

ADJUTANT GENERAL – WEST VIRGINIA MILITARY AUTHORITY PURCHASING CHECKLISTS

The following Checklists are available for you to use. You will be given copies of each of these Checklists to use. Along with those, you will be given a copy of each of the forms/links listed at the bottom of the page to use. You can save these and bookmark them as one of your favorites.

Some “forms” are updated from Purchasing Division, so it is always wise to check Purchasing’s website for newer versions.

	ADO Checklist - Used for Statewide Contracts (SWC) & Master Agreements (MA)
1	Purchase Request (PR) approved by your “authorized” person & “Finance”
2	Quote from Vendor or Pricing Pages from the Contract
	APO Checklist – Used for Purchase Orders \$5,000.01 to \$20,000.00
1	Purchase Request (PR) approved by your “authorized” person & “Finance”
2	Can your item be purchased from a statewide contract, master agreement, or state use (Correctional Industries contract)? If the answer is no, then you can proceed with obtaining 3 bids
3	Three (3) bids (can be verbal but should be on a Form WV49 or a printed, or faxed paper)
4	Oasis page showing the vendor is Good (Print Page) (<i>Registration is VALID/not expired</i>)
5	WV Secretary of State (WV SOS) for vendor showing the vendor is Good (Print Page)
6	WV Purchasing Division’s Debarred List must be checked that your vendor is Good (Print Page)
7	SAM Federal Debarred List must be checked that your vendor is not debarred (Print Page)
8	Certificate of Non-Conflict for \$5,000.01 & over (Print Page)
9	Certificate of Insurance (COI) – is the Vendor going to be on your property? If yes, then you need to provide them with our Terms & Conditions & ask for their COI for \$1,000,000 (Print Page)
	6.2.1.6.B a-g on pages 80-81 of Purchasing Handbook 10-2-2023
B	Prior to awarding a vendor a contract, the agency must verify that the vendor is compliant with the requirements indicated below and submit with the award for recommendation a list of compliance issues that need to be resolved prior to the award of the contract.
a	Purchasing Division Registration: Vendors must be properly registered with the Purchasing Division, which includes having the proper disclosure of information in the wvOasis vendor/customer account, such as the Owner/Officer Information & Banking Information listed under the “Disclosures” tab, & payment of the annual fee (where required).
b	Workers’ Compensation/Unemployment: Verification of current unemployment fee status and Workers’ Compensation coverage is required to ensure the vendor is not in default with Workers’ Compensation and Employment Compensation, in accordance with the W.Va. Code § 21A-2-6. wvOasis automatically verifies compliance prior to contract award.

c	<p>Federal Debarment: Verification that the vendor is not debarred by the federal government is required. wvOasis automatically verifies this federal compliance prior to award. (SAM) This needs to be a Printed Page.</p>
d	<p>State Debarment: Verification that the vendor is not debarred by the state of West Virginia is required. The Purchasing Division maintains a list of vendors debarred by the state of West Virginia, which may be accessed online at www.state.wv.us/admin/purchase/debar.html. Print Page</p>
e	<p>Secretary of State (SOS): Unless a waiver is obtained from the Secretary of State’s Office, every vendor must have a certificate of authority and be in good standing with the Secretary of State’s office. To search for a business or corporation with the Secretary of State’s Office, visit http://apps.sos.wv.gov/business/corporations. Any vendor that cannot be found or shows a status of “revoked” or “dissolved” is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to submitting an award recommendation and include a copy of the relevant records in the contract file. Keep in mind that this requirement applies generally to businesses that operate as separate legal entities and does not apply to sole proprietors and general partnerships. Print Page</p>
f	<p>Other: In accordance with the W. Va. § 148 C.S.R. 1-6.1.e, the vendor must be licensed and in good standing with any and all state and local law and requirements.</p>
g	<p>Interested Party Disclosure Form: W. Va. Code § 6D-1-2 requires that vendors submit to the agency a disclosure of interested parties for contracts with an actual or estimated value of \$1,000,000 or more before work on a contract can commence.</p>

WV Secretary of State (SOS) – Go to <https://apps.sos.wv.gov/business/corporations/>

Type in the Organization field the name of the Vendor you are looking for but put a % sign before & after any/all names. If you can't find your vendor, use less of the name. If you know the Agent/Owner's name you can enter it on the second line.

Then, once your search comes up, make sure you check to see that the vendor has not been **terminated**. If they have been terminated, then you should find a valid name that is effective. See the example below. Once you find the one you want to look at, click on the blue name on the left. Go to that page & print it for your backup for the WV SOS.

https://apps.sos.wv.gov/business/corporations/Default.aspx

West Virginia Purch... Home Page - wvsa... WV SOS - Business... CFMO SHAREPOINT One Stop Business... VSS CourseMill 8.1.1 - L... Lowes 4 Pros SAM PEIA WVANG HELPDESK WVMA WVMA Job Postings

You are viewing this page over a secure connection. [Click here for more information.](#)

SEARCH TIPS: If you have trouble finding a business, try the following:

1. Enter one or more key words in the business name
2. Use the % symbol for a wild card search.
Example: searching for Fraternal Order Eagles 1234 ABCD, Inc.
%Fraternal%1234%
3. The search results will include what are commonly referred to as a fictitious business names in the results, if they have been registered with the State Tax Department.

Organization: %central%heating%
Agent/Officer/Name:

Show Advanced Search Options

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Matching records found: 13. Please note that the results are broken into four results types: *Org Name, Doing Business As, Name Change and Name Registrations/Reservations*. You may use the following four links to see the results for each type.

View search results by: [Org Name](#) | [DBA](#) | [Name Change](#) | [Registrations/Reservations](#)

Organization Results								
Organization Name	Org Id	Type	Effective Date	Established Date	Termination Date	Termination Reason	Charter	Class
CENTRAL CITY WHOLESALE HEATING AND COOLING SUPPLY, INC.	133075	C	11/9/1990		10/10/1997	Revoked (Failure to File Annual Report)	Domestic	Profit
CENTRAL HEATING & AIR CONDITIONING	385664	SP	3/1/1990				Domestic	
CENTRAL HEATING AND AIR CONDITIONING LLC	203956	LLC	10/31/2001		10/10/2003	Revoked (Failure to File Annual Report)	Domestic	Profit
CENTRAL HEATING AND COOLING	395091	SP	1/1/2006				Domestic	
CENTRAL HEATING AND COOLING INC.	203907	C	10/29/2001				Domestic	Profit
CENTRAL HEATING, INC.	44889	C	10/31/1974		6/30/1976	Dissolution by Court Order	Domestic	Profit
CENTRAL WEST VIRGINIA HEATING & COOLING, INC.	135239	C	4/25/1991		11/1/2011	Revoked (Failure to File Annual Report)	Domestic	Profit
SHROYERS CENTRAL HEATING & AIR COND. LLC	232616	LLC	1/3/2005		11/1/2011	Revoked (Failure to File Annual Report)	Domestic	Profit

View search results by: [Org Name](#) | [DBA](#) | [Name Change](#) | [Registrations/Reservations](#) | [Back To Top](#)

DBA Results

Your WV SOS page will look like this below:



Business Organization Detail

[Back to Corporations Search](#)

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.

CENTRAL HEATING AND COOLING

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
SP Sole Proprietor	1/1/2006			Domestic				

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

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Addresses	
Type	Address
Mailing Address	284 NORTHWOOD VILLA PARKERSBURG, WV, 261047528
	284 NORTHWOOD VILLA

WV Purchasing Division's Debarred List – Go to <https://www.state.wv.us/admin/purchase/> for the main WV Purchasing Division Purchasing Page. From there, click on the button for Debarred &

Suspended Vendors list. Print these pages off & make sure that your vendor that you are using is not on this list.

https://www.state.wv.us/admin/purchase/

Home Page - wva... WV SOS - Business... CFMO SHAREPOINT One Stop Business... VSS CourseMill 8.1.1 - L... Lowes 4 Pros SAM PEIA WVANG HELPDESK WVMA WVMA Job

WEST VIRGINIA PURCHASING DIVISION

2019 WASHINGTON STREET, EAST • CHARLESTON, WV 25305
TELEPHONE: 304-558-2306 • BID FAX: 304-558-3970

"To provide prudent and fair spending practices in procuring quality goods and services at the lowest cost to state taxpayers by maximizing efficiencies and offering guidance to our customers."

WV.gov | Administration | Purchasing

Search [] Go Translate (Must switch browser to Chrome or Firefox) Select Language []

News, Events, & Job Opportunities

Vendor Resource Center Agency Resource Center Emergency Purchasing Procedures

Debarred and Suspended Vendors AWARDED CONTRACTS Contact Us

News Vendor Registration Bid Information Transparency Procedures Contracts



Your printed list will look like this:

https://www.state.wv.us/admin/purchase/debar.html

Home Page - wva... WV SOS - Business... CFMO SHAREPOINT One Stop Business... VSS CourseMill 8.1.1 - L... Lowes 4 Pros SAM PEIA WVANG HELPDESK WVMA WVMA Job

WEST VIRGINIA PURCHASING DIVISION

DEBARRED AND SUSPENDED VENDORS

WV.gov | Administration | Purchasing | Debarred and Suspended Vendor Lists

Translate (Must switch browser to Chrome or Firefox) Select Language []

Debarred Vendor List

Pursuant to **West Virginia Code** §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period.

Below is a list of vendors who are currently debarred from doing business with the State of West Virginia.

Vendor Name:	Arapaho Communications Management LLC
Vendor Address:	840-A Kastrin St. El Paso, TX 79907-2724
Debarment Date:	June 10, 2022
Debarment Period:	Permanent
Debarment Scope:	All Commodities and Services

Vendor Name:	Arapaho Communications LP
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SAM Federal Debarred Check – <https://sam.gov/search/>

If you don't have an account, you should set one up. The search function works much better if you have an account with them.

After logged in, go to Search, Entity Information, then change "All Words" to "Any Words" & type the name of your vendor (or at least part of their name) & hit enter.

This should bring up a screen like this one below:

The screenshot shows the SAM.GOV search interface. The search bar is set to "All Words" (with "ANY" handwritten in red) and contains the text "e.g. 1606N020Q02". The search results are sorted by "Relevance" and show 1-25 of 33,485 results. The first result is "Central Heating & Air Conditioning, Inc." with a blue "Entity" button. Other results include "CENTRAL HEATING, COOLING, PLUMBING & ELECTRICAL, INC.", "CENTRAL HEATING & COOLING INC", and "SOUTH CENTRAL HEATING & PLUMBING CO., INC.", each with a blue "Entity" button. A sidebar on the left shows "Entity Information" selected under "Select Domain".

When you have found the one you are looking for, click on the BLUE LETTERING of the Vendor name & it will take you to the next page. The next page will take you to something that will show you if they are active or not. If they are active, it will give you an expiration date. If your vendor does not show up, it is ok, just print out the search. This shows that they are **not** in default with SAM.

The screenshot shows the "Entity Information" page for "CENTRAL HEATING & COOLING INC". The company name is in blue, and "Active Registration" is highlighted in yellow. The Unique Entity ID is PZ9RVLZM1XL8 and the CAGE/NCAGE is 1U9Y9. The Physical Address is 1585 S College ST, Mountain Home, Arkansas 72653-5432, United States. The Mailing Address is 1585 S College ST, Mountain Home, Arkansas 72653-9678, United States. The Purpose of Registration is All Awards. The Version is Current Record.

