



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: 03-19-2024

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 FIN2200000001 8	Procurement Folder:	905403
Document Name:	Finance The Purchase of 121 Vehicles	Reason for Modification:	Change Order No. 1 - Vehicle Buyout
Document Description:	Contract #FINANCE21, Appendix 2021-06		
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 8
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: 48pt; 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:	\$3,951,518.54
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark Atkins - 3/19/2024*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *See Date*
ELECTRONIC SIGNATURE ON FILE

3-20-24

Extended Description:

CHANGE ORDER NO. 1
ISSUED FOR VEHICLE BUYOUT AND REDUCTION IN FUTURE PAYMENTS.
THERE WILL BE A SMALL SAVINGS IN INTEREST.
EFFECTIVE DATE: 04/01/2024

APPENDIX 2021-06
EFFECTIVE DATE: 07/16/2021
TO FINANCE THE PURCHASE OF 121 VEHICLES: AMOUNT FINANCED: \$3,951,587.52
WITH 48 MONTHLY PAYMENTS OF: \$82,324.74
WITH THE FIRST PAYMENT DUE: 08/01/2021
THE FINAL PAYMENT DUE: 07/01/2025
INTEREST RATE OF: 1.0283%
FOR THE FOLLOWING CDO'S: FLT21*51, FLT21*52, FLT21*53, FLT21*55 AND FLT21*56.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	84101703	0.00000		\$0.0000	\$2,634,391.68
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-08-01	2025-07-01				2021-07-16

Commodity Line Description: Financing Agreement

Extended Description:

APPENDIX 2021-06.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	84101703	0.00000		\$0.0000	\$10,176.32
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-08-01	2025-07-01				2021-07-16

Commodity Line Description: Change Order #1 Appendix 2021-06 Finance of Vehicle Buyout.

Extended Description:

CHANGE ORDER #1 - BUYOUT OF TOTALED VEHICLE.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	84101703	0.00000		\$0.0000	\$1,306,950.54
Service From	Service To	Manufacturer		Model No	Delivery Date
2021-08-01	2025-07-01				2021-07-16

Commodity Line Description: Future Payments CO #1 Appendix 2021-06 Finance of Vehicles.

Extended Description:

REFLECTS NEW AMORTIZATION SCHEDULE FOR FUTURE PAYMENTS AFTER BUYOUT #1.



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: Lori Harper, Fleet Assistant
Fleet Management Division

DATE: February 21, 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 **1FT7W2B68NEC68590** **2022 FORD** **F-250**

Please request a lien release for this vehicle which was processed on Appendix # **2021-06**.

If you have any questions, please feel free to contact me at 304-352-6079. Thank you.



February 14, 2024

AIG Property & Casualty
Charleston, West Virginia
P.O. Box 25670

WV Dept. of Administration

Attention: Stephanie Lane

Fleet Management Division

2310 Kanawha Blvd E

Charleston, WV 25311

Charlie Morris
Claims Representative

T 1 304 357 4616

F 1 304 855 7244

charlie.morris@aig.com

RE: Claim Number	:	502-054257-003
Insured	:	WV DOH
Date of Loss	:	January 4, 2024
Driver	:	
Vehicle	:	2022 Ford F-250
Vin	:	1FT7W2B68NEC68590

Dear Ms Lane,

AIG Property & Casualty is the claims administrator for National Union Fire Insurance Company of Pittsburgh, PA which issued policy number 007281188 to the State of West Virginia / DOH. Please be advised that I am the adjuster handling this claim and all future correspondence should be directed to my attention. Macaw Appraisals determined the damage to your 2022 Ford f-250, identification number 1FT7W2B68NEC68590, and prepared an appraisal of the damages in the amount of \$47,886.74. The NADA value of the vehicle is \$47,000.00. Therefore the vehicle is a total loss and the value is as follows:

NADA	\$47,000.00
Actual Cash Value	=\$47,000.00
Deductible	- \$waived for fire
Payoff	-\$n/a- Must advise AIG if there is a lien
Net Settlement	\$47,000.00 if no loan balance

**As required by the West Virginia Department of Motor Vehicles, we request the signed title to the vehicle. Please also include the vehicle's registration card. We also request that you sign and return the enclosed total loss documents that will be forthcoming to you via separate mailing from Copart. After receipt of all requested documents, we will make arrangements for you to receive payment in the amount of \$47,000.00. Since you are not retaining the vehicle, we will notify our salvage department when it is okay to pick up the vehicle.

If you have any questions, please do not hesitate to contact the undersigned.

Very truly yours,



Charlie Morris

**Charlie Morris
Claim Representative**



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

March 4, 2024
Leasing customer
WEST VIRGINIA, STATE OF

RE: Customer No. 2010290 /Schedule No(s). 00006

Vin/(S/N) 1FT7W2B68NEC68590

Dear Leasing customer

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

Principal			\$	10,176.32
Interest	4/1/24	thru 4/1/24	\$	-
Prepayment Fee			\$	-
Payoff Amount as of		4/1/2024	\$	10,176.32
Per diem			\$	0.29
Per diem valid thru				4/30/2024

***** Payoff assumes receipt of the APRIL 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 Tina Peck
Tina Peck
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. 2010290 /Schedule No(s). 00006
Upon receipt Notify: Tina Peck

Remit payment by check to:

Banc of America Leasing & Capital, LLC
PO Box 100918
Atlanta, GA 30384-0918
Ref: Customer No. 2010290 /Schedule No(s). 00006
Upon receipt Notify: Tina Peck

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. 2010290 /Schedule No(s). 00006
Upon receipt Notify: Tina Peck

2021-06 FIN22*01

Payment Number	Date of Payment	Funding	Payment amount	Interest 1.0283%	Principal	Ending Balance		
	7/18/2021	\$ 3,872,538.00				\$ 3,872,538.00		
1	8/1/2021		\$ 82,324.74	\$ 1,636.49	\$ 80,688.25	\$ 3,791,849.75	<u>Principle</u>	<u>Interest</u>
2	9/1/2021		\$ 82,324.74	\$ 3,204.79	\$ 79,119.95	\$ 3,712,729.80		
3	10/1/2021		\$ 82,324.74	\$ 3,137.92	\$ 79,186.82	\$ 3,633,542.98		
4	11/1/2021		\$ 82,324.74	\$ 3,070.99	\$ 79,253.75	\$ 3,554,289.23		
5	12/1/2021		\$ 82,324.74	\$ 3,004.01	\$ 79,320.73	\$ 3,474,968.50		
6	1/1/2022		\$ 82,324.74	\$ 2,936.97	\$ 79,387.77	\$ 3,395,580.72		
7	2/1/2022		\$ 82,324.74	\$ 2,869.87	\$ 79,454.87	\$ 3,316,125.85		
8	3/1/2022		\$ 82,324.74	\$ 2,802.72	\$ 79,522.02	\$ 3,236,603.83		
9	4/1/2022		\$ 82,324.74	\$ 2,735.51	\$ 79,589.23	\$ 3,157,014.60		
10	5/1/2022		\$ 82,324.74	\$ 2,668.24	\$ 79,656.50	\$ 3,077,358.10		
11	6/1/2022		\$ 82,324.74	\$ 2,600.92	\$ 79,723.82	\$ 2,997,634.27		
12	7/1/2022		\$ 82,324.74	\$ 2,533.53	\$ 79,791.21	\$ 2,917,843.07	FY22	\$ 954,694.93 \$ 33,201.95
13	8/1/2022		\$ 82,324.74	\$ 2,466.10	\$ 79,858.64	\$ 2,837,984.42		
14	9/1/2022		\$ 82,324.74	\$ 2,398.60	\$ 79,926.14	\$ 2,758,058.29		
15	10/1/2022		\$ 82,324.74	\$ 2,331.05	\$ 79,993.69	\$ 2,678,064.60		
16	11/1/2022		\$ 82,324.74	\$ 2,263.44	\$ 80,061.30	\$ 2,598,003.30		
17	12/1/2022		\$ 82,324.74	\$ 2,195.78	\$ 80,128.96	\$ 2,517,874.33		
18	1/1/2023		\$ 82,324.74	\$ 2,128.05	\$ 80,196.69	\$ 2,437,677.65		
19	2/1/2023		\$ 82,324.74	\$ 2,060.27	\$ 80,264.47	\$ 2,357,413.18		
20	3/1/2023		\$ 82,324.74	\$ 1,992.43	\$ 80,332.31	\$ 2,277,080.87		
21	4/1/2023		\$ 82,324.74	\$ 1,924.54	\$ 80,400.20	\$ 2,196,680.67		
22	5/1/2023		\$ 82,324.74	\$ 1,856.59	\$ 80,468.15	\$ 2,116,212.52		
23	6/1/2023		\$ 82,324.74	\$ 1,788.58	\$ 80,536.16	\$ 2,035,676.35		
24	7/1/2023		\$ 82,324.74	\$ 1,720.51	\$ 80,604.23	\$ 1,955,072.12	FY23	\$ 962,770.94 \$ 25,125.94
25	8/1/2023		\$ 82,324.74	\$ 1,652.38	\$ 80,672.36	\$ 1,874,399.77		
26	9/1/2023		\$ 82,324.74	\$ 1,584.20	\$ 80,740.54	\$ 1,793,659.23		
27	10/1/2023		\$ 82,324.74	\$ 1,515.96	\$ 80,808.78	\$ 1,712,850.45		
28	11/1/2023		\$ 82,324.74	\$ 1,447.66	\$ 80,877.08	\$ 1,631,973.37		
29	12/1/2023		\$ 82,324.74	\$ 1,379.31	\$ 80,945.43	\$ 1,551,027.94		
30	1/1/2024		\$ 82,324.74	\$ 1,310.89	\$ 81,013.85	\$ 1,470,014.10		
31	2/1/2024		\$ 82,324.74	\$ 1,242.42	\$ 81,082.32	\$ 1,388,931.78		
32	3/1/2024		\$ 82,324.74	\$ 1,173.89	\$ 81,150.85	\$ 1,307,780.93		
33	4/1/2024		\$ 82,324.74	\$ 1,105.31	\$ 81,219.43	\$ 1,226,561.50		\$ 728,510.62 \$ 12,412.04
	4/1/2024		\$ 10,176.32		\$ 10,176.32	\$ 1,216,385.18	Buyout	10,176.32
34	5/1/2024		\$ 81,641.72	\$ 1,036.66	\$ 80,605.06	\$ 1,135,780.13		
35	6/1/2024		\$ 81,641.72	\$ 959.94	\$ 80,681.78	\$ 1,055,098.34		
36	7/1/2024		\$ 81,641.72	\$ 891.75	\$ 80,749.97	\$ 974,348.37	FY24	\$ 242,036.81 \$ 2,888.35
37	8/1/2024		\$ 81,641.72	\$ 823.50	\$ 80,818.22	\$ 893,530.15		
38	9/1/2024		\$ 81,641.72	\$ 755.19	\$ 80,886.53	\$ 812,643.62		
39	10/1/2024		\$ 81,641.72	\$ 686.83	\$ 80,954.89	\$ 731,688.73		
40	11/1/2024		\$ 81,641.72	\$ 618.41	\$ 81,023.31	\$ 650,665.41		
41	12/1/2024		\$ 81,641.72	\$ 549.93	\$ 81,091.79	\$ 569,573.62		
42	1/1/2025		\$ 81,641.72	\$ 481.39	\$ 81,160.33	\$ 488,413.29		
43	2/1/2025		\$ 81,641.72	\$ 412.80	\$ 81,228.92	\$ 407,184.37		
44	3/1/2025		\$ 81,641.72	\$ 344.14	\$ 81,297.58	\$ 325,886.79		
45	4/1/2025		\$ 81,641.72	\$ 275.43	\$ 81,366.29	\$ 244,520.51		
46	5/1/2025		\$ 81,641.72	\$ 206.66	\$ 81,435.06	\$ 163,085.45		
47	6/1/2025		\$ 81,641.72	\$ 137.84	\$ 81,503.88	\$ 81,581.56		
48	7/1/2025		\$ 81,641.72	\$ 60.16	\$ 81,581.56	\$ -	FY25	\$ 974,348.37 \$ 5,352.27
			\$ 3,951,518.54	\$ 78,980.54	\$ 3,872,538.00		3,872,538.00	78,980.54

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Business Organization Detail

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BANC OF AMERICA PUBLIC CAPITAL CORP

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/9/2006		8/9/2006	Foreign	Profit			

Organization Information		
Business Purpose	5324 - Real Estate and Rental and Leasing - Rental and Leasing Services - Commercial/Industrial Equip Rental and Leasing construction, transportation, mining, forestry, commercial air, rail, water, office)	
Charter County		Capital Stock
Charter State	KS	Control Number 87351
At Will Term		Excess Acres
At Will Term Years		Member Managed
Authorized Shares		Par Value
		Young Entrepreneur Not Specified

Addresses	
Type	Address
Local Office Address	C/O CT CORPORATION SYSTEM 1627 QUARRIER ST CHARLESTON, WV, 25311
Mailing Address	555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104 USA
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104 USA
Type	Address

Officers	
Type	Name/Address
Director	JEAN M. BELL 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
Director	ANDREW R. BROWN 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
President	GEOFFREY R. CULM 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
Secretary	BRAD KOSTER 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
Treasurer	STEVEN F. THOMAS 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
Vice-President	NATHAN A. BARTH 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
Type	Name/Address

Annual Reports	
Filed For	Date Filed
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
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2016	
2015	
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2012	
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All Words

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"Banc of America Public Capital Corp"

Entity

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>00</u> Date: <u>3/19/2021</u> Solicitation No. <u>CO#1</u>	Agency: Finance Division Procurement Officer Submitting Requisition: Carrie Looney Requisition No. CDO FIN2200000001 Change Order No. 1 PF No.: 905403
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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 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 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 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: _____

