



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

July 28, 2025

The Honorable Randy Smith  
President of the State Senate  
Room 229M, Building 1  
State Capitol Complex  
Charleston, WV 25305

The Honorable Roger Hanshaw  
Speaker of the House  
Room 228M, Building 1  
State Capitol Complex  
Charleston, WV 25305

**SUBJECT:** Legislative Reporting Requirement §5A-3-10(c)

Dear Sirs:

In accordance with **West Virginia Code §5A-3-10(c)**, as Director of the West Virginia Purchasing Division, I am required to submit in January and July of each year to the Joint Committee on Government and Finance a report summarizing our division's findings of any spending unit which awarded multiple contracts for the same or similar commodity or service to an individual vendor over any 12-month period with a value exceeding the delegated limit.

This section of the Code reads:

**§5A-3-10. Competitive bids; publication of solicitations for sealed bids; purchase of products of nonprofit workshops; employee to assist in dealings with nonprofit workshops; continuing procurements over \$1 million.**

*(c) Spending units shall not make an individual purchase in excess of the delegated procurement limit established in subsection (b) of this section, issue a series of requisitions for the same or similar commodity or service or divide or plan procurements with the intention to circumvent the delegated procurement limit established in subsection (b), or otherwise avoid the use of sealed bids. Any spending unit that discovers it has awarded multiple contracts for the same or similar commodity or service to an individual vendor over any 12-month period shall file copies of all contracts awarded or orders placed for the commodity, service, or printing in question within the 12 preceding months with the director upon exceeding the delegated limit, along with a statement explaining how either the multiple contract*

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*awards or orders do not circumvent the delegated procurement limit, or how the contracts or orders were not intended to circumvent the delegated limit. If the spending unit does not report to the director within a reasonable period, the director shall contact the spending unit to request such statement and may suspend the purchasing authority of the spending unit until the spending unit complies with the reporting requirement of this subsection, as determined appropriate. The director may conduct a review of any spending unit to ensure compliance with this subsection. Following a review, in consultation with the relevant spending unit, the director shall complete a report summarizing his or her findings and forward the report to the spending unit. In addition, the director shall report to the Joint Committee on Government and Finance on January 1 and July 1 of each year the spending units which have reported under this subsection and the findings of the director.*

For the period of January 1, 2025, through June 30, 2025, there was one spending unit that reported to our division the award of multiple contracts for the same or similar commodity or service to an individual vendor over any 12-month period where the total value exceeded \$50,000. That information is enclosed herein. Furthermore, the Purchasing Division inspectors did not identify any cases of stringing as part of their inspections during this period.

Pursuant to this requirement, my next report will be submitted to you in January 2026. Should you have any questions regarding this correspondence, please feel free to contact me at your convenience at (304) 558-0492 or via email at ***Samantha.L.Willis@wv.gov***.

Sincerely,

A handwritten signature in black ink, appearing to read "Samantha L. Willis".

**Samantha Willis, Director**

**West Virginia Purchasing Division**

# **West Virginia Purchasing Division**

## **SUMMARY OF STRINGING ACTIVITIES**

### **(JANUARY 1, 2025- JUNE 30, 2025)**

#### **West Virginia Adjutant General:**

- 1) The West Virginia Adjutant General self-reported procurements, as required by state code, with a total of \$125,341.01 in three transactions. They include **APO ADJ25\*327**, **APO ADJ25\*329** and **APO ADJ25\*330** for supplemental purchases associated with the Tag Wing Renovation Contract.

The West Virginia Adjutant General stated that:

*The above referenced Agency Purchase Orders were awarded as supplementary purchase orders / contracts to original contract #CPO ADJ23\*032 as awarded to DanHill Construction Company for the TAG Wing Renovation contract at the JFHQ Building at 1703 Coonskin Drive in Charleston, WV.*

*The three separate APOs noted above were issued to the DanHill Construction Company to pay the vendor for furniture changes, stairway railing changes, finished carpentry changes, additional glass tops for desks, removal and reframing of shower walls, and plumbing changes required to relocate a shower that were not in the scope of the original project design. The work was directed by Command staff in the TAG Office without the knowledge or approval of the agency Procurement staff.*

*The contractor's invoices and change order requests for this additional work were not submitted to agency Procurement staff until after the project was completed. Thus, the work had been done, and the contractor was due payment for services rendered. Agency Procurement staff opted to issue a separate APO for each change order request to minimize the administrative payment process and expedite payment to the vendor. The vendor has since been paid in full.*

*We admit this was not the optimum approach to rectify this situation, but the vendor completed this work in good faith, considerable time had lapsed, and this was our clearest path to getting the vendor paid.*

*Our Agency is operating under new leadership in both the Adjutant Generals Office and the Construction Facilities Maintenance Office. With this, new communication procedures have been implemented in the construction project process that will address proposed change orders on the same weekly basis that payment applications are reviewed for approval. This change will facilitate more frequent and detailed communication between Project Managers and Agency Leadership and minimize the possibility we will end up in a similar predicament in the future.*