



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: 08-09-2024

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 0313 0313 DEP2200000001 5	Procurement Folder:	889542
Document Name:	Northern District Tire Collection Events	Reason for Modification:	Change Order CO#3 to renew the contract.
Document Description:	Northern District Tire Collection Events		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-08-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-07-31

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000109810	Requestor Name:	Jessica S Chambers	
TIM GRAHAM EXCAVATING LLC 2607 BEVERLY ST		Requestor Phone:	(304) 414-1140	
PARKERSBURG WV 26101		Requestor Email:	jessica.s.chambers@wv.gov	
Vendor Contact Phone:	3048340962	<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION</div>		
Discount Details:	Extension:			
Discount Allowed	Discount Percentage			Discount Days
#1 No	0.0000			0
#2 No				
#3 No				
#4 No				

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION REAP OFFICE 601 57TH ST SE CHARLESTON WV 25304 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

8/15/24

Purchasing Division's File Copy

Total Order Amount:	Open End
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JA 8.15.24
PURCHASING DIVISION AUTHORIZATION
 DATE: *Munk* 8/15/2024
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *8.20.24*
 ELECTRONIC SIGNATURE ON FILE

8/16/2024

Extended Description:

Change Order 3 Renewal

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 08/01/2024 through 07/31/2025

Renewals Remaining: 0 years

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	78142004			EA	2000.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Trailer Dropped at Site

Extended Description:

Trailer Dropped at Site

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	78142004			MILE	60.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Trailer to Recycling / Disposal Site

Extended Description:

Trailer to Recycling / Disposal Site



west virginia department of environmental protection

Business and Technology Office
601 57th Street, S.E.
Charleston, WV 25304-2345
Phone: 304-926-0499 Fax: 304-926-0461

Harold D. Ward, Cabinet Secretary
dep.wv.gov

June 28, 2024

Tim Graham Excavating, LLC
2607 Beverly St.
Parkersburg, WV

Contract Number: CMA DEP 22*01 – Northern District Tire Collection Events

The West Virginia Department of Environmental Protection is offering to renew the subject contract under the same terms, conditions, pricing, and specifications. The renewal dates are August 1, 2024, through July 31, 2025. If your company agrees to this renewal, please sign below, and return the original to my attention as soon as possible.

Please let me know if you have questions.

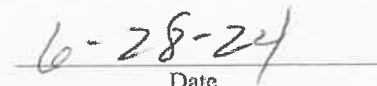
Sherri D Turley, WVPBC
Business and Technology Office
WV Dept. of Environmental Protection
Phone (304)926-0499 X 41142
Sherri.weathersbee@wv.gov

To Be completed by the Vendor:

We agree to renew the contract for the period as stated above, according to the terms, conditions, prices and specifications contained in the original contract including all authorized change orders.



Name/Signature



Date

Promoting a healthy environment



west virginia department of environmental protection

Business and Technology Office
601 57th Street, S.E.
Charleston, WV 25304-2345
Phone: 304-926-0499 Fax: 304-926-0452

Harold D. Ward, Cabinet Secretary
dep.wv.gov

DATE: August 2, 2024
TO: Jessica Chambers Smith, Procurement Manager
FROM: Sherri Turley (Weathersbee), Procurement Specialist, Senior
RE: **CMA DEP22*001 – CO3 Late Justification**

This memorandum is to serve as late justification for the submission of CMA DEP22*03 Change Order 3. The change order was entered in Oasis on July 13th but was not submitted because I was waiting for the vendor to return the signed renewal offer and certificate of insurance. I received the signed renewal offer but overlooked the insurance. I spoke with the vendor at the end of July and asked about the insurance and was told that it was sent at the same time as the renewal offer. I was able to locate the certificate of insurance and attached the supporting documents to the Oasis renewal today.

Sherri D Weathersbee, WVPBC
Phone (304)926-0499 X 1008
Sherri.weathersbee@wv.gov

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Business and Licensing

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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.

TIM GRAHAM EXCAVATING, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	8/14/2003		8/14/2003	Domestic	Profit			

Organization Information			
Business Purpose	2379 - Construction - Heavy & Civil Engineering Construction - Other Heavy and Civil Engineering Construction		Capital Stock
Charter County	Wood	Control Number	58880
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	2607 BEVERLY STREET PARKERSBURG, WV, 26101
Mailing Address	2607 BEVERLY STREET PARKERSBURG, WV, 26101 USA
Notice of Process Address	TIMOTHY E GRAHAM 2607 BEVERLY STREET PARKERSBURG, WV, 26101
Principal Office Address	2607 BEVERLY STREET PARKERSBURG, WV, 26101 USA
Type	Address

Officers

Type	Name/Address
Manager	TIMOTHY E GRAHAM 2607 BEVERLY STREET PARKERSBURG, WV, 26101
Organizer	TIMOTHY E GRAHAM 2607 BEVERLY STREET PARKERSBURG, WV, 26101 USA
Type	Name/Address

Annual Reports

Filed For

2022

2021

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Keyword Search

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

Any Words 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"TIM GRAHAM EXCAVATING LLC" ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∨

Exclusion Program ∨

Location ∨

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Maguire</u> Date: <u>8-15-24</u> Solicitation No. <u>CMA DEP 22*01</u> <u>C/O #3</u>	Agency: WV Dept of Environmental Protection Procurement Officer Submitting Requisition: Jessica Chambers Smith Requisition No. CMA DEP22*001 PF No.: 889542
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CROM → CMA]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>

	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 checked="" type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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:

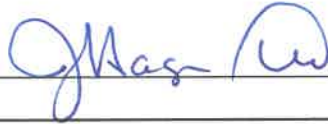
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 EOIs. 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.
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. **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.**