



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: 10-08-2024

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 0810 0805 DMT2300000005 4	Procurement Folder:	1109916
Document Name:	On Call Consultant Services	Reason for Modification:	Change Order 2. To renew the contract from 11/01/24 to 10/31/25
Document Description:	On Call Consultant Services		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-31

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000172976			Requestor Name:	Erik S Hall
RLS & ASSOCIATES INC				Requestor Phone:	304-414-3393
3131 S DIXIE HWY STE 545				Requestor Email:	erik.s.hall@wv.gov
DAYTON		OH	45439	<h1>2025</h1> <p>FILE LOCATION _____</p>	
US					
Vendor Contact Phone:	937-299-5007	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE PUBLIC TRANSIT DIVISION OF BLDG 5 RM 663 1900 KANAWHA BLVD E CHARLESTON WV 25305-0432 US	GENERAL MANAGER PUBLIC TRANSIT DIVISION OF KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY 1550 FOURTH AVE CHARLESTON WV 25324 US

Total Order Amount:	Open End
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Purchasing Division's File Copy

JE 10/8/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *JM 10-9-24*
 ELECTRONIC SIGNATURE ON FILE

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

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

10/10/2024

Extended Description:

Change Order 2

Change Order No. 2 is issued to renew and the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.

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

Renewals remaining: 1 years

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	94131504				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: On-Call Consultant Services

Extended Description:

on-call consultant services for transit studies and technical planning assistance to transit providers.



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Multimodal Transportation Facilities

1900 Kanawha Boulevard East • Building Five • Room 132
Charleston, West Virginia 25305-0432 • (304) 414-4645
FAX: (304) 558-3326 • TDD: (800) 742-6991

Lucinda K. Butler
Commissioner

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

Robbie Sarles
RLS & Associates, Inc.
3131 Dixie Hwy. Suite 545
Dayton, OH 45439

Subject Contract Renewal: CMA DMT2300000005
Procurement folder: 1109916

Hello,

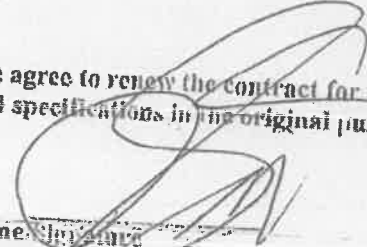
The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 11/01/24 through 10/31/25. If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to erik.s.hall@wv.gov

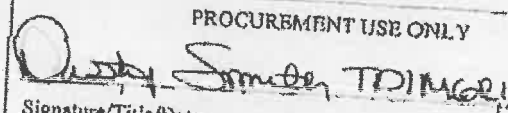
Please contact the email listed above if you have any questions.
Thank you,

Erik S. Hall, ABD, MBA
Public Transit Community Planner

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.


Name: Erik S. Hall
President
Title

10/1/24
Date

PROCUREMENT USE ONLY

Signature/Title/Date
EMPLOYER

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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.

RLS & ASSOCIATES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/25/2005		4/25/2005	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)		
Charter County		Control Number	75451
Charter State	OH	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	

Authorized Shares	Young Entrepreneur	Not Specified
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Addresses	
Type	Address
Local Office Address	3131 S. DIXIE HWY. SUITE # 545 DAYTON, OH, 45439
Mailing Address	3131 S. DIXIE DRIVE SUITE 545 DAYTON, OH, 45439 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	3131 S. DIXIE DRIVE SUITE 545 DAYTON, OH, 45439 USA
Type	Address

Officers	
Type	Name/Address
Director	ROBBIE L SARLES 3131 S. DIXIE DRIVE, SUITE 545 DAYTON, OH, 45439
President	ROBBIE L SARLES 3131 S. DIXIE DRIVE SUITE 545 DAYTON, OH, 45439
Secretary	OPAL SARLES 3131 S. DIXIE DRIVE, SUITE 545 DAYTON, OH, 45439
Treasurer	ROBBIE L SARLES 3131 S. DIXIE DRIVE, SUITE 545 DAYTON, OH, 45439
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
ROBBIE L. SARLES AND ASSOCIATES, INC.	FORCED DBA	4/25/2005	
DBA Name	Description	Effective Date	Termination Date

Annual Reports


Filed For
2024
2023
2022
2021
2020
2019
2018
2017x
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2015
2014
2013
2012
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2007
Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, October 8, 2024 — 1:15 PM

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Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



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e.g. 123456789 Smith Corp

"RLS" 

Entity 

Location 

Status 

Active

Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i>		Agency: WVDOT
Buyer: <u>J. ESTEP</u>	Date: <u>10/8/24</u>	Procurement Officer Submitting Requisition: Dusty Smith
Solicitation No. <u>DMT 23*05</u> <u>CO# 2</u>		Requisition No. CMA DMV23*05
		PF No.: 1109916

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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<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 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.

