



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

State of West Virginia
Master Agreement

Order Date: 03-21-2025

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:	CMA 0439 0439 EBA220000002A 4	Procurement Folder:	1006112
Document Name:	Broadcast/Communications Tower Site Maintenance-South	Reason for Modification:	Change Order 03 To Renew Contract
Document Description:	Broadcast/Communications Tower Site Maintenance EBAr70371		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-02-28

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000186939 PILLAR INNOVATIONS LLC 200 CORPORATE DR GRANTSVILLE MD 21536-1259 US Vendor Contact Phone: 304-983-8900 Extension: Discount Details: <table><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>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Cecil Dale Malcomb Requestor Phone: (304) 254-7858 Requestor Email: dmalcomb@wvpublic.org 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
CHIEF FINANCIAL OFFICER EDUCATIONAL BROADCASTING 124 INDUSTRIAL PARK RD BEAVER WV 25813 US	PURCHASING ADMINISTRATOR EDUCATIONAL BROADCASTING 600 CAPITOL ST CHARLESTON WV 25301-1223 US

CR

4-21-25
Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION
DATE: 4/18/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 4/23/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 4-23-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 3 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Effective date of renewal 3/1/2025 through 2/28/2026.

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72141118				0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tower Services - SOUTHERN DISTRICT

Extended Description:

See Pricing Page



March 7th, 2025

Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Email: dmalcomb@wvpublic.org

Todd Hetrick
Dept Manager – Tower Services & Telecommunications
Pillar Innovations LLC
104 Corporate Drive
Morgantown, WV 26501
Phone: (301) 616-6344
Fax: (304) 983-8905
Email: ToddHetrick@PillarInnovations.Com

Subject: Renewal of contract# EBA70371a / CMA_0439_EBA220000002A, tower services, Southern District.

Dear Mr. Hetrick:

The State of West Virginia is offering to renew subject contract under the same terms, conditions, and pricing. The renewal dates are March 1st, 2025, through February 28th, 2026. If your company agrees to this renewal, please sign below, and return the original to my attention as soon as possible.

In addition to these documents, please include a current, valid contractor's license for verification and a current Certificate of Insurance (COI) for both General Commercial Liability and Automotive Liability insurance.

Please call if you have any questions.

Very truly yours,

A handwritten signature in black ink, appearing to read 'C. Dale Malcomb', written over a horizontal line.

C. Dale Malcomb

Attachment

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Justin Stephens

Name

A handwritten signature in black ink, appearing to read 'Justin Stephens', written over a horizontal line.
Signature

Executive VP

Title

3/10/2025

Date

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/27/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CBIZ Insurance Services, Inc. 44 Baltimore Street Cumberland, MD 21502 301 777-1500	CONTACT NAME: Kayla D. McCullough PHONE (A/C, No, Ext): 301 777-1500 FAX (A/C, No): E-MAIL ADDRESS: P&CCertRequest@cbiz.com														
INSURED Beitzel Corporation, Beitzel Resources LLC, Pillar Innovation LLC 333 Corporate Drive Grantsville, MD 21536	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : National Union Fire Ins Co Pittsburgh</td> <td>19445</td> </tr> <tr> <td>INSURER B : AXIS Surplus Insurance Co.</td> <td>26620</td> </tr> <tr> <td>INSURER C : Indian Harbor Insurance Company</td> <td>36940</td> </tr> <tr> <td>INSURER D : Travelers Property Casualty Co of Ameri</td> <td>25674</td> </tr> <tr> <td>INSURER E : Ategrity Specialty Insurance Co</td> <td>16427</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : National Union Fire Ins Co Pittsburgh	19445	INSURER B : AXIS Surplus Insurance Co.	26620	INSURER C : Indian Harbor Insurance Company	36940	INSURER D : Travelers Property Casualty Co of Ameri	25674	INSURER E : Ategrity Specialty Insurance Co	16427	INSURER F :	
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INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	X	X	4611643	07/01/2024	07/01/2025	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$5,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$5,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Drive Oth Car <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	X	X	7742277	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X	X	P00100016991206	07/01/2024	07/01/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		X	WC0135454869	07/01/2024	07/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
A	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	X	WC014590634	07/01/2024	07/01/2025	E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liab			CEO742113704	07/01/2024	07/01/2025	\$10Mil Ea / \$10Mil Agg
C	Pollution Liab			CEO742113704	07/01/2024	07/01/2025	\$5Mil Ea / \$5Mil Agg
D	Leased/Rent Equip			QT6300R003972TIL	07/01/2024	07/01/2025	\$1Mil Per Item

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

D: Transportation (Cargo); Policy # QT6602R956557TIL23, Eff 09/01/2023- 09/01/2024; Limits \$1Mil / \$1Mil

E: Excess Liability; Policy #01BXLPO00073344, Eff 07/01/2024- 07/01/2025; Limits \$Mil Ea Occ/ \$5Mil Agg

CERTIFICATE HOLDER

CANCELLATION

West Virginia Public
Broadcasting
600 Capitol Street
Charleston, WV 25301

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Pamela J. Jure

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CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: **WV042833**

CLASSIFICATION:

ELECTRICAL
GENERAL BUILDING

PILLAR INNOVATIONS LLC
DBA PILLAR INNOVATIONS LLC
92 CORPORATE DR
GRANTSVILLE, MD 21536

DATE ISSUED

AUGUST 03, 2024

EXPIRATION DATE

AUGUST 03, 2025

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
Email: DMalcomb@WVPublic.Org

March 21st, 2025

Re: Late processing of the third renewal for CMA 0439 0439 EBA220000002A, tower services,
Southern District.

To Whom It May Concern:

Our agency has a contract with Pillar Innovations LLC which recently expired ~~March 1st, 2025~~ ^{2/28/2025 Lm}.
This third renewal slipped by us and didn't get processed. Once we realized this, we promptly
processed the renewal paperwork. We have also added future renewal and or contract bid dates to
the calendar for our purchasing department in an effort to prevent this happening in the future.

Please process this late renewal documentation, it would cause significant hardship for us to re-
solicit this contract from scratch.

Sincerely,



C. Dale Malcomb

*Backdate
april
2025*

Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
Email: DMalcomb@WVPublic.Org

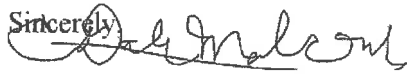
April 3rd, 2025

Re: Secretary and Governor's offices approvals for purchases over \$100,000.00, CMA 0439 EBA220000002A.

To Whom It May Concern:

We are in the process of renewing an open-ended contract, CMA 0439 EBA220000002A. We understand that purchases of \$100,000.00 or higher require the approval of our Secretary and the Governor's Office, however our Executive Director, Eddie Isom, has been instructed by our Secretary's Office that this approval is only required when an actual purchase is being made (see attached email). No approval is required just to establish a contract from which purchases may be made.

Please process this renewal without additional approvals. We appreciate it.

Sincerely,

C. Dale Malcomb



Outlook

RE: Need Your, Secretary's, and Governor's approval.

From Eddie Isom <eisom@wvpublic.org>
Date Thu 4/3/2025 1:53 PM
To Dale Malcomb <dmalcomb@wvpublic.org>
Cc Trinity Green <tgreen@wvpublic.org>

We only have to send over invoices that are over \$100,000 in one-time payments. These are for work as needed.

Eddie Isom
Executive Director
West Virginia Public Broadcasting
(304)556-4912
eisom@wvpublic.org

From: Dale Malcomb <dmalcomb@wvpublic.org>
Sent: Monday, March 24, 2025 2:45 PM
To: Eddie Isom <eisom@wvpublic.org>
Cc: Trinity Green <tgreen@wvpublic.org>
Subject: Need Your, Secretary's, and Governor's approval.

Eddie:

Attached are contract renewals the Purchasing Division won't process without your, the Secretary's, and the Governor's approval. Please have them signed and returned as soon as possible.

Thank you.

Dale Malcomb

Purchasing Coordinator

Information Technology Manager

Fleet Coordinator

Phone: (304) 254-7858

Cell: (304) 222-9252

dmalcomb@wvpublic.org

West Virginia Public Broadcasting

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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.

PILLAR INNOVATIONS, LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	1/22/2007		1/22/2007	Foreign	Profit				

Organization Information			
Business Purpose	3332 - Manufacturing - Machinery Manufacturing - Industrial Machinery Manufacturing (food product, semiconductor, sawmill, woodworking, paper, printing)		Capital Stock
Charter County	Monongalia	Control Number	90949
Charter State	MD	Excess Acres	
At Will Term	T	Member Managed	MGR
At Will Term Years	93	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	200 CORPORATE DRIVE GRANTSVILLE, MD, 215361259
Mailing Address	200 CORPORATE DRIVE GRANTSVILLE, MD, 215361259 USA
Mailing Address	ROGER L CUTRIGHT, ESQ PO BOX 842 MORGANTOWN, WV, 26507 USA
Notice of Process Address	PILLAR INNOVATIONS, LLC 104 CORPORATE DRIVE MORGANTOWN, WV, 26501

Principal Office Address	200 CORPORATE DRIVE GRANTSVILLE, MD, 215361259 USA
Type	Address

Officers

Type	Name/Address
	JUSTIN STEPHENS-MEMBER 104 CORPORATE DRIVE MORGANTOWN, WV, 26501 USA
Manager	SHAWN R. BENDER 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536
Member	ERIC GUTHRIE 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536 USA
Member	MERLIN BEITZEL - MEMBER 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536 USA
Member	SHELDON MAUST-MEMBER 92 CORPORATE DRIVE GRANTSVILLE, MD, 21536 USA
Type	Name/Address

Annual Reports**Filed For**

2025

2024

2023

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

Date filed

4/17/25, 1:53 PM

WV SOS - Business and Licensing - Corporations - Online Data Services

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

Thursday, April 17, 2025 — 1:52 PM

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Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- ☐ Any Words 
- ☒ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"PILLAR INNOVATIONS"



Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

- ☒ Ineligible (Proceedings Pending)
- ☒ Ineligible (Proceedings Complete)
- ☒ Prohibition/Restriction
- ☒ Voluntary Exclusion

Exclusion Program

Location

Dates

Reset 

Entity Information ^



Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>3/24/25</u> Solicitation No. <u>CMA EBA22*02A c/p3</u>	Agency: 0439 Educational Broadcasting <hr/> Procurement Officer Submitting Requisition: C. Dale Malcomb <hr/> Requisition No. CMA 0439 0439 EBA220000002A <hr/> PF No.: 1006112
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: _____

