



State of West Virginia Agency Delivery Order

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

Order Date: 03-09-2022

Order Number: ADO 0310 6316 DNR2200000951 1	Procurement Folder: 982315
Document Name: 117 Public Stream Access - Ground Maintenance - CY22	Reason for Modification: SERVICE AGREEMENT 2022 Stream Access - Boating Sites
Document Description: (117) PSA - Boating Sites January 1 to October 31, 2022	
Procurement Type: Agency Delivery Order	
Buyer Name: James H Adkins	
Telephone: (304) 558-3397	
Email: jamie.h.adkins@wv.gov	
Shipping Method: Best Way	Master Agreement Number: CMA 0212 WVARF19 1
Free on Board: FOB Dest, Freight Prepaid	

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000204796 WEST VIRGINIA ASSOCIATION OF REHABILITATION FACILITIES INC 710 CENTRAL AVE CHARLESTON WV 25302-1702 US Vendor Contact Phone: 304-205-7970 Extension: Discount Details:	Requestor Name: Mark T Scott Requestor Phone: (304) 558-2754 Requestor Email: mark.t.scott@wv.gov

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION ELKINS OPERATIONS CENTER PO BOX 67 ELKINS WV 26241 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount:	\$252,280.00
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DEPARTMENT AUTHORIZED SIGNATURE DATE: 3/9/22 <i>Karim A. Roberts</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

ACH PAYMENT ONLY

GROUNDS MAINTENANCE Service Agreement for CY2022
Various Public Stream Access - Boating Sites (>=117) sites
Beginning January 1, 2022 to October 31, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	70111706	6307.00000	HOUR	40.000000	252280.00
Service From	Service To	Manufacturer	Model No		
2022-01-01	2022-10-31				

Commodity Line Description: GROUND MAINTENANCE-117 PSA

Extended Description:

Service Agreement for 117 Stream Access-Boating Sites
Period January 1-October 31 2022
6,307 hours



Service Agreement
2022 Stream Access - Boating Sites

West Virginia Association of Rehabilitation Facilities, Inc.

PO Box 6764 Charleston WV 25362 Phone: (304) 205-7970 Fax: (304) 205-7915

SERVICE AGREEMENT

Contractor: West Virginia Association of Rehabilitation Facilities, Inc. (WVARF)

Work Performed By*: Various Community Rehabilitation Programs (CRPs) approved by the Committee for the Purchase of Commodities and Services from the Handicapped to participate in the program

Work Performed: Grounds Maintenance Services

Contract Site: Various Public Stream Access - Boating Sites (≥117) sites

Customer Contact: Mark Scott, Assistant Chief Warm Water Fisheries, Wildlife Resources Section, Division of Natural Resources

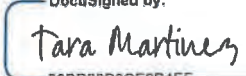
Period of Contract: January 1, 2022 to October 31, 2022

Billing: Please see the attached Pricing Sheet (Exhibit I)

Total Contract Amount: **\$252,280.00 at \$40.00/hour**
\$259,848.40 w/ P-Card at \$41.20/hour
6307.00 hours

Notes:

- The CRP shall use resources required to perform the tasks agreed upon in the Scope of Work
- Please reference Exhibit I for site-specific information (location, hours, frequency).
- Please reference the Scope of Work for specific information on required tasks.
- *Work to be performed by the listed CRP or a comparable CRP as determined by WVARF

DocuSigned by:

 Tara Martinez
 WVARF, Inc. CEO

12/13/2021

 DATE



 Signature for the State Agency

12/17/2021

 DATE



 Print Name for the State Agency

Exhibit I

2022 Stream Access - Boating Sites - Pricing Sheet

Division of Natural Resources

	WVARF Work Center	Access Site	District	Visitation Frequency	Visits Per Month	Hours Per Month	Hours Per Visit	Months*	Total Annual Hours	Total Annual Price
1	Buckhannon	Stonewall Jackson Lake - Vandalia	3	Weekly	4	12.00	3.00	8	96.00	\$3,840.00
2	Buckhannon	Stonewall Jackson Lake - Georgetown	3	Weekly	4	12.00	3.00	8	96.00	\$3,840.00
3	Buckhannon	Stonewall Jackson Lake - Jacksonville	3	Weekly	4	12.00	3.00	8	96.00	\$3,840.00
4	Buckhannon	Stonewall Jackson Lake - Gladly Fork	3	Weekly	4	12.00	3.00	8	96.00	\$3,840.00
5	Buckhannon	Stonewall Jackson Lake - Tailwaters/Dam	3	Weekly	4	12.00	3.00	8	96.00	\$3,840.00
6	Buckhannon	Stonecoal Lake - Lower Ramp	3	Weekly	4	12.00	3.00	8	96.00	\$3,840.00
7	Buckhannon	Buckhannon River - River Road	3	Bi-Weekly	2	3.50	1.75	8	28.00	\$1,120.00
8	Buckhannon	Stonewall Jackson Lake - Penn Run	3	Weekly	4	7.00	1.75	8	56.00	\$2,240.00
									660.00	\$26,400.00
1	Clay County	Elk River - Queen Shoals	3	Bi-Weekly	2	8.00	4.00	8	64.00	\$2,560.00
2	Clay County	Elk River - Upper King Shoals	3	Bi-Weekly	2	6.00	3.00	8	48.00	\$1,920.00
3	Clay County	Elk River - Duck	3	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
4	Clay County	Elk River - Frametown	3	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
5	Clay County	Elk River - Clay	3	Bi-Weekly	2	6.00	3.00	8	48.00	\$1,920.00
6	Clay County	Elk River - Tate Creek	3	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
7	Clay County	Elk River - Hartland Bridge	3	Bi-Weekly	2	7.50	3.75	8	60.00	\$2,400.00
8	Clay County	Elk River - Ivydale	3	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
9	Clay County	Wallback Lake	3	Weekly	4	38.00	9.50	8	304.00	\$12,160.00
									700.00	\$28,000.00
1	Developmental	South Branch - Mouth of South Branch	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
2	Developmental	South Branch - Indian Rocks	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
3	Developmental	South Branch - Blue Ford North	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
4	Developmental	South Branch - Blue Ford South	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
5	Developmental	South Branch - Milleson Bridge	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
6	Developmental	South Branch - Romney Bridge	2	Bi-Weekly	2	7.00	3.50	8	56.00	\$2,240.00
7	Developmental	South Branch - Stony Run	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
8	Developmental	South Branch - Harmison	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
9	Developmental	South Branch - McNeill	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
10	Developmental	South Branch - Old Fields Bridge	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
11	Developmental	Cacapon River - Cacapon Crossings	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
12	Developmental	Cacapon River - Rt. 127 Bridge	2	Bi-Weekly	2	8.00	4.00	8	64.00	\$2,560.00
13	Developmental	Cacapon River - Capon Lake Bridge	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
14	Developmental	Warden Lake	2	Bi-Weekly	2	8.00	4.00	8	64.00	\$2,560.00

Exhibit I

2022 Stream Access - Boating Sites - Pricing Sheet

Division of Natural Resources

	WVART Work Center	Access Site	District	Visitation Frequency	Visits Per Month	Hours Per Month	Hours Per Visit	Months*	Total Annual Hours	Total Annual Price
15	Developmental	Potomac River - Paw Paw	2	Bi-Weekly	2	8.00	4.00	8	64.00	\$2,560.00
16	Developmental	South Branch- Hanging Rock	2	Bi-Weekly	2	7.00	3.50	8	56.00	\$2,240.00
17	Developmental	North Branch Potomac - Wiley Ford	2	Bi-Weekly	2	7.00	3.50	8	56.00	\$2,240.00
18	Developmental	South Branch - Fisher Bridge South	2	Bi-Weekly	2	6.00	3.00	8	48.00	\$1,920.00
									848.00	\$33,920.00
1	EastRidge	Shenandoah River - Shannondale Springs WMA	2	Weekly	4	10.00	2.50	8	80.00	\$3,200.00
2	EastRidge	Shenandoah River - Bloomery Bridge	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
3	EastRidge	Shenandoah River - Millville	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
4	EastRidge	Potomac River - Cherry Run	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
5	EastRidge	Opequon Creek - Stone Bridge	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
6	EastRidge	Opequon Creek - RT 45 Bridge	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
7	EastRidge	Back Creek - Shanghai Bridge	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
8	EastRidge	Back Creek - Rt 9 Bridge	2	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
									360.00	\$14,400.00
1	Gateway	Tuckahoe Lake - Feb - May	4	Weekly	4	12.00	3.00	4	48.00	\$1,920.00
		Tuckahoe Lake - Jun - October	4	Bi-Weekly	2	6.00	3.00	5	30.00	\$1,200.00
2	Gateway	Greenbrier River - Willowwood	4	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
3	Gateway	Greenbrier River - Barger Springs	4	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
4	Gateway	Greenbrier River - Talcott	4	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
5	Gateway	Greenbrier River - Renick	4	Bi-Weekly	2	6.00	3.00	8	48.00	\$1,920.00
6	Gateway	Mountain Valley Lake	4	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
7	Gateway	New River - Sandstone	4	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
8	Gateway	New River - Meadow Creek	4	Bi-Weekly	2	8.00	4.00	8	64.00	\$2,560.00
9	Gateway	Greenbrier River - Roncevert South	4	Bi-Weekly	2	7.00	3.50	8	56.00	\$2,240.00
									446.00	\$17,840.00
1	Goodwill-Kanawha	Big Coal River - Whitesville	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
2	Goodwill-Kanawha	Big Coal River - 1603 Strawberry Road	5	Bi-Weekly	2	6.00	3.00	8	48.00	\$1,920.00
3	Goodwill-Kanawha	Big Coal River - Orgas	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
4	Goodwill-Kanawha	Big Coal River - Fosterville	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
5	Goodwill-Kanawha	Coal River - River Bend	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
6	Goodwill-Kanawha	Big Coal River - Forks of Coal (Lincoln/Kanawha Line)	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
7	Goodwill-Kanawha	Elk River - Clendenin	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
8	Goodwill-Kanawha	Elk River - Blue Creek	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00

Exhibit I

2022 Stream Access - Boating Sites - Pricing Sheet

Division of Natural Resources

	WVART Work Center	Access Site	District	Visitation Frequency	Visits Per Month	Hours Per Month	Hours Per Visit	Months*	Total Annual Hours	Total Annual Price
9	Goodwill-Kanawha	Elk River - Mink Shoals	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
10	Goodwill-Kanawha	Rollins Lake - Jan-April	6	Weekly	4	8	2.00	4	32.00	\$1,280.00
		Rollins Lake - May - October		Bi-Weekly	2	12.00	6.00	6	72.00	\$2,880.00
11	Goodwill-Kanawha	Turkey Run Lake - Jan - April	6	Weekly	4	4	1.00	4	16.00	\$640.00
		Turkey Run Lake - May - October		Bi-Weekly	2	5.00	2.50	6	30.00	\$1,200.00
12	Goodwill-Kanawha	Kanawha River - Leon	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
13	Goodwill-Kanawha	Mill Creek - Rt33/Rt2	6	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
14	Goodwill-Kanawha	Woodrum Lake	6	Bi-Weekly	2	7.00	3.50	8	56.00	\$2,240.00
15	Goodwill-Kanawha	Elk Fork Lake	6	Bi-Weekly	2	8.00	4.00	8	64.00	\$2,560.00
16	Goodwill-Kanawha	Frozen Camp Lake	6	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
17	Goodwill-Kanawha	O'Brien Lake (Statts Mill)	6	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
									798.00	\$31,920.00
1	Goodwill/KYOWVA	Guyandotte River - Harts Creek	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
2	Goodwill/KYOWVA	Guyandotte River - Salt Rock	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
3	Goodwill/KYOWVA	Mud River - Milton CR 25	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
4	Goodwill/KYOWVA	Mud River - Milton US 60 Bridge	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
5	Goodwill/KYOWVA	Mud River - Yates Crossing	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
									200.00	\$8,000.00
1	JCDC, Inc	Ohio River - Green Bottom WMA	5	Bi-Weekly	2	20.00	10.00	8	160.00	\$6,400.00
									160.00	\$6,400.00
1	W.A.T.C.H. Inc.	Bear Rock and Baker Lake	1	Bi-Weekly	2	20.00	10.00	8	160.00	\$6,400.00
									160.00	\$6,400.00
1	Seneca Designs	West Fork River - West Milford (Rt 36)	1	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
2	Seneca Designs	West Fork River - Snyder (Rt 19)	1	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
3	Seneca Designs	West Fork River - Good Hope	1	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
4	Seneca Designs	Monongahela River - Uffington	1	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
5	Seneca Designs	Mason Lake - February - May	1	Weekly	4	10.00	2.50	4	40.00	\$1,600.00
		Mason Lake - June-October		Bi-Weekly	2	5.00	2.50	5	25.00	\$1,000.00
6	Seneca Designs	Dixon Lake - Core	1	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
7	Seneca Designs	Tygart River - Scotts Ford	3	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
8	Seneca Designs	Tygart River - Beverly	3	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
9	Seneca Designs	Tygart River - Burnt Bridge	3	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00

Exhibit I

2022 Stream Access - Boating Sites - Pricing Sheet
Division of Natural Resources

	WVARF Work Center	Access Site	District	Visitation Frequency	Visits Per Month	Hours Per Month	Hours Per Visit	Months*	Total Annual Hours	Total Annual Price
10	Seneca Designs	Tygart River - East Daily	3	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
11	Seneca Designs	Cheat River - Holly Meadow Bridge	1	Weekly	4	10.00	2.50	8	80.00	\$3,200.00
12	Seneca Designs	Monongahela River - Fort Martin	1	Weekly	4	10.00	2.50	8	80.00	\$3,200.00
13	Seneca Designs	Cheat River - St. George	1	Weekly	4	10.00	2.50	8	80.00	\$3,200.00
14	Seneca Designs	West Fork River - Ben Dale Bridge	1	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
15	Seneca Designs	Cheat Lake - Ices Ferry	1	Bi-Weekly	2	6.00	3.00	8	48.00	\$1,920.00
16	Seneca Designs	West Fork River - Jacksons Mill	3	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
									793.00	\$31,720.00
1	SW Resources	Ohio River - Fish Creek	1	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
2	SW Resources	Little Kanawha River - Grantsville	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
3	SW Resources	Little Kanawha River - Creston	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
4	SW Resources	Little Kanawha River - Leading Creek	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
5	SW Resources	Little Kanawha River - Glenville	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
6	SW Resources	Rt 5 - Gilmer/Braxton County Line	6	Bi-Weekly	2	12.00	6.00	8	96.00	\$3,840.00
7	SW Resources	Little Kanawha River - Spring Valley	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
8	SW Resources	Little Kanawha River - Old Sanoma Bridge	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
9	SW Resources	Little Kanawha River - Leachtown	6	Monthly	1	2.75	2.75	8	22.00	\$880.00
10	SW Resources	Middle Island Creek - Sugar Creek	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
11	SW Resources	Middle Island Creek - Indian Creek	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
12	SW Resources	Middle Island Creek - Josephs Mills #1	6	Monthly	1	2.75	2.75	8	22.00	\$880.00
13	SW Resources	Middle Island Creek - Josephs Mills #2	6	Monthly	1	2.75	2.75	8	22.00	\$880.00
14	SW Resources	South Fork Hughes River - Cisco	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
15	SW Resources	South Fork Hughes River - Haight Site	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
16	SW Resources	South Fork Hughes River - Rt 47	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
17	SW Resources	Ohio River - Lock 19	6	Bi-Weekly	2	12.00	6.00	8	96.00	\$3,840.00
18	SW Resources	Little Kanawha River - Stouts Mill	6	Bi-Weekly	2	5.50	2.75	8	44.00	\$1,760.00
									830.00	\$33,200.00
1	Integrated Resources	Guyandotte River - Justice	5	Bi-Weekly	2	7.00	3.50	8	56.00	\$2,240.00
2	Integrated Resources	Guyandotte River - Wylo	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
3	Integrated Resources	Guyandotte River - Earling	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
4	Integrated Resources	Guyandotte River - Three Mile Road	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
5	Integrated Resources	Guyandotte River - Peach Creek	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00
6	Integrated Resources	Guyandotte River - Rocky Branch	5	Bi-Weekly	2	12.00	6.00	8	96.00	\$3,840.00
7	Integrated Resources	Guyandotte River - Chapmanville	5	Bi-Weekly	2	5.00	2.50	8	40.00	\$1,600.00

Exhibit I

2022 Stream Access - Boating Sites - Pricing Sheet Division of Natural Resources

WVARF Work Center	Access Site	District	Visitation Frequency	Visits Per Month	Hours Per Month	Hours Per Visit	Months*	Total Annual Hours	Total Annual Price
								352.00	\$14,080.00
TOTAL CONTRACT AMOUNT FOR ALL CRPS LISTED:								6307.00	\$252,280.00

* 8 month agreements are for March 1, 2022 through October 31, 2022. Four, five, and six month agreements are for varying months listed under the Access Site column.
 Note - for billing purposes - visits per month may vary depending on how the calendar days fall.



West Virginia Division of Natural Resources
Property & Procurement Office

wvOASIS Cover Sheet
for
Delivery Orders from Statewide and Agency Contracts

1. **Statewide/Agency Contract Name:** WVARF 19 Grounds Maintenance

Item No.	Quantity	Description	Unit Price	Amount
		Conduct maintenance activities at 117 public access sites and West Virginia Division of Natural Resources facilities per the attached service agreement from January 1, 2022 to December 31, 2022.		0.00
		Not to exceed \$252,280		0.00
		To be billed ONCE monthly with one itemized invoice for all sites services.		0.00
				0.00
	6,307.0000		40.0000	252,280.00
				0.00
				0.00
TOTAL:	6,307.0000			\$ 252,280.00

DNR22*951

2. **Funding Information:**

Purchase Amount: \$ 252,280.00

Fiscal Year: 2022/2023 Fund: 3232 Sub-Fund: _____

Unit: 6316 Appropriation Unit: 09900

Object Code: 6106 Sub-Object Code: 6309

Function Code (If not applicable, please enter N/A): 0690101

Program Code (If not applicable, please enter N/A): 0690001

3. **Payment Method:**

Check P-card _____

4. **wvOASIS Shipping Code(s):**

SP Code: VAR

wvOASIS Billing Code(s):

BL Code: BLO111



West Virginia Division of Natural Resources
Property & Procurement Office

wvOASIS Cover Sheet
for
Delivery Orders from Statewide and Agency Contracts

5. **Purchaser's Contact Information:**

Name: Mark T. Scott

Email Address: mark.t.scott@wv.gov

Telephone Number: (304)558-2771 ext 51843

6. **Approval:**

Section Approval Signature and Date

*****Email this form and all backup documents to your Section's Procurement Liaison*****