



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: 07-15-2025

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 0077 DOT2200000072 4	Procurement Folder:	1005847
Document Name:	Heavy Duty Sample Bags	Reason for Modification:	
Document Description:	Heavy Duty Sample Bags	Change Order 03	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-31

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: Kristine E James Requestor Phone: 304-414-7104 Requestor Email: kristy.e.james@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
DIVISION OF HIGHWAYS MATERIALS, CONTROL, SOILS, & TESTING 190 DRY BRANCH DR CHARLESTON WV 25306 US	DIVISION OF HIGHWAYS MATERIALS, CONTROL, SOILS, & TESTING 190 DRY BRANCH DR CHARLESTON WV 25306 US

7/23/25 61

Total Order Amount:	Open End
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Purchasing Division's File Copy

JE 7/16/25

PURCHASING DIVISION AUTHORIZATION
DATE: 7-23-25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 7/25/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 7-25-25
ELECTRONIC SIGNATURE ON FILE

**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 06/01/25 through 05/31/26.

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	24121500			EA	14.650000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Heavy-Duty Sample Bags (Poly-Lined) Large

**Extended Description:**

Heavy Duty Sample Bags must be 17" x 32"

(434 x 813 mm) in size made of osnaburg cotton cloth. Have a minimum carrying capacity of 50lbs, and draw-cord. Polyethylene inserts with a minimum thickness of 4mm.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	24121500			EA	5.450000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Heavy-Duty Sample Bags (Poly-Lined) Small

**Extended Description:**

Heavy Duty Sample Bags must be 10" x 18" (254 x 457mm) in size made of osnaburg cotton cloth. Have a minimum carrying capacity of 50lbs, and draw-cord. Polyethylene inserts with a minimum thickness of 4mm.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

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

June 27, 2025

Innovative Business Solutions  
1224 Brushy Fork Road  
Cairo, WV 26337

Subject: Contract Renewal: Central Master Agreement DOT2200000072  
Procurement Folder: 1005847

Dear Mr. Bartlett;

The Department of Transportation of West Virginia 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 06/01/25 through 05/31/26. If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to

[Wanda.f.casto@wv.gov](mailto:Wanda.f.casto@wv.gov)

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

Thank you,

Wanda F. Casto  
Transportation Division Manager II

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.

Brian Bartlett  
Name/Signature

7/9/2025  
Date

President  
Title

PROCUREMENT USE ONLY

Sub 4 Neal Asst. Dir. 7/15/25  
Signature/Title/Date



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**Division of Highways**

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

June 27, 2025

Kristy James  
DOT Procurement  
1900 Kanawha Blvd E  
Building 5  
Charleston, WV 25305

Re: Innovative Business Solutions  
Contract Renewal: CMA DOT2200000072  
Procurement Folder: 1005847

Dear Ms. James,

*Please be advised that we request that this renewal be back dated to reflect the start date of: 06/01/25 and the ending date 05/31/26.*

We missed this year's end date due to the end of year closeout. If you have any questions, please feel free to contact me at your earliest convenience.

Thank you,

A handwritten signature in black ink that reads "Wanda F. Casto".

Wanda F. Casto  
Transportation Division Manager II



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

**TO: WV Purchasing Division**

**FROM: Kristy James, Procurement Division**

*Kristy James*

**THRU: Carla Rotsch, Business Manager**

*Carla Rotsch*

**SUBJECT: Authorization for Procurement Approvals Exceeding \$100,000**

**Effective 02/20/2025, Mr. Rumbaugh, the Department of Transportation Cabinet Secretary, coordinated with the Governor's office and has been delegated the authority to approve procurements exceeding \$100,000 on the Governor's behalf. Additionally, Carla Rotsch has been granted authority by the Cabinet Secretary to approve procurements of the same value on his behalf.**

**If you have any questions or need further clarification, please don't hesitate to reach out.**

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Online Data Services Help

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.

Wednesday, July 16, 2025 — 8:28 AM

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Entities

Disaster Response Registry

Responsibility / Q





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☐ Any Words 

☒ All Words 

☐ Exact Phrase 

e.g. 123456789, Smith Corp

Innovative Business Solutions



Entity 

Location 

Status 

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☒ Inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. BTEP</u> Date: <u>7/16/25</u> Solicitation No. <u>CMA DOT22X72</u> <u>CO#3</u>	Agency: WVDOT/DOH <hr/> Procurement Officer Submitting Requisition: Amber Heath <hr/> Requisition No. CMA DOT2200000072 <hr/> PF No.: 1005847
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	<b>Insurance requirements</b>				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>	<input 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: \_\_\_\_\_