



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

State of West Virginia Master Agreement

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOI
 AND SHIPPING PAPERS. QUESTION
 CONCERNING THIS ORDER SHOUL
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Date: 10-02-2024

Order Number:	CMA 0313 0313 DEP220000009B 5	Procurement Folder:	955135
Document Name:	Benthic Macroinvertebrate Sample Processing and ID	Reason for Modification:	Change Order 4 To Renew Contract
Document Description:	Benthic Macroinvertebrate Sample Processing and ID		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-31

VENDOR

Vendor Customer Code: 000000114826
 WATERSHED ASSESSMENT ASSOCIATES
 1861 CHRISLER AVE
 SCHENECTADY NY 12303
 US
 Vendor Contact Phone: 518-339-0715 Extension:

DEPARTMENT CONTACT

Requestor Name: Jeffrey E Bailey
 Requestor Phone: (304) 926-0499
 Requestor Email: jeffrey.e.bailey@wv.gov

2025
 FILE LOCATION _____

Discount Details:

	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO

ENVIRONMENTAL PROTECTION
 DIV OF WASTE AND WATER MGT
 601 57TH ST SE
 CHARLESTON WV 25304
 US

SHIP TO

ENVIRONMENTAL PROTECTION
 DIVISION OF WATER AND WASTE MGT
 601 57TH ST SE
 CHARLESTON WV 25304
 US

CR 10-15-24

Purchasing Division's File Copy

Total Order Amount: _____ Open End

PURCHASING DIVISION AUTHORIZATION
 DATE: *Murphy* 10/15/2024
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *Cody* 10-16-24
 ELECTRONIC SIGNATURE ON FILE

10/16/2024

Extended Description:

Change Order

Change Order No 4 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract including authorized change orders.

Effective date of renewal November 1, 2024 through October 31, 2025.

Renewal Years/Months Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81131504			EA	200.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Sample Sorting and ID to Genus Level

Extended Description:

SORTING AND IDENTIFICATION OF A 200 ORGANISM SUBSAMPLE TO GENUS LEVEL: INCLUDE TRAVEL COST FOR SAMPLE PICKUP AND DELIVERY PER UNIT.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81131504			HOUR	175.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Sample ID to Genus Level Only: Samples Pre-Sorted

Extended Description:

Sample Identified to Genus Level Only : Samples Pre-sorted

Reference 3.2.1B in specifications

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81131504			HOUR	125.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Professional Staff Rep of Data In Legal

Extended Description:

PROFESSIONAL STAFF REPRESENTATION OF DATA IN LEGAL

Reference 3.2.2 in specifications



west virginia department of environmental protection

Administrative Services
601 57th Street SE
Charleston, WV 25304-2345
304-926-0499 Phone
304-926-0491 Fax

Harold Ward, Cabinet Secretary
dep.wv.gov

September 23, 2024

Watershed Assessment Associates
1861 Chrisler Ave
Schenectady, NY 12303

Contract Number: CMA DEP220000009B Benthic Macroinvertebrate Sample Processing and ID

The West Virginia Department of Environmental Protection is offering to renew subject contract under the same terms, conditions, pricing and specifications. The renewal dates are November 01, 2024 through October 31, 2025. If your company agrees to this renewal, please sign below and return the original to my attention as soon as possible.

In Addition to this form, we will need a current copy of your Certificate of Insurance.

Please let me know if you have questions.

Cindy Fisher, Procurement Specialist, Senior
WV Dept of Environmental Protection
601 57th ST S.E.
Charleston, WV 25304
304-926-0499 x 41155
cindy.fisher@wv.gov

Cindy
Fisher

Digitally signed by:
Cindy Fisher
DN: CN = Cindy Fisher
email = cindy.
fisher@wv.gov C = AD
Date: 2024.09.23 11:04:
26 -04'00'

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.

J. Kelly
Nolan

Digitally signed by J. Kelly Nolan
DN: cn=J. Kelly Nolan,
ou=Watershed Assessment
Associates, ou,
email=jkn@rwaa.us, c=US
Printed Name Date: 2024.09.24 07:37:14 -04'00'

_____ Date

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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.

WATERSHED ASSESSMENT ASSOCIATES, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	6/16/2014		6/16/2014	Foreign	Profit			

Organization Information			
Business Purpose	5416 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Management, Scientific and Tech Consulting Services (administrative, general, HR, marketing, process, physical distribution, logistics, environmental)		Capital Stock
Charter County			Control Number
Charter State	NY		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	1861 CHRISLER AVE. SCHENECTADY, NY, 12303
Mailing Address	1861 CHRISLER AVE. SCHENECTADY, NY, 12303 USA
Notice of Process Address	WATERSHED ASSESSMENT ASSOCIATES, LLC 1861 CHRISLER AVE. SCHENECTADY, NY, 12303
Principal Office Address	1861 CHRISLER AVE. SCHENECTADY, NY, 12303 USA
Type	Address

Officers	
Type	Name/Address
Manager	CHRISTINE MURPHY 1861 CHRISLER AVE. SCHENECTADY, NY, 12303
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	



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- Exact Phrase 

e.g. 1606N020Q02

"Watershed Assessment Associates" 

Federal Organizations

Enter Code or Name



Status

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Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use.</i> Buyer: <u>J. Mason</u> Date: <u>10.11.24</u> Solicitation No. <u>CMA DEP 22A09B</u> <u>C/O #4</u>	Agency: West Virginia Department of Environmental Protection Procurement Officer Submitting Requisition: Jessica Chambers-Smith Requisition No. CMA DEP220000009B PF No.: 955135
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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 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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	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"/>
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:

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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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: _____

