



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: 02-05-2024

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Number:	CMA 0313 0313 DEP2300000014 6	Procurement Folder:	1207045
Document Name:	DEP Uniforms	Reason for Modification:	Change Order #5 Administrative Change To make corrections to CL 21 & 27 that were made on change order #2.
Document Description:	DEP Uniforms		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-05-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-05-09

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000042339	Requestor Name:	Jessica S Chambers
SINATRA UNIFORMS INC 4318 E OLYMPIC BLVD		Requestor Phone:	304-926-0499
LOS ANGELES CA 90023 US		Requestor Email:	jessica.s.chambers@wv.gov
Vendor Contact Phone:	8183411500	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
ENVIRONMENTAL PROTECTION OFFICE OF ADMINISTRATION 601 57TH ST SE CHARLESTON WV 25304 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

2-7-24 GC

Total Order Amount: _____ **Open End**

Purchasing Division's File Copy

JA 2-6-24

PURCHASING DIVISION AUTHORIZATION
 DATE: *M. [Signature]* 2/06/2024
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature]* 2-14-24
 ELECTRONIC SIGNATURE ON FILE

2/14/2024

Extended Description:

Change Order #5 Administrative Change

Change Order #5 is issued to correct commodity line 21 part number from UM11256 to 62064. It was changed in error. And to correct commodity line 27 from 61022US to UM11256 according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

On change order #2 I inadvertently changed CL 21 instead of CL 27. This is to make those corrections

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	53101800			EA	225.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Parka (Item #48032)

Extended Description:

Parka (Item 1)
5.11 Aggressor #48032

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	46181543			EA	225.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Weatherproof Waist Length 5 in 1 Jacket (Item #48360)

Extended Description:

Weatherproof Waist Length 5 in 1 Jacket (Item #2)
5.11 Tactical 5-in-1 #48360

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	46181507			EA	67.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tactical Vest TQV04

Extended Description:

Tactical Vest (Item #3) TQV04

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	53101700			EA	87.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tactical Hooded Sweatshirt (Item #VTX8837)

Extended Description:

Tactical Hooded Sweatshirt (Item #4)
Vertx Firebase Hoody #VTX8837

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	46181543			EA	125.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rain Jacket, Men's (Item #118520)

Extended Description:
Rain Jacket, Men's (Item #5)
Tactix Jacket Shell #118520.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	46181544			EA	180.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rain Pants, Men's (Item #S1785)

Extended Description:
Rain Pants, Men's (Item #6)
Spiewak Weathertech tacticle response pant #S1785

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	46181543			EA	35.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rain Jacket, Women's (Item #L7710)

Extended Description:
Rain Jacket, Women's (Item #7)
Port Authority Northwest Slicker #L7710

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	46181544			EA	30.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rain Pants, Women's (Item #PT333)

Extended Description:
Rain Pants, Women's (Item #8)
Port Authority Torrent Waterproof Pant #PT333

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	53101502			EA	53.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Twill Trousers, Men's (Item #74338)

Extended Description:
Twill Trousers, Men's (Item #9)
5.11 PDU pant #74338

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	53101504			EA	53.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Twill Trousers, Women's (Item #64304)

Extended Description:

Twill Trousers, Women's (Item #10)
5.11 PDU pant #64304

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	53101502			EA	50.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tactical Pant, Cotton, Men's (Item #74251)

Extended Description:

Tactical Pant, Cotton, Men's (Item #11)
5.11 Tactical #74251

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	53101502			EA	53.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tactical Pant, Ripstop, Men's (Item #74003)

Extended Description:

Tactical Pant, Ripstop, Men's (Item # 12)
5.11 Tactical Ripstop TDU Pants #74003,

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	53101504			EA	53.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tactical Pant, Ripstop, Women's (Item #64359)

Extended Description:

Tactical Pant, Ripstop, Women's (Item #13)
5.11 Tactical Ripstop TDU Pants #64359

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	53101502			EA	47.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tactical Pant, TacLite Pro or Equal, Men's (Item #74273)

Extended Description:

Tactical Pant, TacLite Pro or Equal, Men's (Item #14)
5.11 TacLite Pro #74273

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	53101504			EA	47.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tactical Pant, TacLite Pro or Equal, Women's (Item #64360)

Extended Description:
Tactical Pant, TacLite Pro or Equal, Women's (Item #15)
5.11 TacLite Pro #64360

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	53101502			EA	65.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tactical Pant, Stryke or equal, Men's (Item #74369)

Extended Description:
Tactical Pant, Stryke or equal, Men's (Item #16)
5.11 Tactical Stryke #74369

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	53101504			EA	65.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Tactical Pant, Stryke or equal, Women's (Item #64386)

Extended Description:
Tactical Pant, Stryke, Women's (Item #17)
5.11 Tactical Stryke #64386

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	53101502			EA	42.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Shorts, Men's (Item #73287)

Extended Description:
Shorts, Men's (Item #18)
5.11 Taclite Pro #73287

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	53101504			EA	42.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Shorts, Women's (Item #63071)

Extended Description:
Shorts, Women's (Item #19)
5.11 Taclite Pro #63071

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	53101602			EA	53.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Long Sleeve Shirt, Twill, Men's (Item #72344)

Extended Description:

Long Sleeve Shirt, Twill, Men's (Item # 20)
5.11 PDU Class-A Item #72344

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	53101604			EA	53.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Long Sleeve Shirt, Twill, Women's (Item #62064)

Extended Description:

Long Sleeve Shirt, Twill, Women's (Item # 21)
62064

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	53101602			EA	52.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Long Sleeved Shirt, Poly-Cotton, Men's (Item #F5312)

Extended Description:

Long Sleeved Shirt, Poly-Cotton, Men's (Item #22)
F5312 Tactical Long Sleeve

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	53101604			EA	52.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Long Sleeved Shirt, Poly-Cotton, Women's (Item #62070)

Extended Description:

Long Sleeved Shirt, Poly-Cotton, Women's (Item #23)
5.11 Taclite Pro Shirt #62070

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	53101602			EA	53.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Long Sleeved Shirt, TDU, Men's (Item #72002)

Extended Description:

Long Sleeved Shirt, TDU, Men's (Item #24)
5.11 Tactical TDU Shirt #72002

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	53101604			EA	53.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Long Sleeved Shirt, TDU, Women's (Item #62016)

Extended Description:
Long Sleeved Shirt, TDU, Women's (Item #25)
5.11 Tactical TDU shirt #62016

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	53101602			EA	47.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Short Sleeved Shirt, Poly-Cotton, Men's (Item # F5311)

Extended Description:
Short Sleeved Shirt, Poly-Cotton, Men's (Item #26)
F5311 Tactical Short Sleeve

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	53101604			EA	50.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Short Sleeved Shirt, Poly-Cotton, Women's (Item UM11256)

Extended Description:
Short Sleeved Shirt, Poly-Cotton, Women's (Item #27) CDCR Duty Shirt #UM11256

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	53101602			EA	49.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Short Sleeve Shirt, TDU, Men's (Item #71339)

Extended Description:
Short Sleeve Shirt, TDU, Men's (Item #28)
5.11 TacLite TDU #71339

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	53101604			EA	49.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Short Sleeve Shirt, TDU, Women's (Item #61025)

Extended Description:
Short Sleeve Shirt, TDU, Women's (Item #29)
5.11 TacLite TDU #61025

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	53101600			EA	45.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Long Sleeve Polo Shirt, Men's & Women's (Item #42056)

Extended Description:
Long Sleeve Polo Shirt, Men's & Women's (Item #30)
5.11 Professional Polo #42056

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	53101602			EA	41.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Short Sleeve Polo Shirt, Cotton, Men's (Item #41060)

Extended Description:

Short Sleeve Polo Shirt, Cotton, Men's (Item #31)
5.11 Professional Polo #41060

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	53101604			EA	44.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Short Sleeve Polo Shirt, Cotton, Women's (Item #61166)

Extended Description:

Short Sleeve Polo Shirt, Cotton, Women's (Item #32)
5.11 Professional Polo #61166, or equal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	53101602			EA	39.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: S Sleeve Polo Shirt, Moisture-Wicking, Men's (Item #71049)

Extended Description:

Short Sleeve Polo Shirt, Moisture- Wicking, Men's (Item #33)
5.11 Tactical Snag-Free Performance Polo, #71049

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	53101604			EA	37.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Short Sleeve Polo, Moisture- Wicking, Women's (Item #PS307)

Extended Description:

Short Sleeve Polo, Moisture- Wicking, Women's (Item #34) PS307

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	53102503			EA	14.500000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Uniform Cap (Item #89381)

Extended Description:

Uniform Cap (Item #35)
5.11 TacLite Uniform Cap #89381

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	53102503			EA	6.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Uniform Cap - Mesh (Item #C833)

Extended Description:

Uniform Cap - Summer Mesh (Item #C833)

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
37	53102503			EA	14.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Fleece Watch Cap (Item #89250)

Extended Description:
Fleece Watch Cap (Item #37)
5.11 Fleece Watch Cap #89250

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
38	53102503			EA	17.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Watch Cap (Item #A18-019)

Extended Description:
Watch Cap (Item #38)
Carhart Acrylic Watch Hat #A18-019

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
39	53102503			EA	26.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Boonie Hat (Item # 89422)

Extended Description:
Boonie Hat (Item #39)
5.11 Boonie Hat Item # 89422

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
40	53102700			EA	45.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Leather Belt (Item #59493)

Extended Description:
Leather Belt (Item #40)
5.11 Arc Leather Belt #59493

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
41	53102700			EA	16.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Web Belt (Item #59551)

Extended Description:
Web Belt (Item #41)
5.11 TDU belt #59551

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
42	53102700			EA	6.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Necktie-Clip-on (Item #90010)

Extended Description:
 Necktie-Clip-on (Item #42)
 Samuel Broome Style #90010



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 Ward, Cabinet Secretary
dep.wv.gov

Date: 1/30/2024

Ameer Nouh, Bid Officer
Sinatra Uniform
4318 E. Olympic Blvd., Los Angeles, CA 90023
P: 866-777-0010 F: 818-341-9900 <https://www.sinatrauniform.com/>

RE: Change Order #5 – CMA DEP2300000014 Uniform Contract

Ameer,

There is an error that I made that needs to be corrected on commodity lines 21 and 27. I accidentally change the substitution part number on commodity line 21 instead of 27.

Change Order #5 will be issued to correct the items numbers that were switched during CO #2. Please sign and date below to acknowledge the change to the contract. An approved copy of the change order will be sent as soon as it is finalized.

Please let me know if you have any questions or concerns. Please return via email by February 1st, 2024.

Sincerely,

**Linda L
Stanley**

Digitally signed by: Linda L Stanley
DN: CN = Linda L Stanley email =
linda.l.stanley@wv.gov C = AD O =
WV DEP OU = Business Operations
Date: 2024.01.30 15:04:24 -05'00'

1/30/2024

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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.

SINATRA UNIFORM MANUFACTURING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/11/2023		5/11/2023	Foreign	Profit			

Organization Information		
Business Purpose	4243 - Wholesale Trade - Wholesale Trade, Nondurable Goods - Apparel, Piece Goods and Notions Merchant Wholesalers	Capital Stock
Charter County		Control Number
Charter State	CA	Excess Acres
At Will Term		Member Managed
At Will Years		Par Value
Authorized Officers		Young Entrepreneur No

Addresses	
Type	Address
Local Office Address	4318 E. OLYMPIC BLVD. LOS ANGELES, CA, 90023
Mailing Address	4318 E. OLYMPIC BLVD. LOS ANGELES, CA, 90023 USA
Notice of Process Address	AMEER NOUH 4318 E. OLYMPIC BLVD. LOS ANGELES, CA, 90023
Principal Office Address	4318 E. OLYMPIC BLVD. LOS ANGELES, CA, 90023 USA
Type	Address

Officers	
Type	Name/Address
Secretary	AMEER NOUH 4318 E. OLYMPIC BLVD. LOS ANGELES, CA, 90023
Type	Name/Address

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

Tuesday, January 30, 2024 — 3:22 PM

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Entities

Disaster Response Registry

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e.g. 123456789, Smith Corp

"SINATRA UNIFORMS INC" ×

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Ayers (w)</u> Date: <u>2.16.24</u> Solicitation No. <u>CMA DEP23*14</u> <u>C/O #5</u>	Agency: DEP Procurement Officer Submitting Requisition: Jessica Smith Requisition No. CMA DEP23*14 PF No.: 1207045
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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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.

