



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: 11-06-2024

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>	CMA 0313 0313 DEP2300000007 3	<b>Procurement Folder:</b>	1093839
<b>Document Name:</b>	HSER Waste Disposal Services	<b>Reason for Modification:</b>	
<b>Document Description:</b>	HSER Waste Disposal Services	Change Order CO#2 to Renew for (1) One year.	
<b>Procurement Type:</b>	Central Master Agreement	No Other Changes	
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-11-20
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-11-19

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	VC0000087671	<b>Requestor Name:</b>	Jessica S Chambers		
ENVIROSERVE INC		<b>Requestor Phone:</b>	(304) 414-1140		
4600 BROOKPARK RD		<b>Requestor Email:</b>	jessica.s.chambers@wv.gov		
CLEVELAND	OH	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
US	44134				
<b>Vendor Contact Phone:</b>	216-642-1311			<b>Extension:</b>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION 601 57TH ST CHARLESTON WV 25304 US

*CR 11-12-24*

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Martina 11/12/2024*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John S. Gray 11/13/2024*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
*Colby Ruff*  
 DATE: *11-13-24*  
 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.

Effective date of renewal 11/20/2024 through 11/19/2025

Renewals Remaining: one (1)

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	Manufacturer	Model No	Unit	Unit Price
1	24102400				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** HSER Waste Disposal Services

**Extended Description:**

See vendor's submitted Exhibit A Pricing Page for all unit rates.



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west virginia department of environmental protection

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Business Operations Office  
601 57<sup>th</sup> Street, S.E.  
Charleston, WV 25304-2345  
Phone: 304-926-0499

Harold D Ward, Cabinet Secretary  
dep.wv.gov

September 15, 2024

Enviroserve Inc.  
4600 Brookpark Rd.  
Cleveland, OH 44134

Contract Number: CMA DEP 23\*07 – HSER Waste Disposal Services

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 November 20, 2024, through November 19, 2025. If your company agrees to this renewal, please sign below and return to my attention as soon as possible.

Please let me know if you have questions.

*Sherri D Weathersbee, WVPBC*  
Business and Technology Office  
WV Dept. of Environmental Protection  
[Sherri.weathersbee@wv.gov](mailto: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.

Charles Council     *Charles Council*

10/7/24

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Name/Signature

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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.*

#### ENVIROSERVE INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	4/3/2014		4/3/2014	Foreign	Profit				

Organization Information									
<b>Business Purpose</b>	5621 - Admin/Support Waste Mgt/Remediation Services - Waste Management and Remediation Services - Waste Collection (solid, hazardous, other)			<b>Capital Stock</b>					
<b>Charter County</b>				<b>Control Number</b>	0				
<b>Charter State</b>	OH			<b>Excess Acres</b>					
<b>At Will Term</b>				<b>Member Managed</b>	<div style="text-align: right;">X Close</div>				
<b>At Will Term Years</b>				<b>Pa</b>	Hi, I'm SOLO! I can help you file your Annual Report.				
<b>Authorized Shares</b>				<b>Entr</b>					

## Addresses

Type	Address
<b>Local Office Address</b>	7640 WHIPPLE AVE., NW NORTH CANTON, OH, 44720
<b>Mailing Address</b>	9815 S MONROE ST STE 300 SANDY, UT, 84070 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST. W., STE 407 CHARLESTON, WV, 25313-1561
<b>Principal Office Address</b>	9815 S MONROE ST STE 300 SANDY, UT, 84070 USA
Type	Address

## Officers

Type	Name/Address
	KENNETH G KOZAK (GENERAL MANAGER) 7640 WHIPPLE AVE NW NORTH CANTON, OH, 44720 USA
<b>Director</b>	NATHAN N. SAVAGE 9815 S MONROE ST STE 300 SANDY, UT, 84070
<b>Director</b>	MIKE MCBRIDE 9815 S MONROE ST STE 300 SANDY, UT, 84070
<b>President</b>	NATHAN N. SAVAGE 9815 S MONROE ST STE 300 SANDY, UT, 84070
<b>Secretary</b>	JOSHUA GOLDMAN 9815 S MONROE ST STE 300 SANDY, UT, 84070
<b>Treasurer</b>	JOSHUA GOLDMAN 9815 S MONROE ST STE 300 SANDY, UT, 84070
Type	Name/Address

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you file your Annual  
Report.

## DBA

DBA Name	Description	Effective Date	Termination Date
ENVIROSERVE	TRADENAME	3/8/2018	
ENVIROSERVE LOGISTICS	TRADENAME	2/20/2019	
SUNPRO	TRADENAME	2/20/2019	
SUNPRO LOGISTICS	TRADENAME	10/2/2018	
DBA Name	Description	Effective Date	Termination Date

## Name Changes

Date	Old Name
2/4/2019	SUNPRO, INC.
Date	Old Name

Date	Amendment
2/4/2019	NAME CHANGE: FROM SUNPRO, INC.
Date	Amendment

## Annual Reports

Filed For
2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
Date filed

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.



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*Sep 17, 2024*



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Disaster Response Registry

Responsibility / Qualification

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- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"ENVIROSERVE INC" ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∨

Exclusion Program ∨

Location ∨

Dates ∨

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use</i> Buyer: <u>J. Magrini</u> Date: <u>11.7.24</u>	Agency: WV D
Solicitation No. <u>CMA DEP 23*07</u> <u>c/o #2</u>	Procurement Officer Submitting Requisition: Jessica Chambers Smith
	Requisition No. CMA DEP230000007
	PF No.: 1093839

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 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"/>
	<b>Env. Site Liability</b> <i>Other (specify)</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:

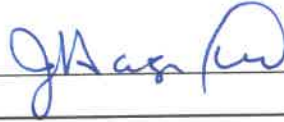
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked=""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