



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: 09-18-2025

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 DOT6624C015C 3	Procurement Folder:	1287498
Document Name:	Vegetation Management Products	Reason for Modification:	
Document Description:	Vegetation Management Products - Statewide	Change Order 02	
Procurement Type:	Central Master Agreement	To Renew Contract & Update Commodity Codes	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-01-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-01-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000044048 ORION SOLUTIONS LLC 324 E. Magnolia Ave. Auburn AL 36830 US Vendor Contact Phone: 3345248894 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: Careasa M Nichols Requestor Phone: 304-414-3212 Requestor Email: careasa.m.nichols@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
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

CR 9-26-25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: JA 9-25-25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 10/2/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 10-02-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 02 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.

In addition, this change order discontinues the original commodity lines and introduces new commodity lines reflecting corrected commodity codes to align with current inventory requirements. All other terms, conditions, pricing, specifications, and prior change orders under the original contract remain unchanged and in full force and effect.

Effective date of renewal 01/15/2026 through 01/14/2027.

Renewal Years/Months Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	10171700			GL	0.000000
Service From		Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Arsenal Powerline or equal Pallet of 72 X 2.5 Gal. container

Extended Description:

Approved Equal: Ecomazapyr 2SL

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	10171700			GL	0.000000
Service From		Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Diuron 4L or equal 30 Gal. container, sold individually

Extended Description:

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	10171700			GL	0.000000
Service From		Service To	Service Contract Amount		
			0.00		

Commodity Line Description: EsplAnade 200 SC or equal Case of 2 X 2.5 Gal. containers

Extended Description:

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	10171700			GL	0.000000
Service From		Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Freelexx or equal Case of 2 x 2.5 Gal containers

Extended Description:

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Freelexx or equal Pallet of 72 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Garlon 3A or equal Pallet of 10x15 Gal containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Garlon 4 Ultra or equal 15 Gal. container, sold individually

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Garlon 4 Ultra or equal Pallet of 10 X 15 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	10171700			LB	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Oust(R) XP or equal Case of 8 X 3 Lb. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
38	10171700			LB	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Oust(R) Extra or equal Case of 8 x 4 Lb. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
43	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: PENDulum AquaCap or equal 15 Gal. container, sold individual

Extended Description:

Approved Equal: Pin-Dee 3.3 EC

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
44	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Plateau(R) or equal Case of 2 X 1 Gal. containers

Extended Description:

Approved Equal: Propose

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
48	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rodeo(R) or equal Pallet of 72 X 2.5 Gal. containers

Extended Description:

Approved Equal: Aqua Neat

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
59	10171700			OZ	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Telar(R) XP or equal Case of 8 X 16 Oz. containers

Extended Description:

Approved Equal: Chlorsulfuron 75

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
60	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Vanquish(R) or equal Case of 2 X 2.5 Gal. containers

Extended Description:

Approved Equal: Dicamba 4

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
61	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Vanquish(R) or equal Pallet of 9 X 15 Gal. containers

Extended Description:
Approved Equal: Dicamba 4

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
64	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Vastlan(TM) or equal Pallet of 72 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
67	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Velpar L(R) Liquid Herbicide or equal Case of 2 X 2.5 Gal.

Extended Description:
Approved Equal: Hexazinone 2SL

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
68	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Velpar L(R) Liquid Herbicide or equal 15 Gal. container

Extended Description:
Approved Equal: Hexazinone 2SL

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
69	12161913			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Aquachem 90 or equal Case of 2 X 2.5 Gal. containers

Extended Description:
Approved Equal: Novita 90

SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
71	12161913			GL	0.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

Commodity Line Description: Bullseye or equal Case of 2 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
72	12160000			OZ	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 41 A Drift Retardant or equal Case of 12 X 32 Oz. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
74	12161913			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: MSO Concentrate or equal Case of 2 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
77	12161913			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Spreader 90 or equal Case of 2 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
80	12161913			QT	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Unfoamer(R) or equal Case of 12 X 1 Qt. Containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
82	21101801			SET	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Birchmeier or equal Gasket Set for Sprayer Pump

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
83	21101801			KIT	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Birchmeier or equal Valve and Wand Repair Kit

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
84	21101801			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Birchmeier BCS or equal Closed System Backpack Sprayer

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
85	21101801			SET	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Birchmeier BCS or equal Gasket Set for Sprayer Pump

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
86	21101801			KIT	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Birchmeier BCS or equal Valve and Wand Repair Kit

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
87	46181810			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Easy Rinse or equal Pressure Rinser

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
88	46181810			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Easy Rinse or equal 32 oz. Eye Wash Bottle

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
90	27112903			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tolco(R) or equal 2-Quart Handheld Pressure Sprayer

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
91	10171700			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Bullseye or equal Case of 2 X 2.5 Gal. containers

Extended Description:
SEE ATTACHED PRICING PAGES-ATTACHMENT A, FOR ACTUAL COST



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Michael J. DeMers
Deputy Secretary of Transportation

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

August 15, 2025

Orion Solutions LLC
324 E. Magnolia Ave.
Auburn, AL 36830

Subject: Contract Renewal: DOT6624C015C Vegetation Management Products
Procurement Folder: 1287498

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 01/15/2026 through 01/14/2027. 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: Garrett.W.Samples@wv.gov.

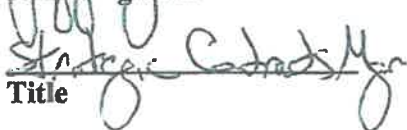
Please contact the email listed above if you have any questions.

Thank you,


Garrett W. Samples

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.


Name/Signature


Title


Date

PROCUREMENT USE ONLY	
	Asst Dir 8/21/2025
Signature/Title/Date	



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

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

Michael J. DeMers
Deputy Secretary of Transportation

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

09/16/2025

ORION SOLUTIONS LLC
324 E. MAGNOLIA AVE. SUITE 207
AUBURN, AL 36830

To whom it may concern,

This letter serves as a formal notice and agreement between the **West Virginia Department of Transportation** and **Orion Solutions LLC** regarding a modification to the commodity code associated with the open-ended contract referenced below. Please note that this modification will only impact the following commodity lines:

71

Contract Number: DOT6624C015C
Original Commodity Code: 12161913 Spray Adjuvant
New Commodity Code: 10171700 Herbicides
Effective Date of Change: 09/16/2025

This change is required to ensure alignment with the proper classification of goods/services for WVDOT inventory purposes. The nature, scope and terms of the goods or services provided under the contract remain unchanged. Only the commodity code designation has been updated for administrative and classification purposes.

By signing below, both parties acknowledge and agree to the above change. All other terms and conditions of the original contract remain in full force and effect. Please review, sign, and return a copy of this letter to indicate your acceptance and acknowledgement of this modification.

Sincerely,

Jeromie Lanham

Jeffrey Baker
Printed Name

09/17/2025
Date

Jeffrey Baker
Signature

Strategic Contracts Mgr
Title

PROCUREMENT USE ONLY
Chris Cherry Mgr II 9/18/25
Signature/Title/Date

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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.

ORION SOLUTIONS, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	8/19/2024		8/19/2024	Foreign	Profit			

Organization Information								
Business Purpose		4239 - Wholesale Trade - Merchant Wholesalers, Durable Goods - Miscellaneous Durable Goods Merchant Wholesalers (sporting, recreational, toy, hobby, recyclable materials, jewelry, watch, precious stone & metal)						
Charter County		Capital Stock						
Charter State		Control Number						
Charter State		Excess Acres						
At Will Term		Member Managed						
At Will Term Years		Par Value						
Authorized Shares		Young Entrepreneur						
		No						

Addresses

Type	Address
Designated Office Address	1035 FRANKLIN ST, SUITE 207 ROCKY MOUNT, VA, 24151
Mailing Address	1035 FRANKLIN ST, SUITE 207 ROCKY MOUNT, VA, 24151 USA
Notice of Process Address	CORPORATE SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	1035 FRANKLIN ST, SUITE 207 ROCKY MOUNT, VA, 24151 USA
Type	Address

Officers

Type	Name/Address
Member	RHONDA SMITH 1035 FRANKLIN ST, SUITE 207 ROCKY MOUNT, VA, 24151
Member	JENNIFER HALL 1035 FRANKLIN ST., SUITE 207 ROCKY MOUNT, VA, 24151
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
ORION SUSTAINABLE SOLUTIONS, LLC	FORCED DBA	8/19/2024	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

Filed For
2025
Date filed

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

Monday, September 22, 2025 — 9:02 AM

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Vendor/Customer

Vendor/Customer

✓ Address

Address Information

Prenote/EFT

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Contact Address
Information

Geographic Designation

Change Management

Business Type

Service Area

Commodity

W-8 Form

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Vendor User Information

Vendor Attachments

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	F
Billing	1035 FRANKLIN STE STE 207	ROCKY MOUNT	VA	24151	E
Payment	1035 FRANKLIN STE STE 207	ROCKY MOUNT	VA	24151	E
Web Registrar	1035 FRANKLIN STE STE 207	ROCKY MOUNT	VA	24151	E
✓ Ordering	324 E. Magnolia Ave.	Auburn	AL	36830	E

First Prev Next Last

Save [Undo](#) Delete Insert [Copy](#) Paste

Vendor/Customer : VS0000044048

Active F

ORION SOLUTIONS LLC

Activ

Address Type : Ordering ▼

Default Re

Division/Department :

Mail Retu

Additional Address Info. :

Active Add

Prevent New Spending :

Default Currency : USD - US Dollar ▼

▼ Address Information

Address ID : AD000003

Country Phone Code : 1

Street 1 : 324 E. Magnolia Ave.

Phone : 334-524-8894

Street 2 : Suite 207

Phone Extension :

City : Auburn

County : 21

State/Province : AL

County Name : LEWIS

Zip/Postal Code : 36830

Country : US

DUNS : 071362923

Extended DUNS :

Unique Entity Identifier : MDVEX5KMF89

CAGE Code : 9DEG5

► Prenote/EFT

► Remittance Advice

▼ Contact Information

Principal Contact ID : PC000002

Alternate Phone :

Principal Contact : Elaine Azzarano

Alternate Phone Extension :

Title/Role : Bid Specialist

Fax :

Permissions :

Fax Extension :

Authorized Representative :

Alternate Fax :

English Spoken :

Alternate Fax Extension :

Correspondence Type : ▼

Email : eazzarano@orionivm.com

Phone : 334-524-8894

Phone Extension :

► Contact Address Information

► Geographic Designation

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Search

All Words




e.g. 1606N020Q02

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Simple Search

Search Editor

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e.g. 123456789, Smith Corp

"ORION SOLUTIONS, LLC" Entity Location Status 

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- ☐ Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i>		Agency:	
Buyer: <u>12</u>	Date: <u>9/22/25</u>	WV DOT/DOH	
Solicitation No. <u>CO # 2</u>		Procurement Officer Submitting Requisition: Amber Heath	
		Requisition No. CMA DOT6624C015C	
		PF No.: 1287498	

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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	Insurance requirements				
	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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