



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: 04-05-2024

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:	CPO 0211 4001 GSD2300000019 5	Procurement Folder:	1195851
Document Name:	Building 1, East Wing Fan Coil Replacement Project - Phase 4	Reason for Modification: Change Order 3 To increase contract.	
Document Description:	Building 1, East Wing Fan Coil Replacement Project - Phase 4		
Procurement Type:	Central Purchase Order		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-06-09
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-06-08

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000174873	Requestor Name:	David K Parsons
DOUGHERTY CO INC PO BOX 1828		Requestor Phone:	304-352-5486
CHARLESTON WV 25327-1828 US		Requestor Email:	david.k.parsons@wv.gov
Vendor Contact Phone:	304-925-6664		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

4-5-246C

Total Order Amount: \$4,660,170.57

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>[Signature]</i> 4/5/24 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> 4-11-24 ELECTRONIC SIGNATURE ON FILE
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4/11/2024

Extended Description:

Change Order.

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

Effective date of increase: March 18, 2024

Original Contract Price:	\$ 4,442,000.00
Change Order #1 INTP:	\$ 0.00
Change Order #2:	\$ 172,383.12
Change Order #3 Increase:	\$ 45,787.45

New Contract Price: \$ 4,660,170.57

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151206	0.00000		0.000000	4442000.00
Service From	Service To	Manufacturer		Model No	
2023-06-09	2024-06-08				

Commodity Line Description: HVAC heating system construction service

Extended Description:

Per attached Project Plans, see Exhibit A Pricing Page, Base Bid

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151206	0.00000		0.000000	172383.12
Service From	Service To	Manufacturer		Model No	
2023-06-09	2024-06-08				

Commodity Line Description: Change Order 2

Extended Description:

Per attached Project Plans, see Exhibit A Pricing Page, Base Bid

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72151206	0.00000		0.000000	45787.45
Service From	Service To	Manufacturer		Model No	
2023-06-09	2024-06-08				

Commodity Line Description: Change Order 3

Extended Description:

Per attached Project Plans, see Exhibit A Pricing Page, Base Bid

Dougherty Company, Inc.

P.O. Box 1828
 Charleston, WV 25327
 (Phone) 304-925-6664
 (Fax) 304-925-4280

Cost Proposal

Project Name: Capitol FCU Phase 4
Job No.: 24-01
Date: 3/18/24
General Contractor: Dougherty Company
Proposal Request # #2

Description of work to be performed: Addition of electrical and data drops, electrical circuits for the oven/range, circuits from demolished panel to new panel, cabling and jacks for cameras, mounting of new cameras.

COST BREAKDOWN

Description of Item	Labor					Material			Equipment	Sub	Other	Fee	WV State Sales Tax	TOTAL COST
	Qty	Hourly Rate	Fringes	Burden	Cost	Qty	Unit Cost	Cost						
General Conditions	0.00	\$0.00	\$0.00	0.000	\$0.00			\$0.00					\$0.00	\$0.00
Supervision	4.00	\$210.20	\$85.76	69.366	\$365.33			\$0.00					\$0.00	\$365.33
Foreman	10.00	\$525.50	\$214.40	173.415	\$913.32			\$0.00					\$0.00	\$913.32
Laborer	4.00	\$210.20	\$85.76	69.366	\$365.33			\$0.00					\$0.00	\$365.33
Electrical Sub										\$35,631.00			\$0.00	\$35,631.00
Control Sub														\$0.00
GC Sub										\$2,856.00				\$2,856.00
Sheet Metal Sub														\$0.00
					\$1,643.97			\$0.00	\$0.00	\$38,487.00	\$0.00	\$0.00	\$0.00	

Sub Total	\$40,130.97
Overhead on Dougherty Company Costs	\$246.60
Overhead on Subcontractor Costs	\$3,848.70
Bond & Insurance Costs	\$663.39
B&O Taxes	\$897.79
Total Amount of Change Order	\$45,787.45

Signed: *Jerry O Campbell*
 Title: PM
 Date: 3/18/24

Cornerstone Electric LLC

1956 Lens Creek Road
Hernshaw, WV 25107

WV040693

Office 304-949-9550
Fax 304-949-9552

March 15, 2024

Electrical Proposal

Attention: Tommy Campbell
Dougherty Company

Regarding: Data/Security Cabling
Capitol B-1 Phase 4

Mr. Campbell,

It is our privilege to offer you the following electrical proposal:

Proposal Includes:

Labor & Materials for the installation of cabling in the East Wing.

- Data—Rough-ins, Cabling, Jacks, Covers
 - Mounting of provided Data Rack
- (1) Range Receptacle and Circuitry
- (4) circuits from demolished panels moved to new panel
- Cameras—Cabling, Jacks
 - Mounting of provided cameras (adjustments by owner)
- Check-out & Clean-up

Proposal Excludes:

Unforeseen Conditions, Final Tie-in of Cameras to System, Adjustments of Cameras, Patching/Painting, Ceiling Tile

Electrical \$ 35,631.00

Proposal is valid for a period of 30 days.

We thank you for this opportunity and look forward to working with you.

David A. Peters

The STONE that the builders rejected has now become the CORNERSTONE.
Psalm 118:22

INCREASE PENALTY RIDER

BOND AMOUNT \$4,614,383.12 BOND NO. 312160W

To be attached and form a part of Bond No. 312160W dated the 16th Day of May, 2023, executed by Ohio Farmers Insurance Company as surety, on behalf of Dougherty Company, Inc. as current principal of record, and in favor of State of West Virginia Department of Administration Purchasing Division, as Obligee for CPO GSD23*19 Building 1, East Wing Fan Coil Replacement Project - Phase 4 - According to Plans & Specifications, and in the amount of Four Million Six Hundred Fourteen Thousand Three Hundred Eighty Three Dollars and 12/100 (\$4,614,383.12).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Ohio Farmers Insurance Company hereby consents that effective from the 18th Day of March, 2024, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

FROM: Four Million Six Hundred Fourteen Thousand Three Hundred Eighty Three Dollars and 12/100 (\$4,614,383.12)

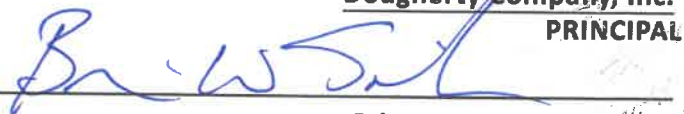
TO: Four Million Six Hundred Sixty Thousand One Hundred Seventy Dollars and 57/100 (\$4,660,170.57)

The INCREASE of said bond penalty shall be effective as of the 18th Day of March, 2024, and does hereby agree that the continuity of protection under said bond subject to changes in penalty shall not be impaired hereby, provided that the aggregate liability of the above mentioned bond shall not exceed the amount of liability assumed by it at the time the act and/or acts of default were committed and in no event shall such liability be cumulative.

Signed, sealed and dated this 18th Day of March, 2024

Dougherty Company, Inc.
PRINCIPAL

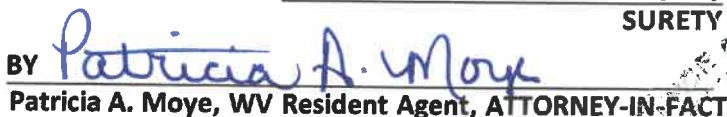
BY



Brian W. Smith, President

Ohio Farmers Insurance Company
SURETY

BY



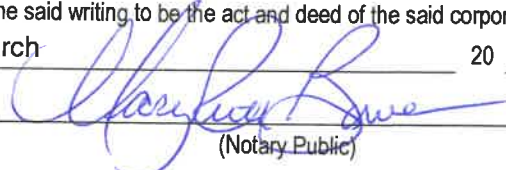
Patricia A. Moye, WV Resident Agent, ATTORNEY-IN-FACT

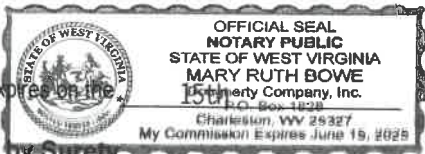
ACKNOWLEDGMENTS

Acknowledgment by Principal if individual or Partnership

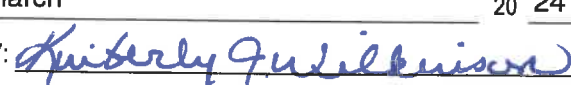
1. STATE OF _____
2. County of _____ to-wit:
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of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

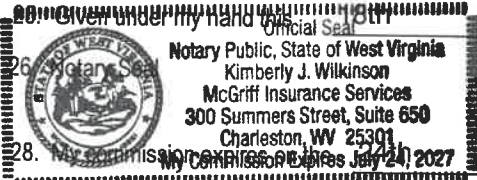
Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Kanawha to-wit:
11. I, Mary Ruth Bowe, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Brian W. Smith
13. who as, 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 18th day of March 20 24
16. Notary Seal _____
17: 
(Notary Public)
18. My commission expires on the _____ day of June 20 25




Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit:
21. I, Kimberly J. Wilkinson, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Patricia A. Moye
23. who as, Attorney-in-fact and WV Resident Agent signed the foregoing writing for
24. Ohio Farmers Insurance Company 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 _____ day of March 20 24
26. Notary Seal _____
27: 
(Notary Public) Kimberly J. Wilkinson
28. My commission expires on the _____ day of July 20 27



Sufficiency in Form and Manner of Execution Approved

This 11th day of April 20 24

By: 
(Deputy Attorney General)

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 10/03/22, FOR ANY PERSON OR PERSONS NAMED BELOW.

POWER NO. 4752152 06

General Power of Attorney

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co.

Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint GREGORY T. GORDON, KIMBERLY J. WILKINSON, PATRICIA A. MOYE, JEREMY B. STANLEY, TERRI L. DODRILL, JOINTLY OR SEVERALLY

of CHARLESTON and State of WV its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship in any penal limit.

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be It Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 03rd day of OCTOBER A.D., 2022.

Corporate Seals Affixed



WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

Handwritten signature of Gary W. Stumper

By: Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio County of Medina ss.:

On this 03rd day of OCTOBER A.D., 2022, before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



Handwritten signature of David A. Kotnik

David A. Kotnik, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand, and affixed the seals of said Companies at Westfield Center, Ohio, this 18th day of March A.D., 2024



Handwritten signature of Frank A. Carrino

Frank A. Carrino, Secretary

APPROVED
Z. W. Shultz
4/4/24



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division

From: James R. Jones, Procurement Administrator, General Services Division

James R Jones

Date: March 18, 2024

Ref: Change Order # 3 – CPO 0211 GSD2300000019 – Building 1 East Wing Fan Coil Replacement Project – Phase 4

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order #3 to our contract (CPO 0211 GSD2300000019) with Dougherty Company, INC. for Building 1 East Wing Fan Coil Replacement Project – Phase 4. The work involved in this change order is a result of unforeseen circumstances due to a misunderstanding of responsibility. At the time of bidding, our Agency believed that this work was going to be procured by the tenant.

Original Contract Award Amount	=	\$ 4,442,000.00
Change Order #1 NTP	=	\$ 0.00
Change Order #2	=	\$ 172,383.12
Change Order #3 Increase Request	=	\$ 45,787.45
New Contract Amount	=	\$ 4,660,170.57

The total increase to the contract is 4.9% of the original contract amount. Please make this increase effective immediately.

James.R.Jones@wv.gov or by phone at (304) 352-5517.

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Business and Licensing

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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 completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

DOUGHERTY COMPANY, INC.

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/30/2002		4/30/2002	Domestic	Profit			

Organization Information

Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)	Capital Stock	5000.0000
Charter County	Kanawha	Control Number	47562
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	5000	Young Entrepreneur	Not Specified



Addresses	
Type	Address
Mailing Address	S.M. BOWLING PO BOX 1828 CHARLESTON, WV, 25327 USA
Mailing Address	P. O. BOX 1828 CHARLESTON, WV, 25327 USA
Notice of Process Address	BRIAN W. SMITH P.O. BOX 1828 CHARLESTON, WV, 25327
Principal Office Address	600 50TH STREET SE CHARLESTON, WV, 25304 USA
Type	Address

Officers	
Type	Name/Address
Director	BRIAN W SMITH 1417 GRASSLICK ROAD RIPLEY, WV, 25271
Director	ERIC M SMITH 10 RALEIGH PLACE CROSS LANES, WV, 25313
Incorporator	S.M. BOWLING PO BOX 1828 CHARLESTON, WV, 25327 USA
President	BRIAN W. SMITH 1417 GRASSLICK ROAD RIPLEY, WV, 25271
Secretary	MARY R. BOWE 5807 CAMPBELL'S CREEK DRIVE CHARLESTON, WV, 25306
Type	Name/Address

Annual Reports	
Filed For	
2023	
2022	

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

Friday, April 5, 2024 — 9:14 AM

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Search e.g. 1606N020Q02



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

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All Entity Information

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Keyword Search

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

Any Words

All Words

Exact Phrase

e.g. 123456789, Smith Corp

"Dougherty Co Inc"

Entity



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>04/05/2024</u> Solicitation No. _____ C/o #4	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. _____ PF No.: 1017536
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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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input checked="" type="checkbox"/>	<input checked="" 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"/>

*MEP
5/4/05/2024*

**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 Melissa K. Pettrey, Senior Buyer