



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: 02-23-2026

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 0702 7813 TAX2300000003 4	Procurement Folder:	1195602
Document Name:	Land Book Sheet	Reason for Modification:	CHANGE ORDER 3 TO RENEW THE CONTRACT
Document Description:	Land Book Sheets		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-03-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-03-14

VENDOR				DEPARTMENT CONTACT		
Vendor Customer Code:	000000211218			Requestor Name:	Deanna K Sheets	
INNOVATIVE BUSINESS SOLUTIONS				Requestor Phone:	(304) 558-0760	
1224 BRUSHY FORK RD				Requestor Email:	deanna.k.sheets@wv.gov	
CAIRO	WV	26337	<div style="text-align: center;">  </div>			
US						
Vendor Contact Phone:	304-628-3049	Extension:				
<b>Discount Details:</b>						
	Discount Allowed	Discount Percentage	Discount Days			
#1	No	0.0000	0			
#2	No					
#3	No					
#4	No					

INVOICE TO	SHIP TO
OPERATIONS DIVISION TAX DIVISION OF PO BOX 11748  CHARLESTON WV 25339-1748 US	WAREHOUSE TAX DIVISION OF 1315 HANSFORD ST  CHARLESTON WV 25301-1447 US

*CR 2-24-26*

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

*Bob* 2/23/26

PURCHASING DIVISION AUTHORIZATION  
 DATE: *2/23/2026*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *2/23/2026*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
*Cody*  
 DATE: *2-26-26*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CHANGE ORDER 3

CHANGE ORDER NO 3 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 MARCH 15, 2026 THROUGH MARCH 14, 2027.

0 RENEWAL YEARS REMAINING

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	82121500			SH	0.035280
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Contract Item #1 - STC 12:21 Land Book Sheets (Blue)

**Extended Description:**

See Section 3.1.1, 3.1.1.1, 3.1.1.2 & 3.1.1.3 for extended description.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	82121500			SH	0.035280
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Contract Item #2 - STC 12:22 Land Book Sheets (Green)

**Extended Description:**

See Section 3.1.1, 3.1.1.1, 3.1.1.2 & 3.1.1.3 for extended description.



**WEST VIRGINIA  
TAX DIVISION**

**Eric Nelson**  
Secretary of Revenue

**Matthew Irby**  
Tax Commissioner

January 13, 2026

Innovative Business Solutions  
1224 Brushy Fork Rd  
Cairo, WV 26337

Re: CMA TAX23\*3 Renewal 3

Dear Mr. Bartlett,

The West Virginia State Tax Division, Property Tax Division, would like to renew their contract with you for an additional year. If agreed and approved, the dates of services for this renewal will be March 15, 2026, through March 14, 2027.

Please sign below in acceptance of the renewal of this contract for one year at the same prices, terms, and conditions as the original contract.

Upon acceptance, please return to me via email to [Tammy.L.Lambert@wv.gov](mailto:Tammy.L.Lambert@wv.gov) or via U.S. Mail at: WV State Tax Division, Attn: Operations Division, P.O. Box 11748, Charleston, WV 25301-1748.

If you should have any questions or need additional information, please contact me at (304) 558-0764.

Sincerely,

*Tammy Lambert*

Tammy L. Lambert, Procurement Specialist  
Operations Division

Company Name: Innovative Business Solutions  
Signature: *Brian Bartlett*  
Title: President  
Date: 2/19/2026

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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.*

**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
Principal Office Address	1224 BRUSHY FRK CAIRO, WV, 263376466
Principal Office Mailing 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	

Hi, I'm SOLO! I can help you file your Annual Report.

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

Monday, February 23, 2026 — 1:05 PM

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Search All Words e.g. 1606N020Q02

**Filter By**

**Keyword Search**  
For more information on how to use our keyword search, visit our [help guide](#)

Any Words i  
 All Words i  
 Exact Phrase i

Entity ▼  
 Location ▼  
 Status ▲

Active  
 Inactive

↻

Entity Information ^ < All Entity Information Entities Disaster Response Registry Respon >

### No matches found

Your search did not return any results for active records. Would you like to include inactive records in your search results?

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>2/23/26</u> Solicitation No. <u>CMA TAX23*03</u>	Agency: TAX
	Procurement Officer Submitting Requisition: TAMMY LAMBERT
	Requisition No. CMA TAX23*3 CO 3
	PF No.:

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"/>	<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: \_\_\_\_\_

*2/23/26*