



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

State of West Virginia Purchase Order

Order Date: 12-26-2023

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: CPO 0403 0013 DBS2300000007 3	Procurement Folder: 1196175
Document Name: WVSD B Roofing Project and related construction	Reason for Modification: Change Order 02 To Extend and Increase Contract
Document Description: WVSD B Roofing Project and related construction	
Procurement Type: Central Purchase Order	
Buyer Name: Joseph E Hager III	
Telephone: (304) 558-2306	
Email: joseph.e.hageriii@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2023-06-07
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2023-12-13

VENDOR		DEPARTMENT CONTACT																			
Vendor Customer Code: 000000192520		Requestor Name: Tabitha J Crist																			
TRI STATE ROOFING & SHEET METAL CO		Requestor Phone: (304) 822-4810																			
221 Plum Run RD		Requestor Email: tabitha.crist@k12.wv.us																			
Ridgeley WV 26753		<div style="font-size: 2em; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																			
US																					
Vendor Contact Phone: 304-738-0502	Extension:																				
Discount Details:																					
<table border="1"> <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>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>	#		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
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#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST
ROMNEY WV 26757-1894	ROMNEY WV 26757-1894
US	US

12-28-23 BAF 1-a-246c

Total Order Amount: \$634,232.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Muel A. [Signature]</i> 12/28/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Ann [Signature] 1-19-24</i> ELECTRONIC SIGNATURE ON FILE
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4/18/2024

Extended Description:

Change Order

Change Order No. 02 is issued to extend and increase the original contract to 12/13/2023 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to add additional time due to rainy weather and reconfiguration of the roof access delayed completion of the roof work.

Effective date of change 9/4/2023

Extend Contract From: 9/4/2023

To: 12/13/2023

Original Contract Price: \$621,140

Change Order No. 01 Increase: \$13,092

Contract New Total: \$634,232

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000		0.000000	634232.00
Service From	Service To	Manufacturer	Model No		
2023-06-07	2023-12-13				

Commodity Line Description: Roofing Service

Extended Description:

Roofing Service: Base Bid plus Alternate #1



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

*OK per discussion
w/ Frank w/1/14/23
Mindy
12/28/2023*

From: Tabitha J Crist, CFO *TJC*

Date: November 15, 2023

Subject: CPO DBS 2400000003 – Change Order 2

Roof Access: As part of the roof project, the access to the roof needed to be reconfigured. The reconfiguration was included in the project manual. However, once work started on the reconfiguration it was determined that the reconfiguration would interfere with the existing drain system. The access could not be placed in the original location and it had to be relocated. The vendor had already used time and material before it was determined the access had to be moved. We agree with the need for a cost increase.

Drains: Four of the drains that were initially thought to be fully functional, were in a deteriorated state and needed to be replaced. These were not included in the original plan but are needed for the roof to drain properly and agree with the need for these drains to be replaced.

Time Extension: Heavy rains this summer and fall caused significant work delays. The vendor initially thought they would be able to complete the roof within the timeline even with the rain delay, but the additional work on the roof access and rescheduling with sub contracts did not make that possible. We worked with the vendor and the architects to determine the time period to extend the contract and decided that 100 days should allow for all of the work to be completed. However, the amount of time to extend the contract was not agreed on until after the current timeframe had expired.

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
WVSDB Keller Hall Re-Roof

CONTRACT INFORMATION:
Contract For: General Construction
Date: June 01, 2023

CHANGE ORDER INFORMATION:
Change Order Number: 002 Rev
Date: Nov. 9, 2023

OWNER: *(Name and address)*
WV School for the Deaf & Blind
301 E. Main Street
Romney, WV 26757

ARCHITECT: *(Name and address)*
ZMM Inc.
222 Lee Street West
Charleston, WV 25302

CONTRACTOR: *(Name and address)*
Tri-State Roofing & Sheet Metal Co.
221 Plum Run Rd.
Ridgeley, WV 26753

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Provide all labor, materials and equipment necessary to complete the following:

COR: Four (4) retrofit 4" drain inserts \$1,650.00

COR: Relocation of the new roof hatch and construction of ladder access closet \$11,442.00

Total: \$13,092.00 Add 100 Days

The original Contract Sum was	\$	621,140.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	621,140.00
The Contract Sum will be increased by this Change Order in the amount of	\$	13,092.00
The new Contract Sum including this Change Order will be	\$	634,232.00

The Contract Time will be increased by One Hundred (100) days.
The new date of Substantial Completion will be December 13, 2023

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

<p>ZMM Inc. ARCHITECT <i>(Firm name)</i> SIGNATURE Chris Campbell Project Manager PRINTED NAME AND TITLE 11/14/2023 DATE</p>	<p>Tri-State Roofing & Sheet Metal Co. CONTRACTOR <i>(Firm name)</i> SIGNATURE Kenneth E. Hanson Vice President PRINTED NAME AND TITLE 11/14/2023 DATE</p>	<p>WV School for the Deaf & Blind OWNER <i>(Firm name)</i> SIGNATURE Tabitha J Crist PRINTED NAME AND TITLE 11/15/2023 DATE</p>
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RIDER INCREASING OR DECREASING PENALTY OF BOND

To be attached to and form part of Performance and Payment Bonds, WVSDB Roofing Project and Related Construction
(Description of Bond)

Bond No. 107819388 issued on behalf of Tri-State Roofing & Sheet Metal Company

as Principal in favor of West Virginia School for the Deaf and Blind
301 East Main Street Romney, WV 26757-189

Obligee.

Travelers Casualty and Surety Company of America, (hereinafter called the Company) hereby increases

the penalty from Six Hundred Twenty One Thousand One Hundred Forty DOLLARS (\$ 621,140.00),

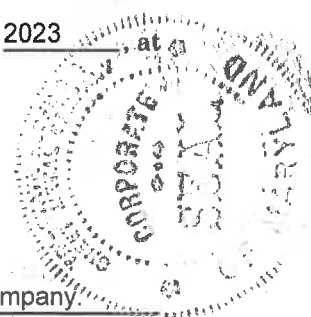
to Six Hundred Thirty Four Thousand Two Hundred Thirty Two DOLLARS (\$ 634,232.00),

subject to the covenants and conditions of said bond, except as herein stated.

This rider becomes effective on the 20 day of November, 2023, at

twelve and one minute o'clock AM standard time.

Signed and dated this 20 day of November, 2023.



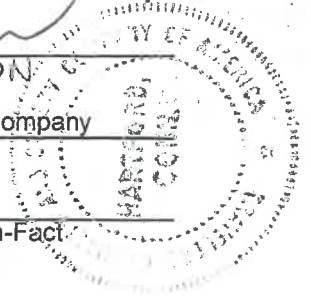
Tri-State Roofing & Sheet Metal Company

Principal

By [Signature]
KENNETH E. HANSON

Tri-State Roofing & Sheet Metal Company

By [Signature]
Taylor R. Johnson, Attorney-in-Fact



ACCEPTED

WV Purchasing Division
By [Signature] Obligee

By [Signature]

By _____



ACKNOWLEDGMENTS

Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____ to-wit:
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20 _____
6. Notary Seal _____ 7: _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20 _____

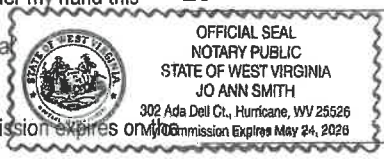
Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Mineral to-wit:
11. I, Kari L. Ickes, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Kenneth E. Hanson
13. who as, Vice President signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 20 day of November 20 23
16. Notary Seal _____ 17: Kari L. Ickes
(Notary Public)
18. My commission expires on the 16th day of November 20 27



Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit:
21. I, Jo Ann Smith, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Taylor R. Johnson
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Travelers Casualty and Surety Company of America a corporation,
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this 20 day of November 20 23
26. Notary Seal _____ 27: Jo Ann Smith
(Notary Public)
28. My commission expires on the 24 day of May 20 26



Sufficiency in Form and Manner of Execution Approved

This 18th day of January 20 24

By: _____ Attorney General
(Deputy Attorney General)

TRAVELERS

**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **TAYLOR R JOHNSON** of **CHARLESTON** West Virginia, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 21st day of April, 2021.



State of Connecticut

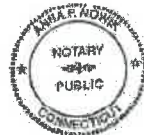
City of Hartford ss.

By: 
Robert L. Raney, Senior Vice President

On this the 21st day of April, 2021, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2026




Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

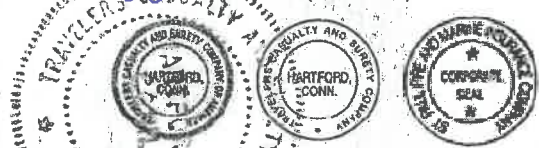
FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is


FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 20 day of November 2023




Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



221 Plum Run Road, Ridgely, WV 26753
 Phone: (304) 738-0602
 Fax: (304) 738-0605
 E-mail: cumberland@tri-stateservice.com
www.tri-stateservicegroup.com

Contractors for:
 Roofing and Roof Repair Service
 Emergency Services
 Industrial Sheetmetal
 Sheet Metal Fabrication and Erection
 HVAC/Mechanical Systems and Service
 Design Build

WV Contractor's License: #WV053077

To: ZMM Architects & Engineers
 222 Lee Street West
 Charleston, WV 25302

Date: September 26, 2023

Attn: Mr. Chris Campbell
campbellc@zmm.com

Re: Change Order Items for WVSDB Keller Hall
 Reroofing Project #22060

Chris,

This is a request for two change order items for this project.

The first is four (4) retrofit 4" drain inserts on the main roof section due to excessive deterioration to the existing drain assemblies. These inserts will make a cleaner flashing detail to accept the new EPDM roof system.

The second is the relocation of the new roof hatch to a different area away from the existing concrete crickets. The original location in the design shows it affecting the existing drainage. The concrete crickets are located closer to one side of the roof than the other. The original design shows it in the center of the roof. This new location will be in an office closet instead of the proposed laundry room closet across the hall.

The costs associated with both are as follows:

1) Four (4) new 4" Retrofit Drains:

4 x \$351.00 each = \$1,404.00

15% markup of \$246.00

TOTAL #1 \$1,650.00

2) New roof hatch relocation and closet/ceiling/sprinkler modification:

W. Harley Miller Contractors Sub: \$9,725.00

15% markup of \$1,717.00

TOTAL #2 \$11,442.00

Total Change Order Items: \$13,092.00

Please let me know if you need anything else to process this request.

ACCEPTED:

Firm/Owner: WV Schools for the Deaf and the Blind

By: Tabitha Crist

Title: CFO

Date: 11/15/2023

TRI-STATE ROOFING & SHEET METAL COMPANY

By: Kenneth E. Hanson

Title: Vice President

Date: September 26, 2023

Change Order - WVSDB Keller Hall



221 Plum Run Road, Ridgeley, WV 26763
Phone: (304) 738-0502
Fax: (304) 738-0605
E-mail: cumberland@tri-stateservice.com
www.tri-stateservicegroup.com

Contractors for:
Roofing and Roof Repair Service
Emergency Services
Industrial Siding
Sheet Metal Fabrication and Erection
HVAC/Mechanical Systems and Service
Design Build

WV Contractor's License: #WV053077

To: ZMM Architects & Engineers
222 Lee Street West
Charleston, WV 25302

Date: October 25, 2023

Attn: Mr. Chris Campbell
campbell@zmm.com

Re: Time Extension for WVSDB Keller Hall
Reroofing Project #22060

Chris,

This time extension is requested due to extenuating weather circumstances at the beginning of the project. After the materials were delivered in early June, there were three weeks of rain that prevented work from beginning.

We are in the final stages of completion. Specifically, waiting on a two-day installation of lightning protection equipment by ACE Lightning Company. We have not yet secured a specific date for this installation.

Please let me know if you need anything else to process this request.

A handwritten signature in black ink, appearing to read 'Ken Hanson'.

Ken Hanson
Vice President

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use</i> Buyer: <u><i>J. Meyer</i></u> Date: <u><i>12-26-21</i></u> Solicitation No. <u><i>CPO DBS 23007</i></u> <u><i>clo # 2</i></u>	Agency: WWSDB Procurement Officer Submitting Requisition: Tabitha J Crist Requisition No. CPO DBS 23 007 PF No.: 1196175
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" 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"/>
9	Fleet Management Division 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
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:

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 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 checked="" type="checkbox"/>	<input 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: _____

