset 🗘

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use:	Agency:
Purchasing Division Use:  Buyer: J · ESTED Date: 6/3/25	WVDOT/DOH
Solicitation No CMA DOT 6672 COZGT	Procurement Officer Submitting Requisition: Amber Heath
Co#3	Requisition No. CMA DOT6622C026T
	PF No.: 1069689

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	$\square$		~	
2	Use of correct specification template	$\square$		V	
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]			~	
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	Ø		V	
5	Maximum budgeted amount in wvOASIS			V	
6	Suggested vendors in wvOASIS			V	
7	Capitol Building Commission				
8	Financing (Governor's Office) pre-approval			V	
9	Fleet Management Division pre-approval			V	

Form No. WV-36 Rev. 10/26/2022

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation			
10	Insurance requirements							
	Commercial General Liability			V				
E	Automobile Liability			V				
	Workers' Compensation/Employer's Liability							
	Cyber Liability							
	Builder's Risk/Installation Floater				manage trans. (September series September )			
	Professional Liability				Sellicia State Avenue Amplement Act amount of 4th 2ml			
i	Other (specify)							
11	Office of Technology CIO pre-approval							
12	Treasurer's Office (banking) Ipre-approval							
FOR CHANGE ORDERS/RENEWALS:								
1	Two-party agreement	$\square$	V					
2	Standard change order language	$\square$	V					
3	Office of Technology CIO approval			V				
4	Justification for price increases/backdating/other			V				
5	Bond Rider (Construction)			V				
6	Secretary of State Verification	$\checkmark$						
7	State debarment verification							
8	Federal debarment verification	$\square$	V					
*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:								