



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

State of West Virginia Purchase Order

Order Date: 03-05-2026

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:	CPO 0305 0305 FOR2500000003 4	Change Order No:	2	Procurement Folder:	1564534
Document Name:	PROFESSIONAL SURVEYING SERVICES - SFLR 2			Reason for Modification:	
Document Description:	PROFESSIONAL SURVEYING SERVICES - SFLR 2			Change Order 02	
Procurement Type:	Central Purchase Order			To Re-issue Contract	
Buyer Name:	Brandon L Barr				
Telephone:	304-558-2652				
Email:	brandon.l.barr@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-01-21
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-01-21

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000208939			Requestor Name:	John P Rowe
STRAIGHT LINE SURVEYS				Requestor Phone:	(304) 558-2788
PO BOX 317				Requestor Email:	john.p.rowe@wv.gov
MT STORM	WV	26739		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	999-999-9999	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
ACCOUNTING FORESTRY DIVISION OF 7 PLAYERS CLUB DRIVE DIVISION OF FORESTRY CHARLESTON WV 25311 US	RECEIVING FORESTRY DIVISION OF 1ST FLOOR 7 PLAYERS CLUB DR CHARLESTON WV 25311 US

CR 3-17-26

Purchasing Division's File Copy

Total Order Amount:	\$0.00
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PURCHASING DIVISION AUTHORIZATION DATE: <i>3/15/2026</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>3/25/2026</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>	ENCUMBRANCE CERTIFICATION DATE: <i>3-25-26</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>
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Extended Description:

Change Order 02

Change Order No. 02 is issued for administrative purposes only and is intended to change the name of the vendor from STRAIGHT LINE SURVEYS Alias/DBA: DICK A HEAVNER (V/C account 000000208939) to STRAIGHT LINE SURVEYS LLC (VC0000138248). System limitations require that this contract be given a new number moving forward but the original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Previous Taxpayer ID Number - 550745244 - STRAIGHT LINE SURVEYS Alias/DBA: DICK A HEAVNER

New Taxpayer ID Number - 851421129 - STRAIGHT LINE SURVEYS LLC

Effective date of change: 01/16/2026

New procurement folder: 1918107

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81151604	0.00000		0.000000	0.00
Service From	Service To	Manufacturer		Model No	
2025-01-21	2026-01-21				

Commodity Line Description: PROFESSIONAL SURVEYING SERVICES - SFLR 2

Extended Description:

PROFESSIONAL SURVEYING SERVICES - SFLR 2



**WEST VIRGINIA
DIVISION OF FORESTRY**

#7 Players Club Drive
Charleston, West Virginia 25311
Phone: (304)-558-2788

JEREMY C JONES
Director/State Forester

January 16, 2026

Straight Line Surveys LLC
5056 Emoryville Road
Elk Garden, WV 26717

RE: CPO FOR2500000003 - Vendor Assignment

Mr. Heavner,

The WV Division of Forestry would like to process a change order to the above contract. This is necessitated due to the Vendor name, EIN, Tax Classification, and address have changed. It was originally assigned to Vendor# 000000208939, which has since been discontinued, and will be assigned to Vendor# VC0000138248. The contract will be given a new number moving forward, but the original contract, including all terms, conditions, prices, specifications, and change orders contained therein, shall remain in full force and effect. The effective date of this change will be January 16, 2026. If you agree to this change, please sign and date below.

This document and any questions can be emailed to me at rachel.s.perry@wv.gov.

Thank you,

Rachel S. Perry
Rachel S. Perry, Procurement

We agree to the Vendor Change to the contract above under the same terms and conditions in the original contract and any change orders thereto.

Dick A. Heavner
Name/Signature

01/16/26
Date

Owner
Title

LIMITED LIABILITY COMPANY AGREEMENT

THIS AGREEMENT, Made this the 7th day of July, 2020, by and between **DICKIE HEAVNER**, Individually, hereinafter referred to as "HEAVNER", and **STRAIGHT LINE SURVEYS, LLC**, a West Virginia Limited Liability Company, hereinafter referred to as "STRAIGHT LINE".

WHEREAS, the owner owned and operated Straight Line Surveys as a sole proprietor from October 13, 1995, until the date identified above; and

WHEREAS, STRAIGHT LINE filed its Articles for the creation of an Limited Liability Company with the West Virginia Secretary of State and became effective as of July 7, 2020; and

WHEREAS, HEAVNER and STRAIGHT LINE desire to enter into this Agreement regarding the changed business arrangement.

NOW, THEREFORE, WITNESSETH, That for and in consideration of the mutual promises and covenants contained herein, the parties do mutually contract and agree as follows:

1. Effective as of the date of this Agreement, HEAVNER will no longer operate his business as a sole proprietorship but shall be operated as a Limited Liability Company, which has now been formed and now known as Straight Line Surveys LLC.
2. Any and all assets held by HEAVNER for the business purposes of his sole proprietorship are hereby transferred and conveyed to STRAIGHT LINE and henceforth, STRAIGHT LINE shall be vested with ownership of said business assets.
3. HEAVNER does hereby transfer and assign to STRAIGHT LINE all debts and obligations of HEAVNER. STRAIGHT LINE hereby assumes responsibility for the payment

of all debts and obligations of HEAVNER and STRAIGHT LINE shall be responsible for the payment of all debts and obligations.

4. The parties hereto agree to execute such other documents as may be necessary to carry out the intent and purpose of this Agreement.

5. This Agreement represents the entire understanding of the parties and any change, amendment or other modification shall be valid only if reduced to writing and signed by all parties.

Witness the following signatures and seals:

Dickie Heavner
Dickie Heavner

Straight Line Surveys LLC,
a West Virginia Limited Liability Company

By Dick A. Heavner
Dick A. Heavner, Sole Member

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10 - Brandon Barr</u> Date: <u>3/12/26</u>	Agency: WV Division of Forestry
Solicitation No. <u>CPO FOR25*03</u>	Procurement Officer Submitting Requisition: Rachel S Perry
	Requisition No. CPO FOR2500000003
	PF No.: 1564534

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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

3/12/2026

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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.

STRAIGHT LINE SURVEYS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	7/7/2020		7/7/2020	Domestic	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock
Charter County	Mineral		Control Number
Charter State	WV		Excess Acres
At Will Term	A		Member Managed MBR
At Will Term Years	Par Value		
Authorized Shares			Young Entrepreneur No

Addresses	
Type	Address
Designated Office Address	5056 EMORYVILLE RD ELK GARDEN, WV, 26717
Notice of Process Address	DICK HEAVNER 5056 EMORYVILLE RD ELK GARDEN, WV, 26717
Principal Office Address	5056 EMORYVILLE RD ELK GARDEN, WV, 26717 USA



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e.g. 1606N020Q02

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Exact Phrase *i*

e.g. 123456789, Smith Corp

"STRAIGHT LINE SURVEYS LLC" x

Entity

Location

Status

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