



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

State of West Virginia Purchase Order

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

Order Date: 11-21-2024

Order Number:	CPO 0313 9171 DEP2300000006 7	Procurement Folder:	1014779
Document Name:	EOI - Sullivan Refuse and Clogged Stream	Reason for Modification:	Change Order No 4 is issued to increase the remaining balance per the attached documentation.
Document Description:	EOI - Sullivan Refuse and Clogged Stream		
Procurement Type:	Central Purchase Order		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-09-16
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-09-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000204787			Requestor Name:	Herminio David Robles
THE THRASHER GROUP INC				Requestor Phone:	(304) 414-1155
600 WHITE OAKS BLVD				Requestor Email:	david.h.robles@wv.gov
BRIDGEPORT	WV	26330		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US					
Vendor Contact Phone:	304-343-7601	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

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

CR 12-5-24

Total Order Amount:	\$150,738.08
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>12/5/24</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>12/6/2024</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>	ENCUMBRANCE CERTIFICATION DATE: <i>12-6-24</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>
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Extended Description:

Change Order

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

Original Contract Sum: \$124,011.08
Change Order #2 Increase: \$14,654.50
Change Order #3 Increase \$3,647.50
Change Order #4 Increase \$8,425.00

New Contract Total: \$150,738.08

Effective Date: November 7, 2024

All provisions of the of the original contract and the 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	81100000	0.00000		0.000000	150738.08
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: EOI Engineering Design Services

Extended Description:

EOI Engineering Design Services



Approved
JH 12-4-24

west virginia department of environmental protection

Division of Land Restoration
Office of Abandoned Mine Lands
1159 Nick Rahall Greenway
Fayetteville, WV 25840
Phone: 304-574-4465

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

November 7, 2024

The Thrasher Group,
Inc. Attn: Brian Knight
155 Blue Angel Lane
Beaver, WV 25813

Re: Change Order No. 4
Sullivan Refuse and Clogged Stream
DEP23*06

Additional surveying, permitting, and construction monitoring hours are needed to successfully complete the project. Change Order No. 4, in the amount of \$8,425.00, reflects the associated costs.

The project completion date will remain the same.

Change Order Approved by WVDEP

Name	Title	Signature	Date
Mark R. Proctor	WVDEP-AML		11-07-24

Completion of this change order approval process requires your signature below and a current copy of your insurance certificate. WVDEP must be listed as additional insured, and the contract number must be listed in the extended description.

I agree with the changes as outlined in this letter and Attachment A.

Name	Title	Signature	Date
<u>Brian Knight</u>	<u>Project Manager</u>		11-07-24

Please email the signed documents to mark.r.proctor@wv.gov within 7 days of receipt of this letter



west virginia department of environmental protection

Division of Land Restoration
 Office of Abandoned Mine Lands
 1159 Nick Rahall Greenway
 Fayetteville, WV 25840
 Phone: 304-574-4465

Harold D. Ward, Cabinet Secretary
dep.wv.gov
 Fax: (304) 926-0488

Attachment A

Purchase Order Number DEP23*06
 Project Name: Sullivan Refuse and Clogged Stream
 Vendor/Contractor: The Thrasher Group, Inc.

The following changes will be implemented as part of this contract change order.

ITEM #	DESCRIPTION	UNITS	UNIT PRICE	LINE-ITEM TOTAL	CHANGE ORDER UNIT INCREASE	CHANGE ORDER TOTAL INCREASE	CHANGE ORDER LINE ITEM INCREASE
TASK II: Field Surveying							
A. Professional Services:							
I. Professional Staff:							
101	Survey Manauer	6 Hrs.	\$130.00	\$780.00	0.00 Hrs.	\$0.00	\$0.00
102	1 Person Crew	30 Hrs.	\$95.00	\$2,850.00	38.00 Hrs.	\$3,610.00	\$760.00
108	Staff Engineer	20 Hrs.	\$105.00	\$2,100.00	0.00 Hrs.	\$0.00	\$0.00
104	CAD Tech II	12 Hrs.	\$100.00	\$1,200.00	0.00 Hrs.	\$0.00	\$0.00
TASK II: Field Surveying Change Order Increase Amount:							\$760.00
TASK V: Project Permitting							
A. Professional Services:							
I. Professional Staff:							
101	Senior Project Manager	2 Hrs.	\$200.00	\$400.00	4.00 Hrs.	\$800.00	\$400.00
102	Project Manager	4 Hrs.	\$165.00	\$660.00	20.00 Hrs.	\$3,300.00	\$2,640.00
109	Senior Environmental Project Manager	26 Hrs.	\$175.00	\$4,550.00	0.00 Hrs.	\$0.00	\$0.00
110	Environmental Scientist I	50 Hrs.	\$100.00	\$5,000.00	58.00 Hrs.	\$5,800.00	\$800.00
108	Project Engineer	10 Hrs.	\$140.00	\$1,400.00	0.00 Hrs.	\$0.00	\$0.00
104	Staff Engineer	9 Hrs.	\$105.00	\$945.00	0.00 Hrs.	\$0.00	\$0.00
105	CADD Technician II	18 Hrs.	\$100.00	\$1,800.00	26.00 Hrs.	\$2,600.00	\$800.00
TASK V: Project Permitting Change Order Increase Amount:							\$4,640.00
TASK X: Construction Monitoring							
A. Professional Services:							
I. Professional Staff:							
102	Project Manager	5 Hrs.	\$165.00	\$825.00	14.00 Hrs.	\$2,310.00	\$1,485.00
108	Project Engineer	5 Hrs.	\$140.00	\$700.00	16.00 Hrs.	\$2,240.00	\$1,540.00
TASK X: Construction Monitoring Change Order Increase Amount:							\$3,025.00



west virginia department of environmental protection

Division of Land Restoration
Office of Abandoned Mine Lands
1159 Nick Rahall Greenway
Fayetteville, WV 25840
Phone: 304-574-4465

Harold D. Ward, Cabinet Secretary
dep.wv.gov
Fax: (304) 926-0488

Purchase Order Number DEP23*06
Project Name: Sullivan Refuse and Clogged Stream
Vendor/Contractor: The Thrasher Group, Inc.
November 7, 2024

Original contract sum:	\$124,011.08
Net change by previous change orders:	\$18,302.00
Contract sum prior to this change order:	\$142,313.08
Contract sum will be increased by this change order:	\$8,425.00
New contract sum including this change order:	\$150,738.08
Contract time (days) will be unchanged:	0
The date of completion will be unchanged:	September 14, 2025



ARCHITECTURE
ENGINEERING
FIELD SERVICES

WVDEP - Division of Land Restoration
Office of Abandoned Mine Lands and Reclamation
1159 Nick Rahall Greenway
Fayetteville, WV 25840

RE: DEP23*06 Sullivan Refuse & Clogged Stream - Change Order #4 Request

Mr. Proctor,

We are requesting a change order for additional survey, permitting, and construction monitoring time associated with the above-mentioned project site. The Tasks subject to change per this change order request are as follows.

ITEM #	DESCRIPTION	UNITS	UNIT PRICE	LINE-ITEM TOTAL	CHANGE ORDER UNIT INCREASE	CHANGE ORDER TOTAL INCREASE	CHANGE ORDER LINE ITEM INCREASE
TASK II: Field Surveying							
A. Professional Services:							
I. Professional Staff:							
101	Survey Manager	6 Hrs.	\$130.00	\$780.00	0.00 Hrs.	\$0.00	\$0.00
102	1 Person Crew	30 Hrs.	\$95.00	\$2,850.00	38.00 Hrs.	\$3,610.00	\$760.00
108	Staff Engineer	20 Hrs.	\$105.00	\$2,100.00	0.00 Hrs.	\$0.00	\$0.00
104	CAD Tech II	12 Hrs.	\$100.00	\$1,200.00	0.00 Hrs.	\$0.00	\$0.00
TASK II: Field Surveying Change Order Increase Amount:							\$760.00
TASK V: Project Permitting							
A. Professional Services:							
I. Professional Staff:							
101	Senior Project Manager	2 Hrs.	\$200.00	\$400.00	4.00 Hrs.	\$800.00	\$400.00
102	Project Manager	4 Hrs.	\$165.00	\$660.00	20.00 Hrs.	\$3,300.00	\$2,640.00
109	Senior Environmental Project Manager	26 Hrs.	\$175.00	\$4,550.00	0.00 Hrs.	\$0.00	\$0.00
110	Environmental Scientist I	50 Hrs.	\$100.00	\$5,000.00	58.00 Hrs.	\$5,800.00	\$800.00
108	Project Engineer	10 Hrs.	\$140.00	\$1,400.00	0.00 Hrs.	\$0.00	\$0.00
104	Staff Engineer	9 Hrs.	\$105.00	\$945.00	0.00 Hrs.	\$0.00	\$0.00
105	CADD Technician II	18 Hrs.	\$100.00	\$1,800.00	26.00 Hrs.	\$2,600.00	\$800.00
TASK V: Project Permitting Change Order Increase Amount:							\$4,640.00
TASK X: Construction Monitoring							
A. Professional Services:							
I. Professional Staff:							
102	Project Manager	5 Hrs.	\$165.00	\$825.00	14.00 Hrs.	\$2,310.00	\$1,485.00
108	Project Engineer	5 Hrs.	\$140.00	\$700.00	16.00 Hrs.	\$2,240.00	\$1,540.00
TASK X: Construction Monitoring Change Order Increase Amount:							\$3,025.00

Task II: Field Surveying will change from a total of \$33,989.00 to \$34,749.00 which represents a total increase of \$760.00. The following is a line-item summary for the Task II changes.

- Task II, Line Item 102, 1 Person Crew – We are requesting an additional 8 hours of 1 Person Crew time to allow for survey layout of the project site. This line item will change from \$2,850.00 to \$3,610.00, representing an increase of \$760.00.

Task V: Project Permitting will change from a total of \$5,910.00 to \$10,550.00 which represents a total increase of \$4,640.00. The following is a line-item summary for the Task V changes.

- Task V, Line Item 101, Senior Project Manager – We are requesting an additional 2 hours of Senior Project Manager time to allow for additional permit documentation review. This line item will change from \$400.00 to \$800.00, representing an increase of \$400.00.
- Task V, Line Item 102, Project Manager – We are requesting an additional 16 hours of Project Manager time to allow for addressing Agency comments, coordination, meetings, and reviewing documents. This line item will change from \$660.00 to \$3,300.00, representing an increase of \$2,640.00.
- Task V, Line Item 110, Environmental Scientist I – We are requesting an additional 8 hours of Environmental Scientist I time to allow for additional research and revision of documents and permit application. This line item will change from \$5,000.00 to \$5,800.00, representing an increase of \$800.00.
- Task V, Line Item 105, CADD Technician II – We are requesting an additional 8 hours of CADD Technician II time to allow for needed CADD work to revise plans. This line item will change from \$1,800.00 to \$2,600.00, representing an increase of \$800.00.

Task X: Construction Monitoring will change from a total of \$1,525.00 to \$4,550.00 which represents a total increase of \$3,025.00. The following is a line-item summary for the Task V changes.

- Task X, Line Item 102, Project Manager – We are requesting an additional 9 hours of Project Manager time to allow for additional professional hours for pre/post photos/documentation as requested by the regional engineer. This line item will change from \$825.00 to \$2,310.00, representing an increase of \$1,485.00.
- Task X, Line Item 108, Project Engineer – We are requesting an additional 11 hours of Project Engineer time to allow for additional professional hours for pre/post photos/documentation as requested by the regional engineer. This line item will change from \$700.00 to \$2,240.00, representing an increase of \$1,540.00.

In summary, we are requesting a change order in the amount of \$8,425.00 to account for the increases as described above. The current contract amount of \$142,313.08 will change to a new amount of \$150,738.08 representing a net increase of \$8,425.00.

Should you have any questions or would like to discuss, feel free to contact me at 304-207-3224 or bknight@thethrashergroup.com.

Thank you,

A handwritten signature in black ink, appearing to read 'B. Knight', written in a cursive style.

Brian Knight
Project Manager
The Thrasher Group, Inc.

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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.

THE THRASHER GROUP, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/2/1983		6/2/1983	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock 25000.0000
Charter County	Harrison	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.050000
Authorized Shares	500000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	PO BOX 940 BRIDGEPORT, WV, 26330 USA
Notice of Process Address	CLAYTON C WHITE PO BOX 940 BRIDGEPORT, WV, 26330
Principal Office Address	600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330 USA
Type	Address

Officers	
Type	Name/Address
Director	HENRY W THRASHER 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Director	CHAD M RILEY 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Incorporator	HENRY A. THRASHER 203 HICKMAN STREET CLARKSBURG, WV, 26301 USA
President	HENRY WOOD THRASHER 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Secretary	CLAYTON C. WHITE 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Treasurer	CLAYTON C. WHITE 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Vice-President	CHAD M. RILEY 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date

BLUE MOUNTAIN AERIAL MAPPING	TRADENAME	4/1/2019	
BLUE MOUNTAIN ENGINEERING	TRADENAME	4/1/2019	
BLUE MOUNTAIN SURVEYING	TRADENAME	4/1/2019	
BLUE MOUNTAIN, INC.	TRADENAME	8/31/2018	
PENTREE, INC.	TRADENAME	7/25/2014	
DBA Name	Description	Effective Date	Termination Date

Name Changes	
Date	Old Name
3/26/2013	THRASHER GROUP, INC.
3/18/2013	THRASHER ENGINEERING, INC.
Date	Old Name

Mergers				
Merger Date	Merged	Merged State	Survived	Survived State
12/27/2012	BERKELEY ASSOCIATES, INC.	WV	THRASHER ENGINEERING, INC.	WV
12/27/2012	GUSTAFSON & ASSOCIATES, INC.	WV	THRASHER ENGINEERING, INC.	WV
12/27/2012	THRASHER ENVIRONMENTAL, INC.	WV	THRASHER ENGINEERING, INC.	WV
3/5/2013	GEOMETRICS GPS, INC.	WV	THRASHER ENGINEERING, INC.	WV
5/14/2014	RESOURCE ENGINEERING GROUP, INC.	WV	THE THRASHER GROUP, INC.	WV
7/25/2014	PENTREE, INC.	WV	THE THRASHER GROUP, INC.	WV
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
10/29/2018	STOCK CHANGES, SEE IMAGES
12/21/2017	CHANGED CAPITAL STOCK
7/25/2014	MERGER: MERGING PENTREE, INC., A QUALIFIED WV CORP WITH AND INTO THE THRASHER GROUP, INC., A QUALIFIED W. CORPORATION, THE SURVIVOR

5/14/2014	MERGER: MERGING RESOURCE ENGINEERING GROUP, INC., A QUALIFIED WV CORPORATION WITH AND INTO THE THRASHER GROUP, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR
3/26/2013	NAME CHANGE: FROM THRASHER GROUP, INC.
3/18/2013	NAME CHANGE: FROM THRASHER ENGINEERING, INC.
3/5/2013	MERGER: MERGING GEOMETRICS GPS, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR
12/27/2012	MERGER: MERGING BERKELEY ASSOCIATES, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR. THE EFFECTIVE DATE OF MERGER IS 1/1/2013
12/27/2012	MERGER: MERGING THRASHER ENVIRONMENTAL, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR. THE EFFECTIVE DATE OF MERGER IS 1/1/2013.
12/27/2012	MERGER: MERGING GUSTAFSON & ASSOCIATES, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR. THE EFFECTIVE DATE OF MERGER IS 1/1/2013
8/6/1999	INCREASE IN AUTH. CAP. STK FROM \$10,000 WITH 100 SHARES AT \$100.00 PAR TO \$25,000 WITH 25,000 SHARES AT \$1.00 PAR VALUE.
11/3/1983	CHANGE OF NAME: FROM H & T ENGINEERING CO.
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
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2017x	
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2014	
2013	



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Simple Search

Search Editor

- Any Words 
- All Words 
- Exact Phrase 

e.g. 123456789, Smith Corp

"the thrasher group inc" ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∧

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program ∨

Location ∨

Dates ∨

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J Chen (W)</u> Date: <u>12.4.24</u> Solicitation No. <u>CPO DEP 23A06</u> <u>C/O #4</u>	Agency: WV Department of Environmental Protection Procurement Officer Submitting Requisition: Jessica Chambers Requisition No. CPO DEP2300000006 PF No.: 1014779
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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:

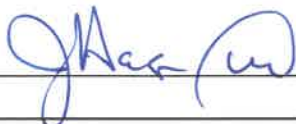
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____



REFERENCE:

FOR ALL SOLICITATION TYPES:

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.
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.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**

FOR CHANGE ORDERS/RENEWALS:

- 1. Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
- 2. Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in wvOASIS. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
- 3. Office of Technology CIO pre-approval.** See #11.
- 4. Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
- 5. Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
- 6. Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
- 7. State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at www.state.wv.us/admin/purchase/debar.html. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
- 8. Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting Sam.gov. Instructions for manually checking a vendor's federal debarment status can be found online at https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dad1b4ac5d40ca4a97ae54bcbb2&spa=1. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at www.state.wv.us/admin/purchase/byrassign.pdf.