



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: 02-16-2024

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 0310 6549 DNR2300000001 4	Procurement Folder:	1106304
Document Name:	Coopers Rock New Cabins & Campground	Reason for Modification:	
Document Description:	Coopers Rock New Cabins & Campground	Change Order No. 03 issued to increase the contract per the attached documentation.	
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:	2023-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-08-21

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000185024	Requestor Name:	James H Adkins
WOLFES EXCAVATING LLC		Requestor Phone:	(304) 558-3397
70 Columbia Blvd		Requestor Email:	jamie.h.adkins@wv.gov
Clarksburg	WV 26301-9606	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	304-842-9050 Extension:		
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
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	SUPERINTENDENT DIVISION OF NATURAL RESOURCES COOPERS ROCK STATE FOREST 61 COUNTY LINE DR BRUCETON MILLS WV 26525-5505 US

2-20-2466

Total Order Amount:	\$5,917,904.60
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Purchasing Division's File Copy

JA 2-16-24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mary O'Neil - 2/16/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Jan 26-24</i> ELECTRONIC SIGNATURE ON FILE
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2/26/2024

Extended Description:

Change Order

Change Order No. 03 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. The contract (unit prices, hourly rates, annual fee, etc.) is decreased as defined in the attached documentation.

Effective date: 1/22/24

Original Contract Price:	\$5,960,425.02
Change Order No. 02 Decrease:	(104,908.87)
Change Order No. 03 Increase:	62,388.45

Contract New Total:	\$5,917,904.60
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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	72000000	0.00000		0.000000	5855516.15
Service From	Service To	Manufacturer		Model No	
2023-03-01	2024-08-21				

Commodity Line Description: Campground Construction

Extended Description:

Campground Construction

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	62388.45
Service From	Service To	Manufacturer		Model No	
2023-03-01	2024-08-21				

Commodity Line Description: Change Order No. 03

Extended Description:

Campground Construction



Brett W. McMillion
2/15/24

Governor Jim Justice

Director Brett W. McMillion

January 19, 2024

Jamie H. Adkins
WV Division of Natural Resources
Property and Procurement Office
324 4th Ave.
South Charleston, WV 25303

RE: Coopers Rock State Forest
Coopers Rock New Cabins & Campground
CPO DNR 2300000001
Change Order No. 3

Dear Mr. Adkins,

The WV Division of Natural Resources, Planning, Engineering and Maintenance Section requests that changes be made to the contract documents of the subject project. Change Order No. 3 is necessary to increase the bid quantity on 1 1/2" force main sewer and add an additional yard hydrant shown on the plans but not included in the bid schedule. Also included is electrical and lighting revisions and truss connection revisions on Cabins 16-20 deemed necessary to complete the project.

Current contract amount	\$5,855,516.15
Change Order No. 3	\$62,388.45
New contract amount	\$5,917,904.60

The agency feels that this is a reasonable amount. If you have any questions, please contact me at 304-550-4892.

Sincerely,

Deborah Demyan

Deborah Demyan, Project Engineer
WV Division of Natural Resources
Planning, Engineering and Maintenance Section



AIA®

Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
Coopers Rock New Cabins & Campground

CONTRACT INFORMATION:
Contract For: General Construction

CHANGE ORDER INFORMATION:
Change Order Number: 003

Date: 01/03/2023

Date: 01/15/2024

OWNER: *(Name and address)*
Division of Natural Resources Parks & Recreation - Perm Section
324 Fourth Avenue
South Charleston, WV 25303

ARCHITECT: *(Name and address)*
Civil & Environmental Consultants, Inc.
ZMM Architects and Engineers

CONTRACTOR: *(Name and address)*
Wolfe's Excavating, LLC
70 Columbia Blvd.
Clarksburg, WV 26301

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.)

The original Contract Sum was	\$ 5,960,425.02
The net change by previously authorized Change Orders	\$ -104,908.87
The Contract Sum prior to this Change Order was	\$ 5,855,516.15
The Contract Sum will be decreased by this Change Order in the amount of	\$ 62,388.45
The new Contract Sum including this Change Order will be	\$ 5,917,904.60
The Contract Time will be increased by Zero (0) days.	
The new date of Substantial Completion will be	

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.

Civil & Environmental Consultants, Inc.

Wolfe's Excavating, LLC

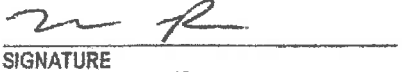
WV Division of Natural Resources

ARCHITECT *(Firm name)*

CONTRACTOR *(Firm name)*

OWNER *(Firm name)*


SIGNATURE


SIGNATURE


SIGNATURE

Joseph D. Robinson, Vice President

Matthew Perkins, PM

Brett W. McMillion

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

1-17-2024

1/15/2024

1/22/2024

DATE

DATE

DATE

AUTHORIZATION FOR ADDITIONAL SERVICES

January 17, 2024

Mr. Matt Yeager
WVDNR
324 4th Avenue
South Charleston, West Virginia 25303

Dear Mr. Yeager:

Wolf's Excavating has requested a change order (CO#3) for the following summary of requested items:

- Item U4 is requested due to an omission on the original bid quantities but was shown to be installed on the construction plans and an additional 100' length for connection point of current sewer treatment manhole location.
- Item U23 is requested due to an omission on the original bid quantities but was shown to be installed on the construction plans.
- Item A1 Cabin Truss Connections is requested due to ZMM RFI that was submitted regarding the connection for the A Frame Truss assembly to the seal plate on the CMU block with additional L brackets on cabins 16-20.
- Item A1 Cabin Electrical and Lighting Revisions is requested for electrical and lighting fixture revisions on cabins 16-20 that have been adjusted from the original plan schedules. The contractor estimation includes deductions for original fixtures.

The request includes additional quantities for bid items U4 and U23 that have unit pricing per the current contract. Items A1 Cabin Truss Connections and A1 Electrical and Lighting Revisions have been provided with requested material and labor break down for a fair market pricing.

CEC approves Wolfe's Excavating Change Order #3 based on the provided information.


Jim Christie, P.L.A.
Principal


Joseph D. Robinson, P.E.
Vice President



WOLFE'S EXCAVATING LLC

70 Columbia Boulevard Clarksburg, WV 26301
304-842-9050 (O) 304-842-9051 (F)

1/15/2024

**Joseph Robinson
Civil and Environmental Consultants, Inc
Attn: Joseph D. Robinson PE
120 Genesios Boulevard, Bridgeport, WV 26330
Office - 304-933-3119**

Re: Coopers Rock – Cabin Truss Connection, Additional Yard Hydrant, Additional Force Main Piping, Cabin Lighting and Electrical Revision

Wolfe is requesting a change order for additional truss connections per the RFI #01, an additional Yard Hydrant, Additional Force Main Piping and Cabin Lighting and Electrical Revision. See below for the clarification breakdown.

- U4 – 1 ½" HDPE DR-13.5 Force Main Pipe – 1,000 LF - An additional 1,000 LF of Force Main piping is needed for the project per the drawing. The Bid Form states 3,000 LF but the plans call for 3,900 LF plus an unforeseen amount to be placed to the future manhole for the Sewer Treatment Plant project that is not part of the contract. Pricing matches the unit price in the contract. This is an overrun on the bid form.
- U – 23 Yard Hydrant Assembly – 1 EA – This yard hydrant is shown in the plans but the total on the bid form does not account for this. It is located at the sewer pump and tank at the cabin location.
- A-1 Cabin Truss Connection – 1 LS – Per the request of Barrow Koslosky with ZMM a RFI was submitted regarding the connection for the A Frame Truss assembly to the seal plate on the CMU block. Nothing was shown on the plans for this connection and nothing was provided by the truss manufacturer either.

ZMM responded with adding L brackets at each truss assembly at the 5 cabins we will be erecting. The truss manufacturer also approved the design on the connection brackets. Pricing reflects the additional cost in supplying and installing the L brackets on each cabin. See Subcontractor breakdown.

Labor – 265 Manhours - \$19,239.00
Materials – \$6,253.50
Overall Total with Mark up - \$25,492.50

- **A1 – Cabin Electrical and Lighting Revisions** – Electrical and Lighting revisions on cabins 20-16 on drawing E132 and E211. These items were an adjustment to the original plans. See below for the clarification breakdown per Cabin. There were no type “B” and “C” Fixtures shown on the original plans (Drawing E132), so no deduction is given for the decorative pendent or the Bathroom Vanity.
 - (2) B - \$554.87 = \$1,109.74
 - (1) C - \$198.92 = \$198.92
 - (1) D - \$319.63 = \$319.63
 - (3) F - \$341.57 = \$1,024.71
 - (3) G - \$150.89 = \$452.67
 - (3) UC - \$48.53 = \$145.59
 - (2) L - \$93.50 = \$187.00
 - (2) C-7 (Floor Outlets) – \$528.20 = \$1,056.40
- Labor (18) Electricians Hours @ \$110 per hour = \$1,980.00
- Credit for (A) Fixtures Total All Cabins - (\$1,100.00)
- Credit for (F) Ceiling Fan Total All Cabins – (\$1,923.90)
- Credit for Original (L) Fixtures Total All Cabins – (\$1,408.00)

Overall Total per Cabin - \$5,588.28
Ovall Total Cabins 20-16 - \$27,941.40

Technical Issues, Operations, General Pricing Practices:

Matt Perkins Project Manager
Office – (304) 842-9050
Cell – (304) 657-0141
Email – mperkins@wolfesexcavating.com

Respectfully,

Matthew Perkins



WOLFE'S EXCAVATING
LLC

23 - Coppers Rock - Change Order #3

1/15/2024

Item	Description	Quantity	Units	Unit Price	Total
U4	1 1/2" HDPE DR-13.5 Force Main Pipe	1000 LF		\$ 8.54	\$ 8,540.00
U23	Yard Hydrant Assembly	1 EA		\$ 414.55	\$ 414.55
A1	Truss Connection Addition	1 LS		\$ 25,492.50	\$ 25,492.50
A1	Electrical and Lighting Cabin Revision	1 LS		\$ 27,941.40	\$ 27,941.40
				\$ -	\$ -
				\$ -	\$ -
	TOTAL				\$ 62,388.45

1. Please see clarifications and documentation on the letter attached.



START TO FINISH CONSTRUCTION, LLC

GENERAL CONTRACTOR SERVICES

Change Order Request Notification #2

Stanley Kinder

Date: 12/27/23

Stankinder10@outlook.com

6982 Charleston Road

Walton, WV 25286

Description	Total
Change Order for Electrical Revisions, these changes added the decided fixtures and a few other modifications. Total Materials-\$14,778 Labor- 50 hours x \$100 = \$5,000 L Fixtures Rope Light- \$85x10= \$850 Floor Outlets Labor- 5 Cabins x 8 hours= 40x\$100= \$4,000 Materials- 10x453x1.06= \$4,801 Type F Fixtures Credit- 15x\$110x1.06= - \$1,749 Type A Fixtures Credit= 53.41x15= -\$801 L Fixtures 8' Strip Light Credit- \$128x10= -\$1,280	
\$5,119.8 per Cabin	

Total: \$25,599

Project Manager Signature- _____

Please sign and return as soon as possible.

Please make checks payable to: Start To Finish Construction, LLC

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

WOLFE'S EXCAVATING, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	7/10/2007		7/10/2007	Domestic	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock
Charter County	Harrison	Control Number	95269
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	70 COLUMBIA BOULEVARD CLARKSBURG, WV, 26301
Mailing Address	70 COLUMBIA BOULEVARD CLARKSBURG, WV, 26301 USA
Notice of Process Address	ELIZABETH LAMB 70 COLUMBIA BOULEVARD CLARKSBURG, WV, 26301
Principal Office Address	70 COLUMBIA BOULEVARD CLARKSBURG, WV, 26301 USA
Type	Address

Officers	
Type	Name/Address
Member	ALEX WOLFE 231 HIDDENVIEW DRIVE BRIDGEPORT, WV, 26330
Organizer	ALEX WOLFE ROUTE 1, BOX 97 TUNNELTON, WV, 26444 USA
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
LAW TRUCKING	TRADENAME	6/15/2012	
WOLFE'S ENERGY SERVICE	TRADENAME	10/29/2012	
WOLFE'S ENVIRONMENTAL TRANSPORT	TRADENAME	7/24/2020	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2023	



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Feb 8, 2024



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Dec 13, 2023



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"WOLFE'S EXCAVATING, LLC"

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u><i>J. Hagan</i></u> Date: <u><i>2-14-24</i></u> Solicitation No. <u><i>CPO DNR 23*01</i></u> <u><i>clo#3</i></u>	Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CPO DNR23*01 CO3 PF No.: 1106304
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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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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:

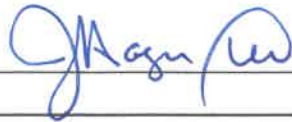
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**