



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

State of West Virginia
Delivery Order

Order Date: 02-21-2024

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: | CDO 0216 0216 FIN2200000004 9 | Procurement Folder: | 999767 |
| Document Name: | Finance the Purchase of 150 Vehicles | Reason for Modification: | CHANGE ORDER NO. 2 |
| Document Description: | Contract #FINANCE21, Appendix 2021-10 | | |
| Procurement Type: | Central Delivery Order | | |
| Buyer Name: | Mark A Atkins | | |
| Telephone: | (304) 558-2307 | | |
| Email: | mark.a.atkins@wv.gov | | |
| Shipping Method: | Best Way | Master Agreement Number: | CMA 0212 FINANCE21 9 |
| Free on Board: | FOB Dest, Freight Prepaid | | |

| VENDOR | | DEPARTMENT CONTACT | | |
|---|-------------------------|---|-----------------------|-------------------|
| Vendor Customer Code: | 000000191232 | Requestor Name: | Kenneth H Yoakum | |
| BANC OF AMERICA PUBLIC CAPITAL CORP BANK OF AMERICA CENTER | | Requestor Phone: | (304) 558-2106 | |
| RICHMOND VA 232193500 | | Requestor Email: | kenny.h.yoakum@wv.gov | |
| US | | <div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div> | | |
| Vendor Contact Phone: | 804-788-3345 | | | Extension: |
| Discount Details: | | | | |
| | | | | |
| | Discount Allowed | Discount Percentage | Discount Days | |
| #1 | No | 0.0000 | 0 | |
| #2 | No | | | |
| #3 | No | | | |
| #4 | No | | | |

| INVOICE TO | SHIP TO |
|--|--|
| ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E PO BOX 50121 CHARLESTON WV 25305-0121 US | FINANCE DIVISION DEPARTMENT OF ADMINISTRATION BLDG 17 2101 WASHINGTON ST E CHARLESTON WV 25305 US |

| | |
|----------------------------|----------------|
| Total Order Amount: | \$4,912,616.53 |
|----------------------------|----------------|

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mar 21 - 2/22/2024*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Jan 22-22-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

CHANGE ORDER NO. 2
ISSUED FOR VEHICLE BUYOUT AND REDUCTION IN FUTURE PAYMENTS.
THERE WILL BE A SMALL SAVINGS IN INTEREST.
EFFECTIVE DATE: 03/01/2024

CHANGE ORDER NO. 1
ISSUED FOR VEHICLE BUYOUT AND REDUCTION IN FUTURE PAYMENTS.
THERE WILL BE A SMALL SAVINGS IN INTEREST.
EFFECTIVE DATE: 08/01/2022.

APPENDIX 2021-10
EFFECTIVE DATE: 02/08/2022
TO FINANCE THE PURCHASE OF 150 VEHICLES: AMOUNT FINANCED: \$4,913,898.24
WITH 48 MONTHLY PAYMENTS OF: \$102,372.88
WITH THE FIRST PAYMENT DUE: 04/01/2022
THE FINAL PAYMENT DUE: 03/01/2026
INTEREST RATE OF: 1.6682%
FOR THE FOLLOWING CDO'S: FLT22*6, FLT22*7, FLT22*9, FLT22*10, FLT22*11, FLT22*13, FLT22*14, FLT22*15, FLT22*16, FLT22*18, FLT22*19, FLT22*20, FLT22*21,FLT22*22

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|--------------|
| 1 | 84101703 | 0.00000 | | \$0.0000 | \$409,491.52 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2022-04-01 | 2026-03-01 | | | 2022-08-01 | |

Commodity Line Description: Financing Agreement

Extended Description:
APPENDIX 2021-10

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 2 | 84101703 | 0.00000 | | \$0.0000 | \$26,664.33 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2022-04-01 | 2026-03-01 | | | 2022-08-01 | |

Commodity Line Description: Change Order #1 Appendix 2021-10 Finance of Vehicle Buyout

Extended Description:
Amount of Vehicle Buyout.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|----------------|
| 3 | 84101703 | 0.00000 | | \$0.0000 | \$1,933,582.90 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2022-04-01 | 2026-03-01 | | | 2024-02-20 | |

Commodity Line Description: Future Payments CO#1 Appendix 2021-10 Finance of Vehicles

Extended Description:
REFLECT NEW AMORTIZATION SCHEDULE FOR FUTURE PAYMENTS AFTER BUYOUT #1.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 4 | 84101703 | 0.00000 | | \$0.0000 | \$27,252.93 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2022-04-01 | 2026-03-01 | | | 2024-02-20 | |

Commodity Line Description: Change Order #2 Appendix 2021-10 Financed Vehicles.

Extended Description:
CHANGE ORDER #2 BUYOUT OF TOTALED VEHICLE.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|---------------|----------------|
| 5 | 84101703 | 0.00000 | | \$0.0000 | \$2,515,624.85 |
| Service From | Service To | Manufacturer | Model No | Delivery Date | |
| 2022-04-01 | 2026-03-01 | | | 2024-02-20 | |

Commodity Line Description: Future Payments CO#2 Appendix 2021-10 Finance of Vehicles

Extended Description:
REFLECT NEW AMORTIZATION SCHEDULE FOR FUTURE PAYMENTS AFTER BUYOUT #2.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2310 Kanawha Blvd. E
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25311

MEMORANDUM

TO: Patty Johns
Carrie Looney
Finance Division

FROM: Stephanie Lane, Fleet Coordinator
Fleet Management Division

DATE: January 8, 2024

SUBJECT: Request for Title of a Vehicle

The Department of Motor Vehicles is unable to provide us with a clear title to this vehicle which states that the lien holder is as listed below:

Banc of America Public Capitol Corp.

The vehicle is **1FMJU1JT0NEA53083** **2022 FORD** **EXPEDITION.**

Please request a lien release for this vehicle which was processed on Appendix
2021-10.

If you have any questions, please feel free to contact me at 304-558-2614. Thank you.



AIG Property & Casualty
 Charleston, West Virginia
 P.O. Box 25670
 Shawnee Mission,
 Kansas 66225
 www.aig.com

Charlie Morris
 Fast Track
 Claim Representative
 T 1 304 357 4616
 F 1 304 885 7244
 Charlie.morris@aig.com

January 3, 2024

Ms. Stephanie Lane
 Fleet Coordinator
 WV Department of Administration
 2101 Washington Street East, Building 17
 Charleston, West Virginia 25305

RE: Claim Number : 502-046294
 Insured : WV DOC
 Date of Loss : December 4, 2023
 Insured Vehicle : 2022 Ford Expedition
 1FMJU1JTONEA53083

Dear Ms. Lane:

AIG Property & Casualty is the claims administrator for National Union Fire Insurance Company of Pittsburgh, PA which issued policy number CA 007281188 to the State of West Virginia / DOC. Please be advised that I am the adjuster handling this claim and all future correspondence should be directed to my attention.

Please be advised MaCaw Appraisals inspected and appraised the damages to the above captioned vehicle in the amount of \$48,279.23 deeming the vehicle a total loss. The appraisal is attached for your review and the following is the breakdown:

| | |
|------------|-------------------|
| NADA | \$55,000.00 |
| Tax 6% | + n/a |
| Deductible | <u>- 1,000.00</u> |
| Settlement | \$54,000.00 |

The total loss documents will be forthcoming by separate mailing. The title and total loss documents are to be returned to the Total Loss Department. After receipt of the title and total loss documents, a check will be issued to the WV Department of Administration in the amount of \$54,000.00. We have notified our salvage department to pick up the vehicle.

If you should have any questions regarding this matter, please feel free to contact me.



Very truly yours,

Charlie Morris

Charlie Morris
Claim Representative



Fax: 404-532-3742
BALCPayoffs@bankofamerica.com

January 22, 2024
Leasing customer
WEST VIRGINIA, STATE OF

RE: Customer No. 2010294 /Schedule No(s). 00001

Vio/(S/N) 1FMJU1JT0NEA53083

Dear Leasing customer

In response to your request to a partial prepayment of the above-referenced Note, we provide the following:

| | | | | |
|----------------------------|-----------------|-------------|-----------|------------------|
| Principal | | | \$ | 27,252.93 |
| Interest | 3/1/24 | thru 3/1/24 | \$ | - |
| Prepayment Fee | | | \$ | - |
| Payoff Amount as of | 3/1/2024 | | \$ | 27,252.93 |
| Per diem | | | \$ | 1.26 |
| Per diem valid thru | | | | 3/31/2024 |

*** Payoff assumes receipt of the **Feb & March** rental payment in full ***

Upon our receipt of wire transferred funds or certified check in the aforementioned amount, and provided that you are not then in default of any of your obligations to BAPCC, BAPCC will execute any documentation reasonably required to terminate its security interest in the Collateral to be released.

Notwithstanding the above, unless the foregoing prepayment amortizes the entire balance of principal and interest under the Note, the Note continues to be in full force and effect with respect to, among other things, the remaining Collateral under the Note and, except as specifically set forth herein, all of the terms and conditions of the Note remain in full force and effect and are hereby ratified and affirmed by you. Further, any corporate or personal guaranties which relate to the Note, as well as any and all other obligations which may be outstanding to BAPCC or its affiliates, shall remain in full force and effect with respect to such other obligations, notwithstanding the early payoff of the Note pursuant to this letter. In addition, if a security interest in the Collateral to be released has been granted to BAPCC as security for any obligations owing to BAPCC or its affiliates or assign, other than the Note, any such grant of security interest shall remain in full force and effect with respect to such other obligations, notwithstanding the early payoff of the Note pursuant to this letter.

By paying the above stated amounts, you agree to the terms of this letter and to an early partial payoff of the Note, and release BAPCC of any and all of its obligations under the Note.

If the Payoff Amount is not received by BAPCC in accordance with the terms of this letter, the Note shall continue in full force and effect in accordance with its terms and you shall promptly reimburse BAPCC for any out of pocket expenses may have incurred in connection with the proposed early partial payoff of the Note. Nothing contained in this letter shall be deemed a waiver of any rights and remedies BAPCC may have under the Note, other related documents and instruments or applicable law, all of which rights and remedies are expressly reserved. Any terms used herein and not defined herein shall have the meanings assigned to them in the Note.

If you should have any questions or if we may be of further service, please feel free to contact us at BALCPayoffs@bankofamerica.com.

Very truly yours,

BANC OF AMERICA LEASING & CAPITAL, LLC,

By Eric Harrington
Eric Harrington
Operations Consultant

Please wire transfer the above amounts as follows.

Bank: Bank of America
ABA #: 0260-0959-3
For the account of: Banc of America Leasing & Capital, LLC
Account No.: 12334-01992
Reference: Customer No. 2010294 /Schedule No(s). 00001
Upon receipt Notify: Eric Harrington

Remit payment by check to:

Banc of America Leasing & Capital, LLC
PO Box 100918
Atlanta, GA 30384-0918
Ref: Customer No. 2010294 /Schedule No(s). 00001
Upon receipt Notify: Eric Harrington

Remit payment by overnight(UPS, FedEX) to:

Bank of America Lockbox Service
Banc of America Leasing & Capital, LLC
Lockbox 100918
6000 Feldwood Road
College Park, GA 30349
Ref: Customer No. 2010294 /Schedule No(s). 00001
Upon receipt Notify: Eric Harrington

AMORTIZATION SCHEDULE

FIN22*4

APPENDIX 2021-10

| Payment Number | Date of Payment | Funding | Payment Amount | Interest Portion 1.6682% | Principal | Ending Balance | | | |
|----------------|-----------------|----------------|---------------------|-----------------------------|------------------------|-----------------------|------------------|------------------------|----------------------|
| | 2/8/2022 | \$4,747,551.56 | | | | \$4,747,551.56 | | | |
| | | | | | | | Principal | Interest | |
| 1 | 4/1/2022 | \$ | 102,372.88 | \$ 11,500.07 | \$ 90,872.81 | \$4,656,678.75 | | | |
| 2 | 5/1/2022 | \$ | 102,372.88 | \$ 6,384.88 | \$ 95,988.00 | \$4,560,690.74 | | | |
| 3 | 6/1/2022 | \$ | 102,372.88 | \$ 6,253.26 | \$ 96,119.62 | \$4,464,571.13 | | | |
| 4 | 7/1/2022 | \$ | 102,372.88 | \$ 6,121.47 | \$ 96,251.41 | \$4,368,319.72 | | | |
| 5 | 8/1/2022 | \$ | 102,372.88 | \$ 5,989.50 | \$ 96,383.38 | \$4,271,936.34 | | | |
| | 8/1/2022 | | \$ 26,664.33 | \$ - | \$ 26,664.33 | \$4,245,272.01 | Buyout | \$ 26,664.33 | \$ - |
| 6 | 9/1/2022 | \$ | 101,733.89 | \$ 5,820.79 | \$ 95,913.10 | \$4,149,358.91 | | | |
| 7 | 10/1/2022 | \$ | 101,733.89 | \$ 5,689.28 | \$ 96,044.61 | \$4,053,314.30 | | | |
| 8 | 11/1/2022 | \$ | 101,733.89 | \$ 5,557.59 | \$ 96,176.30 | \$3,957,138.01 | | | |
| 9 | 12/1/2022 | \$ | 101,733.89 | \$ 5,425.72 | \$ 96,308.17 | \$3,860,829.84 | | | |
| 10 | 1/1/2023 | \$ | 101,733.89 | \$ 5,293.67 | \$ 96,440.22 | \$3,764,389.63 | | | |
| 11 | 2/1/2023 | \$ | 101,733.89 | \$ 5,161.44 | \$ 96,572.45 | \$3,667,817.18 | | | |
| 12 | 3/1/2023 | \$ | 101,733.89 | \$ 5,029.03 | \$ 96,704.86 | \$3,571,112.32 | | | |
| 13 | 4/1/2023 | \$ | 101,733.89 | \$ 4,896.44 | \$ 96,837.45 | \$3,474,274.86 | | | |
| 14 | 5/1/2023 | \$ | 101,733.89 | \$ 4,763.66 | \$ 96,970.23 | \$3,377,304.63 | | | |
| 15 | 6/1/2023 | \$ | 101,733.89 | \$ 4,630.70 | \$ 97,103.19 | \$3,280,201.44 | | | |
| 16 | 7/1/2023 | \$ | 101,733.89 | \$ 4,497.56 | \$ 97,236.33 | \$3,182,965.11 | | | |
| | 8/1/2023 | | | | | | FY23 | \$ 1,062,306.90 | \$ 56,765.89 |
| 17 | 8/1/2023 | \$ | 101,733.89 | \$ 4,364.24 | \$ 97,369.65 | \$3,085,595.46 | | | |
| 18 | 9/1/2023 | \$ | 101,733.89 | \$ 4,230.73 | \$ 97,503.16 | \$2,988,092.30 | | | |
| 19 | 10/1/2023 | \$ | 101,733.89 | \$ 4,097.04 | \$ 97,636.85 | \$2,890,455.46 | | | |
| 20 | 11/1/2023 | \$ | 101,733.89 | \$ 3,963.17 | \$ 97,770.72 | \$2,792,684.74 | | | |
| 21 | 12/1/2023 | \$ | 101,733.89 | \$ 3,829.12 | \$ 97,904.77 | \$2,694,779.96 | | | |
| 22 | 1/1/2024 | \$ | 101,733.89 | \$ 3,694.88 | \$ 98,039.01 | \$2,596,740.95 | | | |
| 23 | 2/1/2024 | \$ | 101,733.89 | \$ 3,560.45 | \$ 98,173.44 | \$2,498,567.51 | | | |
| 24 | 3/1/2024 | \$ | 101,733.89 | \$ 3,425.84 | \$ 98,308.05 | \$2,400,259.46 | | | |
| | 3/1/2024 | | \$ 27,252.93 | \$ - | \$ 27,252.93 | \$2,373,006.53 | Buyout | \$ 27,252.93 | \$ - |
| 25 | 4/1/2024 | \$ | 100,578.79 | \$ 3,253.68 | \$ 97,325.11 | \$2,275,681.43 | | | |
| 26 | 5/1/2024 | \$ | 100,578.79 | \$ 3,120.24 | \$ 97,458.55 | \$2,178,222.88 | | | |
| 27 | 6/1/2024 | \$ | 100,578.79 | \$ 2,986.61 | \$ 97,592.18 | \$2,080,630.70 | | | |
| 28 | 7/1/2024 | \$ | 100,578.79 | \$ 2,852.80 | \$ 97,725.99 | \$1,982,904.71 | | | |
| | 8/1/2024 | | | | | | FY24 | \$ 390,101.82 | \$ 12,213.34 |
| 29 | 8/1/2024 | \$ | 100,578.79 | \$ 2,718.81 | \$ 97,859.98 | \$1,885,044.73 | | | |
| 30 | 9/1/2024 | \$ | 100,578.79 | \$ 2,584.63 | \$ 97,994.16 | \$1,787,050.57 | | | |
| 31 | 10/1/2024 | \$ | 100,578.79 | \$ 2,450.27 | \$ 98,128.52 | \$1,688,922.04 | | | |
| 32 | 11/1/2024 | \$ | 100,578.79 | \$ 2,315.72 | \$ 98,263.07 | \$1,590,658.97 | | | |
| 33 | 12/1/2024 | \$ | 100,578.79 | \$ 2,180.99 | \$ 98,397.80 | \$1,492,261.17 | | | |
| 34 | 1/1/2025 | \$ | 100,578.79 | \$ 2,046.07 | \$ 98,532.72 | \$1,393,728.46 | | | |
| 35 | 2/1/2025 | \$ | 100,578.79 | \$ 1,910.97 | \$ 98,667.82 | \$1,295,060.64 | | | |
| 36 | 3/1/2025 | \$ | 100,578.79 | \$ 1,775.69 | \$ 98,803.10 | \$1,196,257.54 | | | |
| 37 | 4/1/2025 | \$ | 100,578.79 | \$ 1,640.22 | \$ 98,938.57 | \$1,097,318.97 | | | |
| 38 | 5/1/2025 | \$ | 100,578.79 | \$ 1,504.56 | \$ 99,074.23 | \$998,244.74 | | | |
| 39 | 6/1/2025 | \$ | 100,578.79 | \$ 1,368.72 | \$ 99,210.07 | \$899,034.66 | | | |
| 40 | 7/1/2025 | \$ | 100,578.79 | \$ 1,232.69 | \$ 99,346.10 | \$799,688.56 | | | |
| | 8/1/2025 | | | | | | FY25 | \$ 1,183,216.15 | \$ 23,729.33 |
| 41 | 8/1/2025 | \$ | 100,578.79 | \$ 1,096.47 | \$ 99,482.32 | \$700,206.24 | | | |
| 42 | 9/1/2025 | \$ | 100,578.79 | \$ 960.07 | \$ 99,618.72 | \$600,587.52 | | | |
| 43 | 10/1/2025 | \$ | 100,578.79 | \$ 823.48 | \$ 99,755.31 | \$500,832.21 | | | |
| 44 | 11/1/2025 | \$ | 100,578.79 | \$ 686.70 | \$ 99,892.09 | \$400,940.12 | | | |
| 45 | 12/1/2025 | \$ | 100,578.79 | \$ 549.74 | \$ 100,029.05 | \$300,911.07 | | | |
| 46 | 1/1/2026 | \$ | 100,578.79 | \$ 412.59 | \$ 100,166.20 | \$200,744.87 | | | |
| 47 | 2/1/2026 | \$ | 100,578.79 | \$ 275.25 | \$ 100,303.54 | \$100,441.32 | | | |
| 48 | 3/1/2026 | \$ | 100,578.79 | \$ 137.47 | \$ 100,441.32 | \$0.00 | | | |
| | | | | | | | FY26 | \$ 799,688.56 | \$ 4,941.76 |
| | Total | \$ | 4,912,616.53 | \$ 165,064.97 | \$ 4,747,551.56 | | | \$ 4,747,551.56 | \$ 165,064.97 |

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|---|---|
| <i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>2/22/2022</u> Solicitation No. <u>Co# 2</u> | Agency: Finance Division Procurement Officer Submitting Requisition: Carrie Looney Requisition No. CDO FIN22*4 - Change Order No. 2 PF No.: 999767 |
|---|---|

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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Use of correct specification template | <input checked="" type="checkbox"/> | <input checked="" 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 checked="" 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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Maximum budgeted amount in wvOASIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 6 | Suggested vendors in wvOASIS | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 7 | Capitol Building Commission pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 8 | Financing (Governor's Office) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| | Compliance Check Type | Required | Provided, if Required | Not Required | Purch. Div. Confirmation |
|----|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| 9 | Fleet Management Division pre-approval | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10 | Insurance requirements | | | | |
| | Commercial General Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Automobile Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Workers' Compensation/Employer's Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Cyber Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Builder's Risk/Installation Floater | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Professional Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Other (specify) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 11 | Office of Technology CIO pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 12 | Treasurer's Office (banking) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

FOR CHANGE ORDERS/RENEWALS:

| | | | | | |
|----|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| 13 | Two-party agreement | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14 | Standard change order language | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15 | Office of Technology CIO approval | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16 | Justification for price increases/backdating/other | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 17 | Bond Rider (Construction) | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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: _____

