



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: 07-28-2025

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 0506 3027 EHS2400000001 2	Procurement Folder:	1312728
Document Name:	Water Infrastructure Improvements	Reason for Modification:	
Document Description:	WATER INFRASTRUCTURE IMPROVEMENTS	Change Order 1 To Renew Contract	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-03-05
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-04

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000203854 WEST VIRGINIA COMMUNITY ACTION PARTNERSHIP INC ONE CREATIVE PL  CHARLESTON WV 25311 US Vendor Contact Phone: 304-347-2277 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: Tracy C Sharp Requestor Phone: 304-352-4842 Requestor Email: tracy.c.sharp@wv.gov  <b>2026</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES  BUREAU FOR PUBLIC HEALTH ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313  CHARLESTON WV 25301-1757  US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES  BPH - ENVIRONMENTAL HEALTH SERVICES 350 CAPITOL ST, RM 313  CHARLESTON WV 25301-1757  US

CR 7-31-25

Total Order Amount:

Open End

Purchasing Division's File Copy

CH 7/29/25

PURCHASING DIVISION AUTHORIZATION

DATE: *Tara* 7/30/25  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *92 S. Gray*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *Cody* 8-1-25  
ELECTRONIC SIGNATURE ON FILE

7/31/2025

**Extended Description:**

Change Order No.1 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 03/05/2025 through 03/04/2026.  
Renewal Years/Months Remaining: 2 yrs  
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80101604				0.000000
Service From		Service To		Service Contract Amount	
				78.00	

**Commodity Line Description:** Technical, Managerial, and Financial Assistance - Yr 1

**Extended Description:**

\$78.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80101604				0.000000
Service From		Service To		Service Contract Amount	
				78.00	

**Commodity Line Description:** Technical Assistance to reduce/eliminate SDWA violations Yr1

**Extended Description:**

\$78.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80101604				0.000000
Service From		Service To		Service Contract Amount	
				78.00	

**Commodity Line Description:** Dev and/or implementation of Asset Mgt Plans Yr 1

**Extended Description:**

\$78.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	80101604				0.000000
Service From		Service To		Service Contract Amount	
2025-03-05		2026-03-04		78.00	

**Commodity Line Description:** Technical, Managerial, and Financial Assistance - Yr 2

**Extended Description:**

\$78.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80101604				0.000000
Service From		Service To		Service Contract Amount	
2025-03-05		2026-03-04		78.00	

**Commodity Line Description:** Technical Assistance to reduce/eliminate SDWA violations Yr2

**Extended Description:**

\$78.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	80101604				0.000000
	Service From	Service To		Service Contract Amount	
	2025-03-05	2026-03-04		78.00	

**Commodity Line Description:** Dev and/or implementation of Asset Mgt Plans Yr 2

**Extended Description:**

\$78.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	80101604				0.000000
	Service From	Service To		Service Contract Amount	
				80.00	

**Commodity Line Description:** Technical, Managerial, and Financial Assistance - Yr 3

**Extended Description:**

\$80.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	80101604				0.000000
	Service From	Service To		Service Contract Amount	
				80.00	

**Commodity Line Description:** Technical Assistance to reduce/eliminate SDWA violations Yr3

**Extended Description:**

\$80.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	80101604				0.000000
	Service From	Service To		Service Contract Amount	
				80.00	

**Commodity Line Description:** Dev and/or implementation of Asset Mgt Plans Yr 3

**Extended Description:**

\$80.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	80101604				0.000000
	Service From	Service To		Service Contract Amount	
				80.00	

**Commodity Line Description:** Technical, Managerial, and Financial Assistance - Yr 4

**Extended Description:**

\$80.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	80101604				0.000000
	Service From	Service To		Service Contract Amount	
				80.00	

**Commodity Line Description:** Technical Assistance to reduce/eliminate SDWA violations Yr4

**Extended Description:**

\$80.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	80101604				0.000000
	Service From	Service To		Service Contract Amount	
				80.00	

**Commodity Line Description:** Dev and/or implementation of Asset Mgt Plans Yr 4

**Extended Description:**

\$80.00/hour - Water Infrastructure Improvements for the Nation, State Assistance for Small and Disadvantaged Communities Drinking Water Grant



February 11, 2025

Jodie Miller  
Procurement Supervisor  
Bureau for Public Health Central Finance  
350 Capitol Street, Room 206  
Charleston, WV 25301

RE: CMA EHS2400000001 West Virginia Community Action Partnerships, Inc.

Dear Jodie Miller,

West Virginia Community Action Partnerships, Inc agrees to renew contract CMA EHS2400000001 with the West Virginia Department of Health, Office of Environmental Health Services (OEHS) effective March 5, 2025 and ending on March 4, 2026 according to the terms, conditions, and pricing contained in the original contract, including all change orders.

Should you have any questions please feel free to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mary L. Chipps".

Mary L. Chipps  
Executive Director

Agreed

A handwritten signature in cursive script, appearing to read "Heather White".



STATE OF WEST VIRGINIA  
DEPARTMENT OF HEALTH  
BUREAU FOR PUBLIC HEALTH  
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Arvin Singh, EdD, MBA, MPH, MS, FACHE  
Health Secretary

Jason R. Frame  
OEHS Director

**MEMORANDUM**

**DATE:** July 23, 2025

**TO:** Trey Morris, Purchasing Director  
Bureau for Public Health – Central Finance Unit

**THROUGH:** Donnie Haynes, Deputy Commissioner *DA 7.24.25*  
Bureau for Public Health

**THROUGH:** Jason Frame, Director *JF 7-24-25*  
Office of Environmental Health Services

**FROM:** Meredith Vance, Director *MV 07/23/2025*  
Environmental Engineering Division

**RE:** Justification to Renew Contract with West Virginia Community Action Partnership Inc.

Request to renew the contract with West Virginia Community Action Partnerships Inc.

The Office of Environmental Health Services (OEHS) agrees to renew contract CMA EHS2400000001 with West Virginia Community Action Partnership Inc. effective March 5, 2025 through March 4, 2026, according to the terms, conditions, and pricing contained in the original contract, including all change orders.

This request was originally created on February 11, 2025, and approved by the Commissioner's Office, but was not submitted to Central Finance for processing. Even though OEHS failed to submit the proper documentation to Central Finance, it is requested that the contract renewal period remain effective March 5, 2025 through March 4, 2026. OEHS will work to develop internal tracking methods to better track the flow of documents during the approval process. OEHS will also work with Central Finance to ensure documentation is completed and submitted in a timely manner.

If you have question, please do not hesitate to contact Theresa Pauley at [theresa.l.pauley@wv.gov](mailto:theresa.l.pauley@wv.gov) or 304-352-5041.



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## 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

"WEST VIRGINIA COMMUNITY ACTION PARTNERSHIP"

x

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

Exclusion Program

Location

Dates

Reset 

Entity Information ^

All Entity Information

Entities

Disaster Response Registry

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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.*

### WEST VIRGINIA COMMUNITY ACTION PARTNERSHIPS INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/21/1966		12/21/1966	Domestic	Non-Profit			

Organization Information			
<b>Business Purpose</b>	8133 - Other Services (except Public Administration) - Religious/Grantmaking/Prof/Like Organizations - Social Advocacy Organizations (human rights, environmental, conservation, wildlife)		<b>Capital Stock</b> 0.0000
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0 <span>× Close</span>
<b>Charter State</b>	WV	<div>Hi, I'm SOLO! I can help you file your Annual Report.</div>	
<b>At Will Term</b>			
<b>At Will Term</b>			
		<b>Par Value</b>	0.000000



**Years****Authorized  
Shares** 0**Young  
Entrepreneur** Not Specified**Addresses**

Type	Address
<b>Local Office Address</b>	ONE CREATIVE PLACE CHARLESTON, WV, 25311
<b>Mailing Address</b>	ONE CREATIVE PLACE CHARLESTON, WV, 25311 USA
<b>Notice of Process Address</b>	MARY L. CHIPPS ONE CREATIVE PLACE CHARLESTON, WV, 25311
<b>Principal Office Address</b>	ONE CREATIVE PLACE CHARLESTON, WV, 25311 USA
Type	Address

**Officers**

Type	Name/Address
<b>Director</b>	MARY L. CHIPPS ONE CREATIVE PLACE CHARLESTON, WV, 25311
<b>Incorporator</b>	GEORGE STOVER CITY BLDG KEYSER, WV, 26726 US
<b>Incorporator</b>	JOE W. HATFIELD HINTON, WV, 25951 USA
<b>President</b>	MATTHEW HINKLE 228 CLAY STREET MOOREFIELD, WV, 268

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Report.

<b>Secretary</b>	PATRICIA MCFARLAND 146 TERRACE MANOR FAIRMONT, WV, 26554
<b>Treasurer</b>	PATRICIA MCFARLAND 146 TERRACE MANOR FAIRMONT, WV, 26554
<b>Vice-President</b>	DWIGHT COBURN 540 FIFTH AVENUE HUNTINGTON, WV, 25701
<b>Type</b>	<b>Name/Address</b>

### Name Changes

<b>Date</b>	<b>Old Name</b>
<b>12/6/2002</b>	WEST VIRGINIA COMMUNITY ACTION DIRECTORS ASSOCIATION
<b>Date</b>	<b>Old Name</b>

<b>Date</b>	<b>Amendment</b>
<b>12/6/2002</b>	NAME CHANGE: FROM WEST VIRGINIA COMMUNITY ACTION DIRECTORS ASSOCIATION
<b>9/29/1989</b>	AMENDMENT TO ARTICLES
<b>Date</b>	<b>Amendment</b>

### Annual Reports

#### Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

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Report.

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

Thursday, July 17, 2025 — 12:04 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Cystal Husted</u> Date: <u>7/29/25</u>  Solicitation No. <u>CMA EHS24001</u>	Agency: DH/BPH/OEHS  Procurement Officer Submitting Requisition: Tracy SHarp  Requisition No. CMA EHS2400000001  PF No.: 1312728
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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 ( <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 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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

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

*Deborah H. Head*