



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: 03-24-2026

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 FOR2600000003 1	Change Order No:	Procurement Folder:	1928315
Document Name:	PROFESSIONAL SURVEYING SERVICES - SFLR 1		Reason for Modification:	
Document Description:	PROFESSIONAL SURVEYING SERVICES - SFLR 1			
Procurement Type:	Central Purchase Order			
Buyer Name:	Brandon L Barr			
Telephone:	304-558-2652			
Email:	brandon.l.barr@wv.gov			
Shipping Method:			Effective Start Date:	2026-03-16
Free on Board:			Effective End Date:	2027-03-15

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VC0000138248	Requestor Name:	John P Rowe
STRAIGHT LINE SURVEYS LLC		Requestor Phone:	(304) 558-2788
5056 EMORYVILLE ROAD		Requestor Email:	john.p.rowe@wv.gov
ELK GARDEN	WV 26717	<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="margin: 0;">FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	304-257-7602 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

*CR 3-24-26*  
 Purchasing Division's File Copy

Total Order Amount:	\$37,500.00
---------------------	-------------

*[Signature]* 3/24/2026  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: 2026-03-17  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE  
*3/25/2026*

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE *3-25-26*

**Extended Description:**

This contract, identified as CRFQ FOR2600000003, is created for administrative purposes only and is intended to change the name of the vendor identified in Contract No. CPO FOR2500000002 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: 03/03/2026

Old procurement folder: 1565719

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	

**Commodity Line Description:** PROFESSIONAL SURVEYING SERVICES - SFLR 1

**Extended Description:**



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: 03-16-2026

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> CPO 0305 0305 FOR2500000002 4	<b>Change Order No:</b> 2	<b>Procurement Folder:</b> 1565719
<b>Document Name:</b> PROFESSIONAL SURVEYING SERVICES - SFLR 1		<b>Reason for Modification:</b> Change Order 02  To Re-issue Contract
<b>Document Description:</b> PROFESSIONAL SURVEYING SERVICES - SFLR 1		
<b>Procurement Type:</b> Central Purchase Order		
<b>Buyer Name:</b> Brandon L Barr		
<b>Telephone:</b> 304-558-2652		
<b>Email:</b> brandon.l.barr@wv.gov		
<b>Shipping Method:</b> Best Way		<b>Effective Start Date:</b> 2025-01-21
<b>Free on Board:</b> FOB Dest, Freight Prepaid		<b>Effective End Date:</b> 2026-01-21

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000208939 STRAIGHT LINE SURVEYS PO BOX 317  MT STORM WV 26739 US <b>Vendor Contact Phone:</b> 999-999-9999 <b>Extension:</b>  <b>Discount Details:</b> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			<b>Requestor Name:</b> John P Rowe <b>Requestor Phone:</b> (304) 558-2788 <b>Requestor Email:</b> john.p.rowe@wv.gov
	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

<b>Total Order Amount:</b>	\$0.00
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<b>PURCHASING DIVISION AUTHORIZATION</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>	<b>ENCUMBRANCE CERTIFICATION</b>
<b>DATE:</b>	<b>DATE:</b>	<b>DATE:</b>
<b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ELECTRONIC SIGNATURE ON FILE</b>

**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: 1928315

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					

**Commodity Line Description:** PROFESSIONAL SURVEYING SERVICES - SFLR 1

**Extended Description:**

PROFESSIONAL SURVEYING SERVICES - SFLR 1

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

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

Officers	
Type	Name/Address
<b>Member</b>	DICKIE HEAVNER P O BOX 317 MOUNT STORM, WV, 26739
<b>Organizer</b>	DICKIE HEAVNER P O BOX 317 MOUNT STORM, WV, 26739
Type	Name/Address

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e.g. 1606N020Q02

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Simple Search

Search Editor

- Any Words <sup>i</sup>
- All Words <sup>i</sup>
- Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"STRAIGHT LINE SURVEYS LLC" x

Entity

Location

Status

- Active
- Inactive

Reset

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qu



# No matches found

Your search did not return any results for active records. Would you like to include inactive records in your search results?

Search Inactive

Go Back

Vendor/Customer

Menu

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 00000208939	STRAIGHT LINE SURVEYS	DICK A HEAVNER	Active	Inactive	
VC0000138248	STRAIGHT LINE SURVEYS LLC		Active	Inactive	

From 1 to 2 of 2 First Prev Next Last Attachments

▼ General Info

Vendor/Customer : 00000208939	Restrict Use by Department :
Legal Name : STRAIGHT LINE SURVEYS	Miscellaneous Account :
Alias/DBA : DICK A HEAVNER	Internal Account :
Vendor Active Status : Active ▼	Third Party Only :
Vendor Approval Status : Complete	Third Party Vendor :
Customer Active Status : Inactive ▼	Third Party Customer :
Customer Approval Status : Incomplete	Inventory Customer :
Location Name :	Healthcare Provider :
First Name :	Never Archive :
Middle Name :	Restrict VSS Access : No ▼
Last Name :	Discontinue - No New Business :
Company Name : STRAIGHT LINE SURVEYS	Prevent MA Reference :
Previous Name :	PunchOut Enabled :
Previous Street :	Re-PunchOut Enabled :
Previous City :	Electronic Order Enabled :
Previous State/Province :	W-9 Received :
Previous Country :	W-9 Received Date :
	W-8 Received :
	W-8 Received Date :
	Accepts Credit Cards :
	Active From : 03/05/2026
	Active To :
	Last Usage Date : 03/06/2026
	Department :
	Unit :

▼ Headquarters

Headquarters Account : Yes	Web Address http:// :
Headquarters Account Code : 00000208939	Catalog DUNS :
Headquarters Account Legal Name : STRAIGHT LINE SURVEYS	Catalog Extended DUNS :
Franchise Account :	Catalog Unique Entity Identifier :
	Taxpayer ID Number : 550745244
	Taxpayer ID Number Type : EIN ▼

▼ Organization

Organization Type : Company ▼	1099 Indicator : Yes
1099 Classification : Sole Proprietor ▼	1042-S Indicator :
Foreign Ownership Interest :	Taxpayer ID Number : 550745244
1042-S Ch. 3 Recipient Code :	Taxpayer ID Number Type : EIN ▼
1042-S Ch. 4 Status Code :	Detailed TIN Type :
Number of Employees : ▼	Foreign Tax ID :
Merchant ID :	GIIN :
Sex : ▼	1042-S Recipient Account Number :
Date of Birth :	W-8 Form : ▼
Marital Status : ▼	Tax Profile : NOTAX
Annual Income : ▼	Tax Profile Name : No Tax
IRS Country of Residence :	EBIC Number :
IRS Country Sub Code :	IAEC Number :
Contract Withholding Exempt :	Web Address http:// :
National Provider ID :	Employee ID :
Assigning Authority :	Employee Status : ▼
	Supplier Shared Secret :

CAGE Code :

Permanent Staffed Office In State :

Disbursement Options

Category : DIRC	Hold Payment :
Description : Direct Payments	Hold Payment Authorized By :
Default Type : Check	Hold Payment Authorized On :
Default Priority : 99	Hold Reason :
Default Format : REG	Prevent New Spending :
Default Format Description :	Prevent New Orders : For All Departments
Scheduled Payment Day :	Third Party Code :
Single Payment Indicator :	Third Party Name :
Name on Check : Legal Name	Third Party Approved By :
Eligible for VCA Payments :	Third Party Approved On :
VCA Effective From Date :	Third Party Reason :
VCA Effective To Date :	Always Infer Third Party Vendor :
VCA Primary Email :	Third Party Address ID :
VCA Secondary Email :	
VCA Comments :	

Prenote/EFT

Remittance Advice

Vendor Terms

Accounts Receivable

eMALL

Location Information

Fee and Vendor Compliance Holds

Fee Exempt :	Tax Clearance :
Registration Application Date : 01/09/2025	Unemployment Insurance :
Registration Effective Date : 01/09/2025	Worker's Compensation :
Registration Expiration Date : 01/09/2026	Secretary of State Registration :
Pre-Registration Code :	Federal Debarred :

Executive Compensation

Additional Information

Travel

Change Management

Created By : conversion	Last Modified By : batch
Conversion User	Batch User
Created On : 06/03/2014	Last Modified On : 03/06/2026
Last Approved By : batch	Comments : To update registration and PNO status following confirmation with STO of vendor's successful fee payment through the online Vendor Self-Service portal.
Batch User	
Last Approved On : 03/06/2026	
Date Registered : 06/03/2014	

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CREATE DOCUMENT> [Create New Record](#) [Modify Existing Record](#)

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[Vendor Transaction History](#)



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 FOR2500000002 4	Change Order No:	2	Procurement Folder:	1565719
Document Name:	PROFESSIONAL SURVEYING SERVICES - SFLR 1			Reason for Modification:	
Document Description:	PROFESSIONAL SURVEYING SERVICES - SFLR 1			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		
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	RECEIVING
FORESTRY DIVISION OF	FORESTRY DIVISION OF
7 PLAYERS CLUB DRIVE	1ST FLOOR
DIVISION OF FORESTRY	7 PLAYERS CLUB DR
CHARLESTON WV 25311	CHARLESTON WV 25311
US	US

Total Order Amount: \$0.00

*[Signature]* 3/5/2026

PURCHASING DIVISION AUTHORIZATION DATE: ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: ELECTRONIC SIGNATURE ON FILE
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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: 1918009

No other changes.

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

**Commodity Line Description:** PROFESSIONAL SURVEYING SERVICES - SFLR 1

**Extended Description:**

PROFESSIONAL SURVEYING SERVICES - SFLR 1



**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 FOR2500000002 - 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](mailto: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 7<sup>th</sup> 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

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**Business Organization Detail**

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

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

Officers	
Type	Name/Address
<b>Member</b>	DICKIE HEAVNER P O BOX 317 MOUNT STORM, WV, 26739
<b>Organizer</b>	DICKIE HEAVNER P O BOX 317 MOUNT STORM, WV, 26739
Type	Name/Address

Annual Reports	
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**STRAIGHT LINE SURVEYS**

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
SP   Sole Proprietor	10/13/1995			Domestic				

Organization Information		
<b>Business Purpose</b>	<b>Capital Stock</b>	
<b>Charter County</b>	<b>Control Number</b>	
<b>Charter State</b> WV	<b>Excess Acres</b>	
<b>At Will Term</b>	<b>Member Managed</b>	
<b>At Will Term Years</b>	<b>Par Value</b>	
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Principal Office Address</b>	US RT 50 MT STORM, WV, 267390000
<b>Principal Office Mailing Address</b>	PO BOX 317 MOUNT STORM, WV, 267390317
Type	Address

Officers	
Type	Name/Address
<b>Owner</b>	DICK A HEAVNER PO BOX 111 MOUNT STORM, WV, 267390111
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
STRAIGHT LINE SURVEYS	FN TRADENAME	10/13/1995	
STRAIGHT LINE SURVEYS	FN TRADENAME	10/13/1995	
DBA Name	Description	Effective Date	Termination Date

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

Thursday, March 5, 2026 — 1:11 PM

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Search All Words e.g. 1606N020Q02

Filter By

Entity Information

All Entity Information

Entities

Disaster Response Registry

Respon

Keyword Search

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Simple Search

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No matches found

Your search did not return any results for active records. Would you like to include inactive records in your search results?

Search Inactive

Go Back

- Any Words <sup>i</sup>
- All Words <sup>i</sup>
- Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"STRAIGHT LINE SURVEYS LLC" x

Entity v

Location v

Status ^

Active

Inactive

Reset

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>ID - Brandon Barr</u> Date: <u>3/5/2026</u>	Agency: WV Division of Forestry
Solicitation No. <u>CPO FOR25*02</u>	Procurement Officer Submitting Requisition: Rachel S Perry
	Requisition No. CPO FOR2500000002
	PF No.: 1565719

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"/>
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 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: \_\_\_\_\_

*3/5/2026*



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: 10-06-2025

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>	CPO 0305 0305 FOR2500000002 3	<b>Change Order No:</b>	1	<b>Procurement Folder:</b>	1565719
<b>Document Name:</b>	PROFESSIONAL SURVEYING SERVICES - SFLR 1	<b>Reason for Modification:</b>			
<b>Document Description:</b>	PROFESSIONAL SURVEYING SERVICES - SFLR 1	Change Order 1: To Issue Notice to Proceed			
<b>Procurement Type:</b>	Central Purchase Order				
<b>Buyer Name:</b>	Brandon L Barr				
<b>Telephone:</b>	304-558-2652				
<b>Email:</b>	brandon.l.barr@wv.gov				
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2025-01-21		
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2026-01-21		

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000208939	<b>Requestor Name:</b>	John P Rowe	
STRAIGHT LINE SURVEYS PO BOX 317		<b>Requestor Phone:</b>	(304) 558-2788	
MT STORM WV 26739		<b>Requestor Email:</b>	john.p.rowe@wv.gov	
US		<div style="font-size: 2em; font-weight: bold;">2026</div> <div style="font-size: 1.5em; font-weight: bold;">FILE LOCATION <u>53828</u></div>		
<b>Vendor Contact Phone:</b>	999-999-9999			<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	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 10-9-25*  
 Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$37,500.00
----------------------------	-------------

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>10/8/25</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>10/17/2025</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>10-17-25</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>
--	--	---

**Extended Description:**

Change Order 1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Term: 01/21/2025 Through 01/21/2026.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81151604	0.00000		0.000000	37500.00
Service From	Service To	Manufacturer	Model No		
2025-01-21	2026-01-21				

**Commodity Line Description:** PROFESSIONAL SURVEYING SERVICES - SFLR 1

**Extended Description:**

PROFESSIONAL SURVEYING SERVICES - SFLR 1



**WEST VIRGINIA  
DIVISION OF FORESTRY**

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

**JEREMY C JONES**  
Director/State Forester

October 7, 2025

Brandon Barr, Senior Buyer  
WV Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

RE: CPO FOR2500000002 - Notice to Proceed

Mr. Barr,

The Division of Forestry would like to issue a Notice to Proceed for the above, with service commencing on January 22, 2025, and concluding on January 21, 2026. If you have any questions or concerns, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Rachel S. Perry". The signature is written in a cursive, flowing style.

Rachel S. Perry, Procurement  
WV Division of Forestry  
Building 3, Suite 600  
1900 Kanawha Blvd., E  
Charleston, WV 25305  
304-352-3947  
[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)



**WEST VIRGINIA  
DIVISION OF FORESTRY**

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

**JEREMY C JONES**  
Director/State Forester

September 17, 2025

Straight Line Surveys  
Attn: Dick Heavner  
PO Box 317  
Mt. Storm, WV 26739

RE: CPO FOR2500000002 - Notice to Proceed

Mr. Heavner,

The service for the above contract commenced on January 21, 2025, and will conclude on January 21, 2026. I do apologize for the oversight as I had thought that the notification of the encumbrance was all that was needed. If you have any questions, please let me know.

Sincerely,

Rachel S. Perry, Procurement  
WV Division of Forestry  
Building 3, Suite 600  
1900 Kanawha Blvd., E  
Charleston, WV 25305  
304-352-3947  
[rachel.s.perry@wv.gov](mailto:rachel.s.perry@wv.gov)

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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.*

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

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

Officers	
Type	Name/Address
<b>Member</b>	DICKIE HEAVNER P O BOX 317 MOUNT STORM, WV, 26739 ✓
<b>Organizer</b>	DICKIE HEAVNER P O BOX 317 MOUNT STORM, WV, 26739
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	

Hi! I'm SOLO! I can help you file your Annual Report.



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All Entity Information

Entities

Disaster Response Registry

Response



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Simple Search

Search Editor

- Any Words <sup>i</sup>
- All Words <sup>i</sup>
- Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"STRAIGHT LINE SURVEYS LLC" x

Entity v

Location v

Status ^

Active

Inactive

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## No matches found

Your search did not return any results for active records. Would you like to include inactive records in your search results?

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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: 01-13-2025

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 FOR2500000002 1	Procurement Folder:	1565719
Document Name:	PROFESSIONAL SURVEYING SERVICES - SFLR 1	Reason for Modification:	*Award for CRFQ FOR2500000001
Document Description:	PROFESSIONAL SURVEYING SERVICES - SFLR 1		
Procurement Type:	Central Purchase Order		
Buyer Name:	Brandon L Barr		
Telephone:	304-558-2652		
Email:	brandon.l.barr@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

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		
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		

2025  
 FILE LOCATION 52482

SCANNED

INVOICE TO	SHIP TO
ACCOUNTING	RECEIVING
FORESTRY DIVISION OF	FORESTRY DIVISION OF
7 PLAYERS CLUB DRIVE	1ST FLOOR
DIVISION OF FORESTRY	7 PLAYERS CLUB DR
CHARLESTON WV 25311	CHARLESTON WV 25311
US	US

CR 1-13-25

Total Order Amount: \$37,500.00

Purchasing Division's File Copy

*[Signature]*  
 1/13/2025

PURCHASING DIVISION AUTHORIZATION  
 DATE: *[Signature]* 1/13/2025  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *[Signature]*  
 ELECTRONIC SIGNATURE ON FILE  
 1/17/2025

ENCUMBRANCE CERTIFICATION  
 DATE: *[Signature]* 1-21-25  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

The vendor, STRAIGHT LINE SURVEYS, agrees to enter into this one-time contract with the Agency, The West Virginia Division of Forestry, to provide PROFESSIONAL SURVEYING SERVICES - SFLR 1, per the specifications, terms and conditions, bid requirements, Addendum 1 issued 12/12/2024, and the vendor's accepted bid on 12/10/2024, and all incorporated herein by reference and a part of hereof.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81151604	0.00000		0.000000	37500.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** PROFESSIONAL SURVEYING SERVICES - SFLR 1

**Extended Description:**

PROFESSIONAL SURVEYING SERVICES - SFLR 1

## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** The Initial Contract Term will be for a period of \_\_\_\_\_ . The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to \_\_\_\_\_ successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within 365 days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

the contract will continue for \_\_\_\_\_ years;

the contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

**One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as \_\_\_\_\_), and continues until the project for which the vendor is providing oversight is complete.

**Other:** Contract Term specified in \_\_\_\_\_

**4. AUTHORITY TO PROCEED:** Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**Construction:** This Contract is for construction activity more fully defined in the specifications.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute of breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

Active Professional Surveyor License

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

**Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

**Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

**Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.

**Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.

**9. WORKERS' COMPENSATION INSURANCE:** Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. VENUE:** All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

**14. PAYMENT IN ARREARS:** Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy).

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**34. VENDOR NON-CONFLICT:** Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. NO DEBT CERTIFICATION:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

**38. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**39. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.division@wv.gov](mailto:purchasing.division@wv.gov).

**40. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
  1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
  2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a “substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**44. PROHIBITION AGAINST USED OR REFURBISHED:** Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

**45. VOID CONTRACT CLAUSES:** This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

**46. ISRAEL BOYCOTT:** Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Dick A. Heavner - owner

(Address) P.O. Box 317 Mt. Storm, WV 26739

(Phone Number) / (Fax Number) 304-257-7602/no fax

(email address) dick@slsurveyswv.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Straight Line Surveys LLC

(Company)

Dick A. Heavner

(Signature of Authorized Representative)

Dick A. Heavner - owner - 12/07/2024

(Printed Name and Title of Authorized Representative) (Date)

304-257-7602/no fax

(Phone Number) (Fax Number)

dick@slsurveyswv.com

(Email Address)

REQUEST FOR QUOTATION  
Professional Surveying Services

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the WV Division of Forestry, Forest Legacy Program (WVDOF FLP), to establish a contract for surveys, certified survey plats, and legal descriptions for a conservation easement for the properties described in Deed Book (DB) 165, Page (P) 242 and DB 212 P. 587, recorded at the Hardy County, WV Courthouse. The surveys, plats and legal descriptions are needed because WVDOF FLP is purchasing a conservation easement from the landowner. WVDOF FLP is responsible for contracting and payment for the surveys, plats and legal descriptions. WVDOF FLP refers to this conservation easement as SFLR 1.
  
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Contract Services”** means surveys and preparation of certified survey plats and legal descriptions for the exterior boundaries and internal Designated Improvement Area (DIA) boundaries for its conservation easement, as more fully described in these specifications. Surveys, plats and legal descriptions must meet the WVBPS Minimum Standards for Boundary Surveys
  
  - 2.2 **“Pricing Page”** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Services.
  
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
  
  - 2.4 **“Forest Legacy Program (FLP)”** is a program administered by the West Virginia Division of Forestry that keeps significant properties from being converted to non-forest uses, primarily by acquiring conservation easements from landowners.
  
  - 2.5 **“DB”** means Deed Book containing property deeds that have been recorded at the Hardy County, WV Courthouse.
  
  - 2.6 **“DIA-Designated Improvement Area”** means a surveyed area within the Forest Legacy Program Conservation Easement where structures can be built by the landowner.
  
  - 2.7 **“Shapefile”** means an Environmental Systems Research Institute (ESRI) vector data storage file that stores geographic features' location, shape, and attributes. Shapefiles are made up of a set of related files and that can be used in the ArcMap and software programs.

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**2.8 “KMZ file”** means Keyhole Markup Language file that can be read by Google Earth.

**2.8 “CAD file”** means Computer Aided Drafting file.

**2.9 “WVBPS Minimum Standards for Boundary Surveys”** means West Virginia Board of Professional Surveyors Minimum Standards for Boundary Surveys - 23CSR5 which may be downloaded at <https://wvbps.wv.gov/law/Pages/default.aspx>.

**2.10 “Marked and Painted”** means tree bark is marked with a hatchet or similar device and the marks on the tree bark are painted red.

**2.11 “Capped”** means that a cap is placed on a set monument with the name of Licensed Professional Surveyor in charge or the name of the firm that is responsible for setting the monument.

**3. QUALIFICATIONS:** Vendor, or Vendor’s staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

**3.1.** Vendor must have an active license to work as a professional surveyor in the State of West Virginia.

**4. MANDATORY REQUIREMENTS:**

**4.1 Mandatory Contract Services Requirements and Deliverables:** Contract Services must meet or exceed the mandatory requirements listed below.

**4.1.1** Surveys and preparation of certified survey plats and legal descriptions for the exterior boundaries for the two properties recorded in Deed Book (DB) 165 Page (P) 242 and DB 212 P 587, Designated Improvement Areas depicted on the Survey Task Assignment Map (Exhibit B), a Boundary Line Agreement with the adjoining property described in DB 223, P. 107, centerline of main access road from the exterior boundary of DB 212 P. 587 to the spring in DIA 1 (See Exhibit B), the two borrow pits (See

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**Exhibit B), telecommunications towers and facilities (See Exhibit B).  
Work is to be completed 12 months from contract award.**

**4.1.1.1** Monumentation is required for all corners, in accordance with WVBPS Minimum Standards for Boundary Surveys.

**4.1.1.2** The portion of the main access road centerline that is to be surveyed needs to be described by bearings and distances so that it can be re-traced at a later time and it is also to be tied to corners at each end in accordance with the WVBPS Minimum Standards for Boundary Surveys. Monuments must not be set on the main access road centerline.

**4.1.1.3** The boundaries for DB 212 P. 587 and the DIAs are to be marked and painted.

**4.1.1.4** Metal Fence T-Posts must be set within 24 inches of corners set in fields or when trees are further than 10 feet from the set corners. T-Posts must be at least 5 feet in length.

**4.1.1.5** The DIAs must be surveyed as close as possible to the mapped locations in Exhibit B. DIA Locations may be adjusted slightly inward or outward, if rocks or obstructions prevent setting re-bars. DIA 2 must include a proposed TV antenna site. The antenna site location is to be provided to Vendor after contract award, during the pre-work meeting on the property.

**4.1.1.6** DIAs, road, and borrow pits must be tied to exterior property boundary corners by bearing and distance.

**4.1.1.7** A pre-work meeting must be scheduled with the successful Vendor, after the award is made, by the FLP Coordinator. If the FLP Coordinator is not available for an on site meeting, it shall be done virtually.

**4.1.2 Preparation of certified survey plats and legal descriptions for 4.1.1 and additional requirements.**

**4.1.2.1** Separate certified plats and legal descriptions shall be provided for DB 165 P. 242; DB 212 P. 587; DIAs 1 and 2; DIAs 1 and 2, DB 165 P. 242 and DB 212 P. 587 combined; road centerline to spring, and borrow pit locations.

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- 4.1.2.2** A certified overview plat depicting the exterior boundary of DB 165 P 242, the access road, spring, borrow pits and DIAs shall also be prepared.
- 4.1.2.3** If any telecommunications towers and facilities are found to be located on DB 165 P 242, they shall be located and noted on the overview plat. The survey of the telecommunications towers must determine whether they are located on DB 165 P. 242 or DB 212 P. 587.
- 4.1.2.4** Survey plats (except for the overview plat) must contain bearings and distances for all lines as well as latitudes and longitudes for all corners.
- 4.1.2.5** Boundary Shapefiles and or KMZ files must be prepared for each plat.
- 4.1.2.6** For record keeping, filing, and recording purposes, five original hard copies and one PDF copy, and one CAD file of each certified plat and legal description shall be provided to the FLP Coordinator. Certified Survey Plats and Legal Descriptions must be prepared in accordance with the WVBPS Minimum Standards for Boundary Surveys.
- 4.1.2.7** The FLP Coordinator must conduct a review to ensure that the Mandatory Requirements specified in 4.1.1 and 4.1.2 in this RFQ are met.
- 4.1.2.8** Status reports must be provided upon request of the FLP Coordinator to coordinate the completion of an appraisal.
- 4.1.2.9** Vendor must provide all equipment, tools, and materials. The materials include monuments, red paint, fence t-posts, caps, etc.). Vendor will have 12 months from the time of award, to complete the contract.

**5. CONTRACT AWARD:**

**5.1 Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Services. The Contract shall be awarded to the Vendor that provides the Contract Services meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**5.2 Pricing Page:** Vendor must complete the Pricing Page by listing the total overall cost. Vendor should complete the Pricing Page in full as failure to

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complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: .

6. **PERFORMANCE:** Vendor and Agency shall agree upon a schedule for performance of Contract Services and Contract Services Deliverables, unless such a schedule is already included herein by Agency. In the event that this Contract is designated as an open-end contract, Vendor shall perform in accordance with the release orders that may be issued against this Contract.
  
7. **PAYMENT:** Agency shall pay a flat fee, as shown on the Pricing Pages, for all Contract Services performed and accepted under this Contract. Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.
  
8. **TRAVEL:** Vendor shall be responsible for all mileage and travel costs, including travel time, associated with performance of this Contract. Any anticipated mileage or travel costs may be included in the flat fee or hourly rate listed on Vendor's bid, but such costs will not be paid by the Agency separately.
  
9. **FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:
  - 9.1. Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.
  
  - 9.2. Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.
  
  - 9.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.
  
  - 9.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.
  
  - 9.5. Vendor shall inform all staff of Agency's security protocol and procedures.

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**10. VENDOR DEFAULT:**

**10.1.** The following shall be considered a vendor default under this Contract.

**10.1.1.** Failure to perform Contract Services in accordance with the requirements contained herein.

**10.1.2.** Failure to comply with other specifications and requirements contained herein.

**10.1.3.** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

**10.1.4.** Failure to remedy deficient performance upon request.

**10.2.** The following remedies shall be available to Agency upon default.

**10.2.1.** Immediate cancellation of the Contract.

**10.2.2.** Immediate cancellation of one or more release orders issued under this Contract.

**10.2.3.** Any other remedies available in law or equity.

**11. MISCELLANEOUS:**

**11.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

**Contract Manager:** \_\_\_\_\_  
**Telephone Number:** \_\_\_\_\_  
**Fax Number:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

Deed Book 165, Page 242  
Exterior boundary to be surveyed.  
To be encumbered by Conservation  
Easement.

Designated Improvement Area 1  
for Conservation Easement.  
To be surveyed.

Encumbered by  
Conservation Easement.  
Location of  
Communication Towers

Branch Mt. HC

Borrow Pit to be surveyed

Spring located in Designated  
Improvement Area 1.

Road Centerline to be surveyed from DB212 P.  
to the spring which is located in Designated Imprc  
Area 1.

Borrow Pit to be surveyed

Designated Improvement Area 2  
for Conservation Easement.  
To be surveyed.

**EXHIBIT A – Pricing Page**

**Surveys, Certified Survey Plats and Certified Legal Descriptions**

Section in RFO	Description	Total Price
4.1	Surveys and preparation of certified survey plats and certified legal descriptions for property located in Hardy County, WV, described in Deed Book 165, Page 242 and Deed book 212, Page 587 and for Conservation Easement Designated Improvement Areas, borrow pits, portion of road centerline, and telecommunications towers and facilities.	\$37,500
<p>The state cannot accept alternate pricing pages, failure to use Exhibit A Pricing Page could lead to disqualification of Vendor's bid. Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation. No additional compensation for travel expenses will be made to the successful vendor.</p>		

**BIDDER /VENDOR INFORMATION:**

<b>Vendor Name:</b>	Straight Line Surveys, LLC
<b>Address:</b>	P.O. Box 317
<b>City, St. Zip:</b>	Mount Storm, WV 26739
<b>Phone No.:</b>	304-257-7602
<b>Email Address:</b>	dick@slsurvey.swv.com

Dick A. Heavner

**Vendor Signature:**

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ FOR25\*01**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

\_\_\_\_\_  
Straight Line Surveys, LLC

Company

\_\_\_\_\_  
*Dick A. Heamer*

Authorized Signature

\_\_\_\_\_  
12/16/2024

Date

**NOTE:** This addendum acknowledgment should be submitted with the bid to expedite document processing.

Revised 6/8/2012



ERIC HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

SAMANTHA WILLIS  
PURCHASING DIRECTOR

**RE:** Notice of Contract Document Availability; Solicitation No. CRFQ FOR2500000001, Awarded Contract/Purchase Order No. CPO FOR2500000002, Procurement Folder No. 1565719.

Vendor(s),

This email is intended to notify you that important documents have been posted to the West Virginia Purchasing Division's website relating to the above identified solicitation and/or contract. Your firm is receiving this email because:

Straight Line Surveys

- Participated in the State of West Virginia's competitive bid process for which a contract has now been awarded to: Straight Line Surveys
- Obtained a non-competitive contract award.
- Holds a contract and is receiving a central delivery order.
- Holds a contract and is receiving confirmation of an approved change order.

The award document, delivery order, or change order in question will be published at <http://www.state.wv.us/admin/purchase/Awards/awarded.html> within one business day. Please utilize the weblink to obtain a copy of the document for your records when available. The documents will only remain available on the website for 90 days.

The Purchasing Division appreciates your interest in doing business with the State. If you wish to attain additional details regarding the award of this purchase order/contract, please note that all officially awarded purchase orders/contracts are public information and available for public inspection at the Purchasing Division, 2019 Washington Street East, Charleston, WV 25305.

Thank you,

*Brandon Barr*

Brandon Barr, Buyer  
Purchasing Division

CPO FOR25\*01 Email List

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