



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

State of West Virginia
Master Agreement

Order Date: 02-01-2024

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:	CMA 0313 0313 DEP210000015F 4	Procurement Folder:	838360
Document Name:	Inorganic and Organic Analysis Services	Reason for Modification:	
Document Description:	Inorganic and Organic Analysis Services	CO#3 - Renewal	
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-02-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-02-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000205838	Requestor Name:	Bobbi J Chestnut
ANALABS INC		Requestor Phone:	(304) 926-0499
196 Dayton St.		Requestor Email:	b.j.chestnut@wv.gov
CRAB ORCHARD	WV 25827		
US			
Vendor Contact Phone:	304-255-4821	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

24

FILE LOCATION _____

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS	VARIOUS AGENCY LOCATIONS
AS INDICATED BY ORDER	AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

2-8-2461

Purchasing Division's File Copy

Total Order Amount:

Open En

PURCHASING DIVISION AUTHORIZATION
 DATE: *Muel/Act - 2/08/2024*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Dan... 2-15-24*
 ELECTRONIC SIGNATURE ON FILE

2/13/2024

Extended Description:

Change Order

Change Order No. 03 issued to renew the original contract according to all terms, conditions, prices, and specifications, contained in the original contract including all authorized change orders as well as to remove one test from the catalog pricing sheet due to not having the certification.

Effective date of renewal: 02/15/2024-02/14/2025

No renewals remaining.

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	Manufacturer	Model No	Unit	Unit Price
1	81102600				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Analysis Services

Extended Description:

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81102600			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Turn-Around Rush Order Fee

Extended Description:

Turn-Around Rush Order Fee, per sample
item# 360, 361 and 362

Amount determined by the percentage indicated on the vendors pricing page.



west virginia department of environmental protection

Administrative Services
601 57th Street SE
Charleston, WV 25304-2345
304-926-0499 Phone
304-926-0491 Fax

Harold D. Ward, Cabinet Secretary
dep.wv.gov

October 24, 2023

Analabs Inc.
P.O. Box 1235
Crab Orchard, WV 25827
Via e-mail: kharrison@analabsinc.com

Re: Inorganic and Organic Analysis Services – CMA DEP210000015F

The WV Department of Environmental Protection is offering to renew the subject contract under the same terms, conditions and pricing, pending confirmation of appropriate lab certifications. The renewal dates will be 02/15/2024 through 02/14/2025. DEP will confirm lab certifications are in order prior to processing the renewal. If certifications are not in place, all or part of the renewal will not be completed and vendor will be notified.

If your company agrees to this renewal, please sign below and return the required documents to the address listed above or via e-mail to April.D.Odell@wv.gov by November 7, 2023.

Please let me know if you have any questions.

Thank you,

April D O'Dell

Digitally signed by: April D O'Dell
DN: CN = April D O'Dell email = april.d.odell@wv.gov
C = AD O = Department of Environmental Protection
OU = Business Operations
Date: 2023.10.24 11:34:17 -04'00'

April O'Dell, Procurement Specialist, Sr.

To Be Completed by the Vendor:

We agree to renew the above reference contract for the period as stated above according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Kelli Harrison

Printed Name

12-22-23

Date

Kelli Harrison

Signature

Promoting a healthy environment.



west virginia department of environmental protection

Division of Water and Waste Management
601 57th Street SE
Charleston, WV 25304-2345
Phone: (304) 926-0495
Fax: (304) 926-0497

Harold D. Ward, Cabinet Secretary
www.dep.wv.gov

October 03, 2023

Rebekah Mills
Lab Manager/ QA Officer
Analabs, Incorporated
PO Box 1235
Crab Orchard, WV 25827

Dear Ms. Mills,

Please find enclosed an ATTACHMENT I modifying certification of your facility through August 31, 2024.

With the submittal of the NSI PTX889 Proficiency Test (PT) study, the laboratory has met the PT requirements for certification. The following suspensions have been withdrawn (solid methods): Ammonia (SM4500-NH3 B & G-11); TKN (SM4500-Norg, B, & G-11); Phosphorus (SM4500-P B.5 & F-11); SW6020B metals (Al, As, B, Ba, Be, Cd, Ca, Cr, Co, Cu, Fe, Pb, Mg, Mn, Mo, Ni, K, Se, Na, Tl, V, & Zn); and Mercury (SW7471B).

Please be advised that the submittal of PTX889 meets the solid matrix requirements for the 2023-2024 recertification period. The laboratory must analyze and report 2 additional solid matrix PTs by the laboratory's expiration of August 31, 2024, for the 2024-2025 certification year.

If you have any questions or I can be of further assistance, please call (304) 926-0499 ext. 43797 or e-mail at Tommy.W.Smith@wv.gov.

Sincerely,

A handwritten signature in black ink that reads 'Tommy W. Smith II' with a stylized flourish at the end.

Tommy W. Smith II
Quality Assurance Officer

ts

Enclosure:

Tommy W
Smith, II

Digitally signed by: Tommy W.
Smith, II
DN: CN = Tommy W. Smith, II
email = Tommy.W.Smith@wv.gov
C = US O = WV DEP OU =
DWW
Date: 2023.10.03 09:26:51 -04'00'

VENDOR CUSTOMER CODE	SUPPLIER PART NUMBER	COMMODITY CODE	ITEM DESCRIPTION	UNIT OF MEASURE	LIST PRICE	DELIVERY DAYS
000000205838	1	81102600	Acidity, Cold	EA	5.00	14
000000205838	2	81102600	Acidity, Hot (as CaCO3)	EA	5.00	14
000000205838	3	81102600	Acidity, Mineral (as CaCO3)	EA	5.00	14
000000205838	4	81102600	Alkalinity (as CaCO3)	EA	5.00	14
000000205838	5	81102600	Alkalinity, Bicarbonate (as	EA	10.00	14
000000205838	6	81102600	Alkalinity, Carbonate (as CaCO3)	EA	10.00	14
000000205838	7	81102600	Alkalinity, Phenolphthalein	EA	10.00	14
000000205838	8	81102600	Bromide (High Level)	EA	20.00	14
000000205838	11	81102600	Chloride (High Level)	EA	10.00	14
000000205838	16	81102600	Conductance, Specific	EA	5.00	14
000000205838	18	81102600	Fluoride (High Level)	EA	25.00	14
000000205838	21	81102600	Oxygen Demand, Biological	EA	36.00	14
000000205838	23	81102600	Oxygen Demand, Chemical	EA	24.00	14
000000205838	24	81102600	pH	EA	5.00	14
000000205838	25	81102600	pH (Solid)	EA	6.00	14
000000205838	26	81102600	Solids, Percent	EA	10.00	14
000000205838	27	81102600	Solids, Percent (Solid)	EA	10.00	14
000000205838	28	81102600	Solids, Total Dissolved	EA	5.00	14
000000205838	29	81102600	Solids, Settleable	EA	10.00	14
000000205838	30	81102600	Solids, Total Suspended	EA	5.00	14
000000205838	32	81102600	Solids, Total Volatile (Solid)	EA	10.00	14
000000205838	33	81102600	Solids, Total	EA	10.00	14
000000205838	34	81102600	Solids, Total (Solid)	EA	10.00	14
000000205838	35	81102600	Sulfate	EA	6.00	14
000000205838	37	81102600	Turbidity	EA	10.00	14
000000205838	38	81102600	Aluminum (High Level)	EA	4.00	14
000000205838	39	81102600	Aluminum (Low Level)	EA	4.00	14
000000205838	40	81102600	Aluminum (Solid)	EA	6.00	14
000000205838	41	81102600	Barium (High Level)	EA	6.00	14
000000205838	42	81102600	Barium (Low Level)	EA	6.00	14
000000205838	43	81102600	Barium (Solid)	EA	6.00	14
000000205838	44	81102600	Beryllium (High Level)	EA	6.00	14
000000205838	45	81102600	Beryllium (Low Level)	EA	6.00	14
000000205838	46	81102600	Beryllium (Solid)	EA	6.00	14
000000205838	47	81102600	Cadmium (Low Level)	EA	6.00	14
000000205838	48	81102600	Cadmium (High Level)	EA	6.00	14
000000205838	49	81102600	Cadmium (Solid)	EA	6.00	14
000000205838	50	81102600	Calcium (High Level)	EA	6.00	14
000000205838	51	81102600	Calcium (Low Level)	EA	6.00	14
000000205838	52	81102600	Calcium (Solid)	EA	6.00	14
000000205838	53	81102600	Chromium (High Level)	EA	6.00	14
000000205838	54	81102600	Chromium (Low Level)	EA	6.00	14
000000205838	55	81102600	Chromium (Solid)	EA	6.00	14
000000205838	59	81102600	Cobalt (High Level)	EA	6.00	14
000000205838	60	81102600	Cobalt (Low Level)	EA	6.00	14
000000205838	62	81102600	Copper (High Level)	EA	6.00	14
000000205838	63	81102600	Copper (Low Level)	EA	6.00	14
000000205838	64	81102600	Copper (Solid)	EA	6.00	14
000000205838	65	81102600	Hardness	EA	15.00	14
000000205838	68	81102600	Iron (High Level)	EA	4.00	14
000000205838	69	81102600	Iron (Low Level)	EA	4.00	14
000000205838	70	81102600	Iron (Solid)	EA	6.00	14
000000205838	74	81102600	Lead (Low Level)	EA	6.00	14
000000205838	75	81102600	Lead (High Level)	EA	6.00	14
000000205838	76	81102600	Lead (Solid)	EA	6.00	14
000000205838	77	81102600	Magnesium (High Level)	EA	6.00	14
000000205838	78	81102600	Magnesium (Low Level)	EA	6.00	14
000000205838	79	81102600	Magnesium (Solid)	EA	6.00	14

000000205838	80	81102600	Manganese (High Level)	EA	4.00	14
000000205838	81	81102600	Manganese (Low Level)	EA	4.00	14
000000205838	82	81102600	Manganese (Solid)	EA	6.00	14
000000205838	83	81102600	Mercury (High Level MDL)	EA	30.00	14
000000205838	84	81102600	Mercury (Low Level MDL; Method SM 1631E or EPA 245.7)	EA	50.00	14
000000205838	85	81102600	Mercury (Solid-Low Level MDL; Method: EPA 245.5)	EA	30.00	14
000000205838	86	81102600	Molybdenum (High Level)	EA	6.00	14
000000205838	87	81102600	Molybdenum (Low Level)	EA	6.00	14
000000205838	88	81102600	Molybdenum (Solid)	EA	6.00	14
000000205838	89	81102600	Nickel (High Level)	EA	6.00	14
000000205838	90	81102600	Nickel (Low Level)	EA	6.00	14
000000205838	91	81102600	Nickel (Solid)	EA	6.00	14
000000205838	92	81102600	Potassium (High Level)	EA	6.00	14
000000205838	93	81102600	Potassium (Low Level)	EA	6.00	14
000000205838	94	81102600	Potassium (Solid)	EA	6.00	14
000000205838	95	81102600	Silver (Low Level)	EA	6.00	14
000000205838	96	81102600	Silver (High Level)	EA	6.00	14
000000205838	98	81102600	Sodium (High Level)	EA	6.00	14
000000205838	99	81102600	Sodium (Low Level)	EA	6.00	14
000000205838	100	81102600	Sodium (Solid)	EA	6.00	14
000000205838	101	81102600	Strontium (High Level)	EA	6.00	14
000000205838	102	81102600	Strontium (Low Level)	EA	6.00	14
000000205838	103	81102600	Thallium (High Level)	EA	6.00	14
000000205838	104	81102600	Thallium (Low Level)	EA	6.00	14
000000205838	105	81102600	Thallium (Solid)	EA	6.00	14
000000205838	109	81102600	Vanadium (High Level MDL)	EA	6.00	14
000000205838	110	81102600	Vanadium (Low Level MDL)	EA	6.00	14
000000205838	112	81102600	Zinc (High Level)	EA	6.00	14
000000205838	113	81102600	Zinc (Low Level)	EA	6.00	14
000000205838	114	81102600	Zinc (Solid)	EA	6.00	14
000000205838	115	81102600	Metals Prep Cost (Methods: 200.7, 200.8, 6010, 6020, 3114)	EA	5.00	14
000000205838	116	81102600	Metals Prep (Solid-Methods: 200.7, 200.8, 6010, 6020, 3114)	EA	5.00	14
000000205838	117	81102600	Antimony (High Level)	EA	6.00	14
000000205838	118	81102600	Antimony (Low Level)	EA	6.00	14
000000205838	120	81102600	Arsenic (High Level)	EA	6.00	14
000000205838	121	81102600	Arsenic (Low Level)	EA	6.00	14
000000205838	122	81102600	Arsenic (Solid)	EA	6.00	14
000000205838	123	81102600	Boron (High Level)	EA	6.00	14
000000205838	124	81102600	Boron (Low Level)	EA	6.00	14
000000205838	126	81102600	Chlorine, Total Residual	EA	10.00	14
000000205838	127	81102600	Selenium (High Level)	EA	6.00	14
000000205838	128	81102600	Selenium (Low Level)	EA	6.00	14
000000205838	129	81102600	Selenium (Solid)	EA	6.00	14
000000205838	135	81102600	Nitrogen, Ammonia (as N)	EA	30.00	14
000000205838	136	81102600	Nitrogen, Ammonia (as N) (Solid)	EA	30.00	14
000000205838	137	81102600	Nitrogen, Organic (as N)	EA	60.00	14
000000205838	138	81102600	Nitrogen, Total Kjeldahl (as N)	EA	24.00	14
000000205838	139	81102600	Nitrogen, Total Kjeldahl (as N) (Solid)	EA	24.00	14
000000205838	140	81102600	Nitrogen, Nitrate (NO3 as N)	EA	24.00	14
000000205838	141	81102600	Nitrogen, Nitrite (NO2 as N)	EA	24.00	14
000000205838	143	81102600	Nitrogen, Nitrate + Nitrite (NO3+NO2 as N)	EA	24.00	14

000000205838	144	81102600	Nitrogen, Nitrate + Nitrite (NO3+NO2 as N) (Solid)	EA	30.00	14
000000205838	145	81102600	Phosphorus, Orthophosphate (as P)	EA	15.00	14
000000205838	146	81102600	Phosphorus, Total (Mixed Forms; P as P)	EA	24.00	14
000000205838	147	81102600	Phosphorus, Total (Mixed Forms; P as P) (Solid)	EA	24.00	14
000000205838	151	81102600	Escherichia coli (Method: MF)	EA	35.00	14
000000205838	152	81102600	Coliform, Fecal (Method: MF)	EA	25.00	14
000000205838	156	81102600	Coliform, Total (Method: MPN)	EA	35.00	14
000000205838	165	81102600	Bicarbonate (Method: SM)	EA	10.00	14
000000205838	167	81102600	Oil-Grease	EA	36.00	14
000000205838	168	81102600	MBAS (Surfactants/Detergents)	EA	36.00	14
000000205838	198	81102600	Cyanide, Total	EA	30.00	14
000000205838	200	81102600	Phenolics	EA	30.00	14
000000205838	270	81102600	TCLP RCRA Metals EPA 1311/SW846, Single compound	EA	61.00	14
000000205838	271	81102600	TCLP RCRA Metals EPA 1311/SW846, Complete list	EA	127.00	14
000000205838	305	81102600	PHASE I DETECTION MONITORING, Single compound	EA	50.00	14
000000205838	306	81102600	PHASE I DETECTION MONITORING, Up to 10	EA	232.00	14
000000205838	307	81102600	PHASE I DETECTION MONITORING, complete list	EA	408.00	14
000000205838	333	81102600	TCLP Metals quantified to 10% of TCLP levels	EA	127.00	14
000000205838	334	81102600	TCLP-Mercury	EA	80.00	14
000000205838	335	81102600	TCLP-Individual Metal	EA	61.00	14
000000205838	336	81102600	Additional Metals (Flame, Furnace, ICP, ICP-MS) TCLP	EA	61.00	14
000000205838	337	81102600	Analysis by Standard Method of Addition (per metal) TCLP	EA	6.00	14
000000205838	351	81102600	Bridgeport Office Pick Up Fee	EA	125.00	14
000000205838	353	81102600	Fairmont Office Pick Up Fee	EA	125.00	14
000000205838	354	81102600	Logan Office Pick Up Fee	EA	60.00	14
000000205838	356	81102600	Parkersburg Office Pick Up Fee	EA	125.00	14
000000205838	357	81102600	Philippi Office Pick Up Fee	EA	130.00	14
000000205838	358	81102600	Romney Office Pick Up Fee	EA	225.00	14
000000205838	359	81102600	Other locations as Cost Per Mile	EA	1.50	14

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

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.

ANALABS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	2/13/1987		2/13/1987	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock 200.0000
Charter County	Raleigh	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
t Will n Years		Par Value	0.000000
horized nares	8	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	196 DAYTON STREET CRAB ORCHARD, WV, 25827
Mailing Address	P.O. BOX 1235 CRAB ORCHARD, WV, 25827 USA
Notice of Process Address	KELLI HARRISON P. O. BOX 1235 CRAB ORCHARD, WV, 25827
Principal Office Address	P. O. BOX 1235 196 DAYTON STREET CRAB ORCHARD, WV, 25827 USA
Type	Address

Officers	
Type	Name/Address
Director	CHARLES THOMPSON 763 MIDWAY ROAD P.O. BOX 477 CRAB ORCHARD, WV, 25827
Director	KELLI HARRISON 510 HILL DRIVE PO BOX 1235 CRAB ORCHARD, WV, 25827
Incorporator	CHARLES THOMPSON P. O. BOX 477 CRAB ORCHARD, WV, 25827 USA
President	CHARLES THOMPSON PO BOX 477 CRAB ORCHARD, WV, 25827
Secretary	LINDA THOMPSON PO BOX 477 CRAB ORCHARD, WV, 25827
Vice-President	KELLI HARRISON PO BOX 1235 CRAB ORCHARD, WV, 25827
Type	Name/Address

Annual Reports



Entity Validation Issues Show Details

Jan 26, 2024



See All Alerts

Cease Using the Entity Management API for Reps and Certs Information

Show Details

Dec 13, 2023



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- Data Services
- Help

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All Words

e.g. 1606N020Q02

Select Domain
All Domains



Filter By



Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words ⁽ⁱ⁾

All Words ⁽ⁱ⁾

Exact Phrase ⁽ⁱ⁾

e.g. 1606N020Q02

analabs



Federal Organizations

Enter Code or Name



Status



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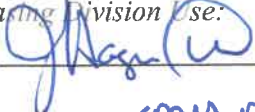
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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u></u> Date: <u>2.7.24</u> Solicitation No. <u>CMA DEP 21*15F</u> <u>c/o #2</u>	Agency: WVDEP Procurement Officer Submitting Requisition: Jessica Chambers Smith Requisition No. Change Order #3 - Renewal CMA DEP21*15F PF No.: 838360
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

