



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: 07-10-2025

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 0313 0313 DEP2300000002 5	Procurement Folder:	1067892
Document Name:	OSR Polymer - Open End	Reason for Modification:	Change Order #4 to renew contract
Document Description:	OSR Polymer - Open End		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-08-17
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-08-16

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000013561 PHOENIX SOLUTIONS LLC 1910 Dents Run Rd Morgantown WV 26501-2303 US Vendor Contact Phone: 304-212-4700 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: Jessica S Chambers Requestor Phone: 304-926-0499 Requestor Email: jessica.s.chambers@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF SPECIAL RECLAMATION 47 SCHOOL ST, STE 301 PHILIPPI WV 26416 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

CR 8-5-25

Total Order Amount:

Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: 8/13/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 8/13/25
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 8-13-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order #4 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 dates of change order: August 17, 2025 - August 16, 2026

Renewals remaining: 0

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	47131910			LB	2.290000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Cationic Emulsion Polymer - Clay County

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	47131910			LB	2.290000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Cationic Emulsion Polymer - Grant County

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	47131910			LB	2.290000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Cationic Emulsion Polymer - Marion County

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	47131910			LB	2.290000
	Service From	Service To	Service Contract Amount		
				0.00	

Commodity Line Description: Cationic Emulsion Polymer - Mineral County

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	47131910			LB	2.290000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Cationic Emulsion Polymer - Monongalia County

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	47131910			LB	2.290000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Cationic Emulsion Polymer - Preston County

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	47131910			LB	2.290000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Cationic Emulsion Polymer - Upshur County

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	47131910			LB	1.760000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Anionic Emulsion Polymer - Marion County

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	47131910			LB	2.880000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Anionic Dry Polymer - Marion County

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	47131910			LB	1.760000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Anionic Emulsion Polymer - Monongalia County

Extended Description:



west virginia department of environmental protection

Division of Land Restoration
Office of Special Reclamation
1159 Nick Rahall Greenway
Fayetteville, WV 25840
Phone: 304-574-4465
Fax: 304-574-4478

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

July 2, 2025

Contract: CMA DEP23*02 – OSR Polymer

Vendor: Phoenix Solutions LLC

The West Virginia Department of Environmental Protection is offering to renew the subject contract under the same terms, conditions, and pricing. The renewal dates are 8/17/2025 through 8/16/2026.

If your company agrees to this renewal, please sign below, and return the required documents to the address listed above or via email at DEPDLRProcurement@wv.gov.

If you have any questions, please email DEPDLRProcurement@wv.gov.

Mark T. Dickey

Digitally signed by: Mark T. Dickey
DN: CN = Mark T. Dickey email = mark.L
dickey@wv.gov C = US O = WVDEP OU = OSR
Date: 2025.07.02 12:45:22 -04'00'

7/2/2025

WVDEP Representative

Date

To Be Completed by the Vendor:

We agree to renew the contract for the period as stated above according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Jay A Clingenpeel
Name/Signature

7/8/2025
Date

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

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

CMA DEP23*04
OSR Polymer

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey 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:

4 Gary W Rogers
Printed Name: Gary W Rogers
Date: 20250320 11:29:17 ar

Agency Head

Date

met Secretary/Department Head

Date

Gove o

representative

Date

MARCH 20, 2025

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Business Organization Detail

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PHOENIX SOLUTIONS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	3/13/2017		3/13/2017	Domestic	Profit			

Organization Information					
Business Purpose	4246 - Wholesale Trade - Wholesale Trade, Nondurable Goods - Chemical and Allied Products Merchant Wholesalers (plastics, other)			Capital Stock	
Charter County	Monongalia			Control Number	
Charter State	WV			Excess Acres	
At Will Term	A			Member Managed	MBR
At Will Term Years				Par Value	
Authorized Shares				Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	1910 DENTS RUN ROAD MORGANTOWN, WV, 26501
Mailing Address	1910 DENTS RUN ROAD MORGANTOWN, WV, 26501
Notice of Process Address	JAMES LAURITA III 1910 DENTS RUN RD MORGANTOWN, WV, 26501
Principal Office Address	1910 DENTS RUN ROAD MORGANTOWN, WV, 26501 USA
Type	Address

Officers

Type	Name/Address
Member	JAY CLINGENPEEL 1910 DENTS RUN ROAD MORGANTOWN, WV, 26764
Member	JAMES LAURITA III 1910 DENTS RUN ROAD MORGANTOWN, WV, 26501
Organizer	JAMES LAURITA JR 1910 DENTS RUN ROAD MORGANTOWN, WV, 26501
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
PHOENIX SOLUTIONS	TRADENAME	3/13/2017	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

Filed For
2025
2024



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Jul 22, 2025



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May 21, 2025



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: _____ Date: <u>8/4/25</u> Solicitation No. <u>C&H 4</u> <u>Renew</u>	Agency: DEP Procurement Officer Submitting Requisition: Jessica Smith Requisition No. CMA DEP23*02 PF No.: 1067892
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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"/>

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

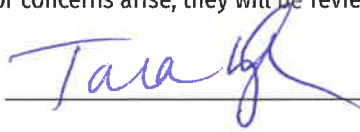
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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:

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.