



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Contract**

Order Date: 07-18-2024

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

<b>Order Number:</b>	CCT 0310 6565 DNR2200000005 4	<b>Procurement Folder:</b>	918462
<b>Document Name:</b>	A/E Services-Hawks Nest & Pipestem New Tramways	<b>Reason for Modification:</b>	Change Order No. 02 issued to increase the contract as per the attached documentation.
<b>Document Description:</b>	A/E Services-Hawks Nest & Pipestem New Tramways		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Joseph E Hager III		
<b>Telephone:</b>	(304) 558-2306		
<b>Email:</b>	joseph.e.hageriii@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-10-28
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-10-27

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000201753	<b>Requestor Name:</b>	James H Adkins	
ALPHA ASSOCIATES INC 209 PRAIRIE AVE STE 209		<b>Requestor Phone:</b>	(304) 558-3397	
MORGANTOWN WV 26501		<b>Requestor Email:</b>	jamie.h.adkins@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	304-296-8216			<b>Extension:</b>
<b>Discount Details:</b>				
<b>#1</b>	No	0.0000	0	
<b>#2</b>	Not Entered			
<b>#3</b>	Not Entered			
<b>#4</b>	Not Entered			

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS  No City WV 99999 US

7-18-2466

<b>Total Order Amount:</b>	\$1,125,460.50
----------------------------	----------------

Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>M. W. Hager</i> - 7/19/2024 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>[Signature]</i> 7-31-24 ELECTRONIC SIGNATURE ON FILE
--	--	--

7/31/2024

**Extended Description:**

Change Order

Change Order No. 01 is issued to increase the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective: 07/01/24

Original Contract Price: \$ 989,150.00  
Change Order No. 01 Increase: 136,310.50  
Contract New Total: \$1,125,460.50

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	Quantity	Unit	Unit Price	Total Price
1	81101500	0.00000		0.000000	\$989,150.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-10-28	2024-10-27				

**Commodity Line Description:** Civil engineering

**Extended Description:**

Architectural/engineering services and contract administration for new tramways at Hawks Nest and Pipestem State Parks.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101500	0.00000		0.000000	\$136,310.50
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-10-28	2024-10-27				

**Commodity Line Description:** Change Order No. 02

**Extended Description:**

Architectural/engineering services and contract administration for new tramways at Hawks Nest and Pipestem State Parks.



OK  
M. J. Adkins  
7/18/2024

Governor Jim Justice

Director Brett W. McMillion

May 15, 2024

To: Jamie H. Adkins   
Chief Procurement Officer

From: Bradley Leslie, PE   
Engineer, Planning Engineering and Maintenance Section

Re: CCT DNR 22\* 05  
A&E Services Hawks Nest and Pipestem New Tramways  
Change Order #2

The West Virginia Division of Natural Resources, Parks and Recreation Section requests a change in the above referenced contract.

The project has had two rebids and other changes that have added cost to the project architect. None of these changes have been within his control but have been dictated by economic conditions and changes in funding. The overall project completion has been delayed significantly because of these conditions. The cost for redesign, additional bidding assistance and construction contract administration responsibilities to see this project completed has resulted in this request additional cost.

The cost increase, broken down in the attached letter from Alpha Architects and Engineers, is requested for \$136,310,50. The existing contract amount is \$989,150. The proposed final contract amount is \$1,125,460,50 That amount exceeds 10% of the original contract amount but is justified but represents less than 7% of the cost of the overall construction project.

Please advise if you have any questions regarding this request.



May 25, 2023  
Revised April 30, 2024  
Revised May 6, 2024  
Revised May 17, 2024  
Revised July 17, 2024

Division of Natural Resources  
Parks & Recreation-PEM Section  
324 4<sup>th</sup> Avenue  
South Charleston, WV 25305

ATTENTION: Bradley Leslie, PE  
RE: A/E Services for Hawks Nest & Pipestem New Tram Designs & CD's  
CCT DNR2200000005  
AAI Project Number 2112149.00  
Request for Project Modification

Dear Mr. Leslie,

Please find enclosed a request for contract modification to the above contract. The current contract is as follows:

Original Contract:	\$989,150.00
Original Contract Completion Date:	10-27-23
Renewed Contract Completion Date:	10-27-24

The Modifications are necessary due to several changes in the project including:

1. **The Rebid of the Tramway Bid Package** – The work including modification of the plans and specifications to change the designation of the alternatives for rebidding the projects as well as incorporating changes to include addendums and questions ask in the initial bid package. An additional pre-bid meeting and evaluation of bids were included in the additional work.
  - a. Plan and Specification Modifications - \$5,395
    - i. COE 16 Hrs @ \$230 = \$3680
    - ii. Senior Principal 8 Hrs @ \$178 = \$1424
    - iii. CADD Tech II 3 Hrs @ \$97 = \$291
  - b. Additional Bid Phase Services - \$5,104
    - i. COE 16 Hrs @ \$230 = 3,680
    - ii. Senior Principal 8 Hrs@ \$178 = \$1424

**Total - \$10,499**

2. **Hawks Nest Site Prep Additional Construction Administration** – The additional work required to reopen Green River Group contract, prepare change order and provide separate CA services for tree clearing.

a. Change Order Preparation -	\$ 3,517.50
i. COE 2 Hrs @ \$230 = \$460	
ii. Senior Principal 12 Hrs @ \$178 = \$2,136	
iii. CADD Tech II 9.5 Hrs @ \$97 = \$921.50	
b. Construction Administration -	<u>\$17,552.00</u>
i. COE 50 Hrs @ \$230 = \$11,500	
ii. Senior Principal 34 Hrs @ \$178 = \$6052	
<b>Total -</b>	<b>\$21,069.50</b>

3. **Hawks Nest Tramway Rebid and Construction** – The work to include modification of the plans and specifications to allow for rebid of the Hawks Nest Tramway project without the Pipestem Tramway. In addition to the plan modification, additional bid phase services and additional construction administration services will be required for a second tramway contract. The timeline for the project has been expanded and Construction Administration services will be extended to the Spring of 2025.

a. Plan and Specification Services -	\$14,192
i. COE 24 Hrs @ \$230 = \$5520	
ii. Senior Principal 40 Hrs @ \$178 = \$7,120	
iii. CADD Tech II 16 Hrs @ \$97 = \$1,552	
b. Bid Phase Services -	\$ 5,252
i. COE 12 Hrs @ \$230 = \$2,760	
ii. Senior Principal 14 Hrs @ \$178 = \$2,492	
c. Construction Administration -	<u>\$48,476</u>
i. COE 130 Hrs @ \$230 = \$29,900	
ii. Senior Principal 100 Hrs @ \$178 = \$17,800	
iii. CADD Tech II 8 Hrs @ \$97 = \$776	
<b>Total -</b>	<b>\$67,920</b>

4. **Hawks Nest Additional Design** – Additional work will be required to coordinate, design and detail support structure for emergency generator and control house at the Hawks Nest Tram. The timeline for the project has been expanded and Construction Administration services will be extended to the Spring of 2025.

a. Plan and Specification Services -	\$ 12,462
i. COE20 Hrs @ \$230 = \$4,600	
ii. SeniorPrincipal30 Hrs @ \$178 = \$5,340	
iii. CADDTechII26 Hrs @ \$97 = \$2522	
b. Construction Administration -	<u>\$ 24,360</u>
i. COE44 Hrs @ \$230 = \$10,120	
ii. SeniorPrincipal80 Hrs @ \$178 = \$14,240	
<b>Total -</b>	<b>\$36,822</b>

**Total Modification Request                 \$136,310.50**

Review the above request and contact me with any questions.

Sincerely,

Alpha Associates, Incorporated



Richard A. Colebank, PE, PS  
 President and COO



# AIA<sup>®</sup> Document G802<sup>™</sup> – 2017

## ***Amendment to the Professional Services Agreement***

<b>PROJECT:</b> <i>(name and address)</i> Pipestem and Hawks Nest Tram Replacement Design Pipestem and Hawks Nests State Parks, WV	<b>AGREEMENT INFORMATION:</b> Date: October 28, 2021	<b>AMENDMENT INFORMATION:</b> Amendment Number: 1 Date: April 30, 2024
<b>OWNER:</b> <i>(name and address)</i> WV Div. of Natural Resources 324 4th Avenue South Chas. WV	<b>ARCHITECT:</b> <i>(name and address)</i> Alpha Associates, Incorporated 209 Prairie Avenue Morgantown, WV 26501	

The Owner and Architect amend the Agreement as follows:

Additional design and re-bid services for the Hawks Nest Tramway project as requested by Owner.

The Architect's compensation and schedule shall be adjusted as follows:

### **Compensation Adjustment:**

An ADDITIONAL \$136,310.50 shall be added to the original Purchase Order (CCT DNR2200000005) amount of \$989,150.00. The newly amended Purchase Order amount shall be \$1,125,460.50.

### **Schedule Adjustment:**

N/A

### **SIGNATURES:**

Alpha Associates, Inc.  
ARCHITECT *(Firm name)*

SIGNATURE

Richard A. Colebank, President & COO  
PRINTED NAME AND TITLE

04/30/24

DATE

WV Division of Nat. Resources  
OWNER *(Firm name)*

SIGNATURE

Brett McMillion Director  
PRINTED NAME AND TITLE

05/16/24

DATE

AIA Document G802<sup>™</sup> – 2017. Copyright © 2000, 2007 and 2017 by The American Institute of Architects. All rights reserved.

This document was created on 11/29/2021 18:09:03 under the terms of AIA Document(s)-on-Demand<sup>™</sup> Order No. 2114266274, and is not for resale. This document is licensed by The American Institute of Architects for one-time use only, and may not be reproduced prior to its completion.

You are viewing this page over a secure connection. Click here for more information.

## 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.*

### ALPHA ASSOCIATES, INCORPORATED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/23/1969		6/23/1969	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b> 50000.0000
<b>Charter County</b>	Monongalia	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	1.000000
<b>Authorized Shares</b>	50000	<b>Young Entrepreneur</b>	Not Specified



## Addresses

Type	Address
<b>Local Office Address</b>	209 PRAIRIE AVENUE 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
<b>Mailing Address</b>	209 PRAIRIE AVENUE MORGANTOWN, WV, 26501 USA
<b>Notice of Process Address</b>	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
<b>Principal Office Address</b>	209 PRAIRIE AVENUE MORGANTOWN, WV, 26501 USA
Type	Address

## Officers

Type	Name/Address
<b>Director</b>	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
<b>Director</b>	CHARLES B. BRANCH 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
<b>Incorporator</b>	SAMUEL GEORGE BONASSA 2768 UNIVERSITY AVENUE MORGANTOWN, WV, 26501 USA
<b>Incorporator</b>	LOUIS BONASSO 140 EAST PIKE STREET CLARKSBURG, WV, 26301 USA
<b>President</b>	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
<b>Secretary</b>	CHARLES BRANCH 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Type	Name/Address



**Important Reqs and Certs Update** [Show Details](#)  
Mar 1, 2024



[See All Alerts](#)

**Entity Validation Processing** [Show Details](#)  
Jul 9, 2024



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

## Search

All Words

e.g. 1606N020Q02

Select Domain  
All Domains



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. 1606N020Q02

"ALPHA ASSOCIATES, INCORPORATED" 

**Federal Organizations**

Enter Code or Name



Status



Active

Inactive

Reset



## No matches found

Your search did not return any results.

To view Entity Registrations, you must sign in.

[Sign In](#)

Would you like to include inactive records in your search results?

[Yes](#)

[Go Back](#)



Feedback

### Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

### Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

### Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

### Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use.</i> Buyer: <u>J. Maguire</u> Date: <u>7.17.24</u> Solicitation No. <u>CCT DNR 22*05</u> <u>clo #2</u>	Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CCT DNR22*05 CO2 PF No.: 918462
--	--

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"/>

	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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 EOs. 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](http://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](http://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.**