



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: 12-11-2023

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 0211 4001 GSD2200000027 5	Procurement Folder:	1017536
Document Name:	Building 1, West Wing Fan Coil Replacement Project - Phase 3	Reason for Modification: Change Order 3 To Increase Contract	
Document Description:	Building 1, West Wing Fan Coil		
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:	2022-07-08
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-03-01

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:		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

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

1-3-24 6C

Total Order Amount:	\$1,864,952.64
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara G 1/3/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 1/5/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Don Van 1-5-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

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

Effective date of change December 4, 2023.

Original Contract Amount: \$1,850,000.00
Change Order #2 Increase:\$ 14,952.64
New Contract Total: \$1,864,952.64

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151206	0.00000		0.000000	1670000.00
Service From	Service To	Manufacturer	Model No		
2022-07-08	2024-03-01				

Commodity Line Description: Base Bid

Extended Description:

Per attached Project Plans

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151206	0.00000		0.000000	180000.00
Service From	Service To	Manufacturer	Model No		
2022-07-08	2024-03-01				

Commodity Line Description: Alternate 1

Extended Description:

Per attached Project Plans

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72151206	0.00000		0.000000	14952.64
Service From	Service To	Manufacturer	Model No		
2022-07-08	2024-03-01				

Commodity Line Description: Change Order 3

Extended Description:

Change Order 3

DOUGHERTY COMPANY, INC.

Heating, Ventilating, Plumbing, Piping, Air-Conditioning and Sheet Metal
Mechanical Contractors

P.O. Box 1828 <> Charleston, WV 25327

Contractor License #WV034016

(304) 925-6664 <> FAX (304) 925-4280

December 04, 2023

To: Mr. Dave Parsons

Subject: Capitol FCU Replacement Phase 3 COPR

This proposal is written to add an additional ceiling mounted fan coil unit in the 1st floor office adjacent to room W-125. This specific unit was simply missed on the mechanical schedule for the above project.

Our price includes all material, labor, equipment and controls associated with adding this unit to the contract. Attached will be a change request breakdown along with all backup proposals from subs and vendors. Thank you again for your time in considering this change proposal.

Very truly yours,

DOUGHERTY COMPANY, INC.



Tommy Campbell
Project Manager

The General Services Division is
in agreement with this change
order request.





Change Order Proposal

Proposal is valid for 15 days.

Customer must obtain credit approval and release order to production within 60 days of proposal date.

**PROPRIETARY AND CONFIDENTIAL PROPERTY OF Trane U.S. Inc.
DISTRIBUTION TO OTHER THAN THE NAMED RECIPIENT IS PROHIBITED**

Prepared For: Dougherty

Date: November 01, 2023

Job Name:

WV Bld 1 Fan Coil Replacement Phase 3

Proposal Number: G7-5178-1294-1

Payment Terms: Net 30 Days

Delivery Terms:

Freight Allowed and Prepaid - F.O.B. Factory

Trane U.S. Inc. is pleased to provide the following proposal for your review and approval.

Tag Data - Blower coil (Qty: 1)

Item	Tag(s)	Qty	Description	Model Number
A1	BCHC024A	1	BCXE Blower Coil (BCXE)	BCHE024DBA0A1B02020500BA0DEC000000BB0E01

Product Data - Blower coil

Item: A1 Qty: 1 Tag(s): BCHC024A

HORIZONTAL CONFIGURATION

Unit Size 24; 2 Ton

277/60/1

Double wall panels

Back return

PVC Drain pan right hand coil

4 Row Hydronic Coil

0.5 Horsepower

5.0 KW, 2 – Stage electric heat

Interlocking Disc & heating fuse

1" Throwaway Filter

UC400-B & WCI

Electric reheat

2-Way Modulating (Field Installed)

2-Way 4.6 Cv 3/4" Valve (Field Installed)

Condensate Overflow & Low Limit

Discharge Air Sensor

Wireless Display snsr, Unit mtd receiver (SP, OALMH) (Field Installed)

Ship Loose Extra 1" Throwaway (Field Installed)

Polymer drain pan

Valve with manual circuit setter

UV Light (Installed by BAS)

1st year labor warranty whole unit

Controls

SCOPE OF WORK CO #1

This proposed change order is for the addition of 1 fan coil unit.

Control Systems and Equipment

WV State Ensemble server programming

- Ensemble License for new equipment
- Ensemble programing and datalog setup
- Modify existing Ensemble graphics to reflect changes during this project.

Building Level Control

- Connect to existing Tracer SC
- Connect to existing Wireless Communication Interface (WCI)
- Modify existing floor plan graphics if required

Unit Level Control

- FCU (typical of 1)
 - (1) Factory UC400 BACnet controller
 - (1) WCI (Factory provided, Factory installed)
 - (1) Wireless Space temperature sensor (Factory Provided, Field installed)
 - (1) Wireless Space Humidity module (Field Provided, Field installed)
 - Factory end devices as required to meet SOO.

Control for UV Lights

- FCU UV Light (typical of 1)
 - Lights are provided with the equipment.
 - Mount UV Lights- GC to provide and install access door in sheetrock.
 - Mount and wire door switch
 - Mount and wire relay to enable / disable light.
 - Mount and wire current relay for status.

Equipment

Total Net Price (Excluding Sales Tax) \$6,640.00

Controls

Total Net Price (Excluding Sales Tax) \$ 3,405.00

Sincerely,

Kenneth Young

Trane U.S. Inc.

5001 MacCorkle Avenue SW

Charleston, WV 25309

Office Phone: (304) 348-2800

This proposal is subject to your acceptance of the attached Trane terms and conditions.



Quotation

043 HAJOCA CHARLESTON
701 W WASHINGTON ST
CHARLESTON WV 25302-1803
304-344-2556 Fax 304-343-4517

QUOTE DATE	QUOTE NUMBER
11/29/23	S032532472
QUOTED BY:	PAGE NO
043 HAJOCA CHARLESTON 701 W WASHINGTON ST CHARLESTON WV 25302-1803 304-344-2556 Fax 304-343-4517	1 of 2

Printed : 09:06:42 29 NOV 2023

QUOTE TO:
DOUGHERTY CO
PO BOX 1828
CHARLESTON, WV 25327-1828

SHIP TO:
DOUGHERTY CO
PO BOX 1828
CHARLESTON, WV 25327-1828

304-925-6664

QUOTED FOR		CUSTOMER PURCHASE ORDER NUMBER	CUSTOMER RELEASE NUMBER	SALES PERSON	
TOMMY		PHASE III CHANGE		House	
WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT ALLOWED	
Harley Kessell	WC WILL CALL	2% 10TH PROX NET 25TH	01/13/24	No	
QUOTE QTY	DNF PART#	DESCRIPTION	Net Pkg	EXT Pkg	
40ft	2265	3/4X20 L HARD COPPER TUBE	4.770/ft	190.80	
10ea	1492540	VIEGA 2916 77022 3/4X3/4 PXP PROGRESS COP 90 ELBOW	5.030/ea	50.30	
6ea	1492895	VIEGA 2926 77023 3/4X3/4 PXP PROGRESS COP 45 ELBOW	4.430/ea	26.58	
2ea	1213343	LEGEND 101-004NL P-200 3/4 PRESS LEGEND-PRESS FORGED BRASS FP BALL VLV LEAD FREE	26.400/ea	52.80	
2ea	34413	VIEGA 2915.2 78147 3/4X1/2 PXP PROGRESS COP RED LEAD FREE	12.820/ea	25.64	
2ea	1074793	VIEGA 2911ZL 79215 1/2X1/2 PXMP PROGRESS BRONZE ADPT LEAD FREE	3.610/ea	7.22	
1ea	2195861	LEGEND 105-704PNL P-16NL 3/4 PXP BRONZE PRESS Y-STR W/ 304 SS 20 MESH SCREEN LEAD FREE	17.180/ea	17.18	
2ea	34374	VIEGA 2918 77387 3/4X3/4X3/4 PXP PROGRESS COP TEE LEAD FREE	8.280/ea	16.56	
2ea	1997992	RW 5586AB-3/4 BRASS HOSE END BALL VALVE FULL PORT THRD LEAD FREE	20.070/ea	40.14	
20ft	1502	1X20 SCH40 PVC PE PLAS PIPE	0.830/ft	16.60	
8ea	4477	1 SCH40 PVC SXS 90 ELBOW 406-010	1.700/ea	13.60	
2ea	4490	1 SCH40 PVC SXS 45 ELBOW 417-010	2.540/ea	5.08	
2ea	4503	1 SCH40 PVC SXSXS TEE 401-010	2.230/ea	4.46	
2ea	4537	1 SCH40 PVC SXMP MALE ADPT 436-010	1.540/ea	3.08	
2ea	1330	1 150 BLK MI CAP	3.850/ea	7.70	
1ea	1075571	MAINLINE ML11166 QT CLR PVC HVY BODY CEMENT	20.580/ea	20.58	
1ea	1079783	MAINLINE ML11240 QT CLR CLEANER F/ PVC CPVC ABS & STYRENE	17.730/ea	17.73	
2ea	714733	MILLROSE 70885 1/2 x 1429 BLUE MONSTER THREAD SEAL TAPE	5.240/ea	10.48	

*** Continued on Next Page ***



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2 of 2	

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 PO BOX 1828
 CHARLESTON, WV 25327-1828

SHIP TO:
 DOUGHERTY CO
 PO BOX 1828
 CHARLESTON, WV 25327-1828

304-925-6664

QUOTED FOR	CUSTOMER PURCHASE ORDER NUMBER	CUSTOMER RELEASE NUMBER	SALESPERSON	
TOMMY	PHASE III CHANGE		House	
OFFER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT ALLOWED
Harley Kessell	WC WILL CALL	2% 10TH PROX NET 25TH	01/13/24	No
QUOTE QTY	QUO PART#	DESCRIPTION	NET PR	EXP PR
1ea	753210	MILLROSE 70886 3/4 x 1429 BLUE MONSTER THREAD SEAL TAPE TAXES NOT INCLUDED	7.120/ea	7.12
			Subtotal	533.65
			Bid Total	533.65

Prices contained in this quote are the prices in effect at the time of quotation, and are subject to change at any time. We are not responsible for inaccurate quantity descriptions. Quantities should be checked against plans and specifications for accuracy. Special order material is non-cancellable. We are not responsible for delays not within our control.

INCREASE PENALTY RIDER

BOND AMOUNT \$1,850,000.00 BOND NO. 219787H

To be attached and form a part of Bond No. 219787H dated the 6th Day of June, 2022, 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 CRFQ 0211 GSD2200000040 - Building 1, West Wing Fan Coil - Phase 3 - According to Plans & Specifications CO 3 B1 HVAC PH III CPO GSD 22000000021, and in the amount of One Million Eight Hundred Fifty Thousand Dollars and 00/100 (\$1,850,000.00).

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 4th Day of December, 2023, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

FROM: One Million Eight Hundred Fifty Thousand Dollars and 00/100 (\$1,850,000.00)

TO: One Million Eight Hundred Sixty Four Thousand Nine Hundred Fifty Two Dollars and 64/100 (\$1,864,952.64)

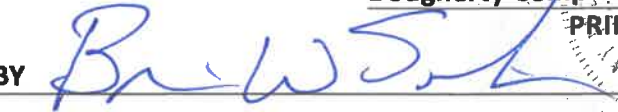
The INCREASE of said bond penalty shall be effective as of the 4th Day of December, 2023, and does hereby agree that the continuity of protection under said bond subject to changes in penalty shall not be impaired hereby, provided that the aggregate liability of the above mentioned bond shall not exceed 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 4th Day of December, 2023

Dougherty Company, Inc.

PRINCIPAL

BY



Brian W. Smith, President

Ohio Farmers Insurance Company

SURETY

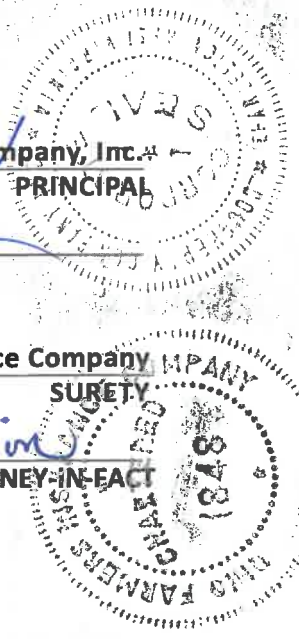
BY



Kimberly J. Wilkinson, WV Resident Agent, ATTORNEY-IN-FACT



James R. Jones, Procurement Admin.

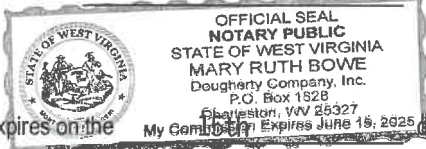
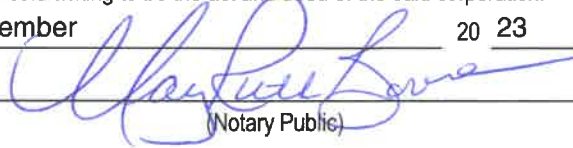


ACKNOWLEDGMENTS

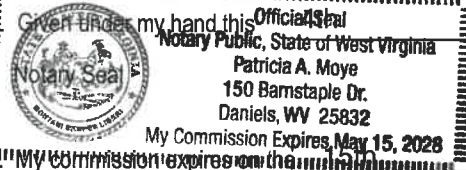
Acknowledgment by Principal if individual or Partnership

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 4th day of December 20 23
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, Patricia A. Moyer, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Kimberly J. Wilkinson
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 December 20 23
26. Notary Seal  27: Patricia A. Moyer
(Notary Public) Patricia A. Moyer
28. My commission expires on the _____ day of May 20 28

Sufficiency in Form and Manner of Execution Approved

This 5th day of January 20 23

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.

General Power of Attorney

CERTIFIED COPY

POWER NO. 4752152 06

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

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

[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



[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 4th day of December A.D., 2023



[Signature of Frank A. Carrino]

Frank A. Carrino, Secretary



Approved
Tyle
12/28/23

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION

Mark D. Scott
Cabinet Secretary

General Services Division
State Capitol
Charleston, West Virginia 25305

John K. McHugh
Director

MEMORANDUM

TO: Melissa Pettrey, Senior Buyer, WV Purchasing Division
FROM: James Jones, Procurement Administrator, General Services Division *James R Jones*
DATE: December 4, 2023 (*Rec 12/11/2023*)
REF: CPO GSD2200000027, Bldg. 1, W. Wing Fan Coil Project, Phase 3

Melissa,

Please let this memorandum serve as justification for our request for Change Order # 3 to our contract with Dougherty Co., Inc, for the referenced project. The request increase this contract t account for a ceiling fan coil unit that had not been identified in a mechanical survey that was utilized in the initial internal design of this project.

Original Contract Amount:\$1,850,000.00
Change Order #3 Increase: \$ 14,952.64
New Contract Total: \$1,864,952.64

This change order results in a total increase to the original contract of 0.81%.

Please feel free to contact me with any questions, or if you need additional information and/or documentation to process this change order.

Thank you for your time and consideration of this request.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>5 M. Petrey</u> Date: <u>12/26/2023</u> Solicitation No. _____ <div style="text-align: left; font-size: 1.5em; color: blue;">C/3</div>	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				
	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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input checked="" 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"/>

*mkep
12/26/2023*

**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