



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: 05-13-2024

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 0211 4088 GSD2400000004 3 | Procurement Folder: | 1293024 |
| Document Name: | Building 88 Asphalt Parking Lot Repair and Paving Project | Reason for Modification: | |
| Document Description: | Building 88 Asphalt Parking Lot Repair and Paving Project | Change Order No. 2 - to increase the contract per the attached documentation. | |
| Procurement Type: | Central Purchase Order | | |
| Buyer Name: | Melissa Pettrey | | |
| Telephone: | (304) 558-0094 | | |
| Email: | melissa.k.pettrey@wv.gov | | |
| Shipping Method: | Best Way | Effective Start Date: | 2024-04-29 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2024-06-28 |

| VENDOR | | DEPARTMENT CONTACT | | | |
|--|-------------------------|---|----------------------|----------------------------|----------------------|
| Vendor Customer Code: | 000000203089 | Requestor Name: | Mark A Crites | | |
| WEST VIRGINIA PAVING INC 2950 CHARLES AVE | | Requestor Phone: | 304-352-5515 | | |
| DUNBAR WV 25064 | | Requestor Email: | mark.a.crites@wv.gov | | |
| US | | <div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div> | | | |
| Vendor Contact Phone: | 304-768-9733 | | | 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 |
|---|--|
| DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US | DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 88 PLAYERS CLUB 7 PLAYERS CLUB DR CHARLESTON WV 25311 US |

507-2466

Purchasing Division's File Copy

| | |
|----------------------------|--------------|
| Total Order Amount: | \$129,680.00 |
|----------------------------|--------------|

MKP 05/17/2024

| | | |
|---|--|---|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>5/17/24</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i> | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>5/20/2024</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i> | ENCUMBRANCE CERTIFICATION DATE: <i>5/21/24</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i> |
|---|--|---|

Extended Description:

Change Order No.2 is issued to increase the contract, per the attached documentation, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of increase: April 29, 2024

Original Contract Price: \$ 118,750.00
Change Order #1 INTP: \$ 0.00
Change Order #2 Increase: \$ 10,930.00

New Contract Price: \$ 129,680.00

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 | 72141100 | 0.00000 | | 0.000000 | 118750.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2024-04-29 | 2024-06-28 | | | | |

Commodity Line Description: Infrastructure building and surfacing and paving services

Extended Description:

per specifications

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|-------------|
| 2 | 72141100 | 0.00000 | | 0.000000 | 10930.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2024-04-29 | 2024-06-28 | | | | |

Commodity Line Description: Change Order 2

Extended Description:

per specifications



West Virginia Paving, Inc.
2950 Charles Avenue
Dunbar, WV 25064

T+1 (304) 768 9733
F+1 (304) 768 9384
www.wv-paving.com

To: General Services Division
Attn: Aaron Armstrong, PE
Attn: Cody Taylor
Date: May 9, 2024

Re: Change Order #1 for Bldg. 88.

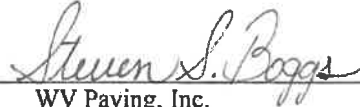
CHANGE ORDER DETAILS:

Replacing Outdated and Undersized Inlets in Lower Portion of the Parking Lot.

2 - 24"x24"x3" Concrete Inlets Installed and connected to Outlet Pipe.

\$ 10,930.00

The above prices, specifications and conditions are satisfactory and hereby accepted by the following:

| | | | |
|---|--------------------|-------|-------|
|  | <i>May 9, 2024</i> | _____ | _____ |
| WV Paving, Inc. Steven S. Boggs | Date | Owner | Date |

SURETY RIDER

To be attached to and form a part of

Bond No. 014254322

dated October 24, 2023
effective (MONTH-DAY-YEAR)

executed by West Virginia Paving, Inc., as Principal,
(PRINCIPAL)

and by Liberty Mutual Insurance Company, as Surety,

in favor of State of West Virginia Purchasing Division
(OBLIGEE)

in consideration of the mutual agreements herein contained the Principal and the Surety hereby consent to changing

The Bond Amount from:

One Hundred Eighteen Thousand Seven Hundred Fifty & 00/100 (\$118,750.00)

To:

One Hundred Twenty-nine Thousand Seven Hundred Forty-five & 60/100 (\$129,745.60)

Nothing herein contained shall vary, alter or extend any provision or condition of this bond except as herein expressly stated.

This rider is effective April 29, 2024
(MONTH-DAY-YEAR)

Signed and Sealed April 29, 2024
(MONTH-DAY-YEAR)

West Virginia Paving, Inc.
(PRINCIPAL)

By: [Signature]
(PRINCIPAL)

Liberty Mutual Insurance Company
(SURETY)

By: [Signature]
Carolyn E. Wheeler, Attorney-In-Fact



ACKNOWLEDGMENTS

Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____ to-wit:
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20 _____
6. Notary Seal _____ 7: _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20 _____

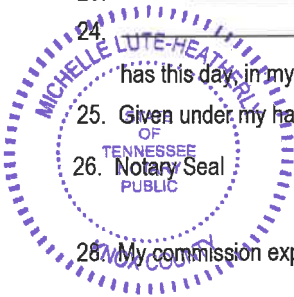
Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Kanawha to-wit:
11. I, Victoria W. McGrew, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Chet Rodabaugh
13. who as, GM/SVP signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 1st day of May 20 24
16. Notary Seal _____ 17: Victoria W. McGrew
(Notary Public)
18. My commission expires on the _____ day of March 20 29



Acknowledgment by Surety

19. STATE OF Tennessee
20. County of Knox to-wit:
21. I, Michelle Lute-Heatherly, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Carolyn E. Wheeler
23. who as, Attorney-In-Fact signed the foregoing writing for
24. Liberty Mutual Insurance Company a corporation,
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this _____ 29th day of _____ April 2024
26. Notary Seal _____ 27: Michelle Lute-Heatherly
(Notary Public) Michelle Lute-Heatherly
28. My commission expires on the _____ 7th day of _____ July 20 27



Sufficiency in Form and Manner of Execution Approved

Attorney General

This _____ day of _____ 20 _____

By: _____
(Deputy Attorney General)



This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8204866

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Carolyn E. Wheeler

all of the city of Knoxville, state of Tennessee each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 15th day of February, 2021.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: [Signature of David M. Carey]

David M. Carey, Assistant Secretary



STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 15th day of February, 2021, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at King of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: [Signature of Teresa Pastella]
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company do hereby certify that this power of attorney executed by said Companies is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 29th day of April, 2024



By: [Signature of Renee C. Llewellyn]

Renee C. Llewellyn, Assistant Secretary

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

Approved
[Signature]



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division

From: Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*

Date: April 29, 2024

Ref: Change Order #2 – CPO 0211 GSD240000004 – Building 88 Asphalt Parking Lot Repair and Paving Project

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#2) to our contract (CPO 0211 GSD240000004) with West Virginia Paving Inc for the Building 88 Asphalt Parking Lot Repair and Paving Project. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$10,995.60, to cover the cost of replacing two existing Drain Inlets in the parking lot. It was discovered that these Drain Inlets need to be increased in size as they were causing issues with the water draining from the parking lot (the pipes below are the correct size, but the inlets are not letting water drain sufficiently as they are too small). It was not expected to have to increase inlet size at the initial award of the contract, but to alleviate the drainage issue and to not have standing water on the new parking lot (which will cause damage), it is necessary to increase the size of the inlets while the parking lot is "up".

| | |
|----------------------------------|--------------|
| Original Contract Award Amount = | \$118,750.00 |
| Change Order #1 NTP = | \$0.00 |
| Change Order #3 Increase = | \$10,995.60 |
| New Contract Amount = | \$129,745.60 |

Please make this increase effective immediately.

If you have any questions or need additional information, please contact me via email at Cody.G.Taylor@wv.gov or by phone at (304) 352-5531.



CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV001429

CLASSIFICATION:
GENERAL ENGINEERING
SPECIALTY
ASPHALT
HIGHWAY STRIPING

WEST VIRGINIA PAVING INC
DBA WEST VIRGINIA PAVING INC
PO BOX 544
DUNBAR, WV 25064-0544

DATE ISSUED
AUGUST 15, 2023

EXPIRATION DATE
AUGUST 15, 2024

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



WEST VIRGINIA
CONTRACTOR
LICENSING BOARD

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

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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.

WEST VIRGINIA PAVING, INC.

| Organization Information | | | | | | | | |
|--------------------------|----------------|------------------|-------------|----------|--------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| C Corporation | 2/4/1977 | | 2/4/1977 | Domestic | Profit | | | |

| Organization Information | | | |
|---------------------------|---|---------------------------|---------------|
| Business Purpose | 2373 - Construction - Heavy & Civil Engineering Construction - Highway, Street, Bridge Construction | Capital Stock | 50000.0000 |
| Charter County | Kanawha | Control Number | 0 |
| Charter State | WV | Excess Acres | 0 |
| At Will Term | | Member Managed | |
| At Will Term Years | | Par Value | 100.000000 |
| Authorized Shares | 500 | Young Entrepreneur | Not Specified |

| Addresses | |
|----------------------------------|---|
| Type | Address |
| Local Office Address | 2950 CHARLES AVE DUNBAR, WV, 25064 |
| Mailing Address | 2950 CHARLES AVENUE DUNBAR, WV, 25064 |
| Notice of Process Address | CORPORATION SERVICE COMPANY 209 WEST WASHINGTON ST. CHARLESTON, WV, 25302 |
| Principal Office Address | 2950 CHARLES AVENUE DUNBAR, WV, 25064 USA |
| Type | Address |

| Officers | |
|-----------------------|---|
| Type | Name/Address |
| President | BOB BROOKOVER 2950 CHARLES AVE DUNBAR, WV, 25064 |
| Secretary | JOHN HAMBEL 2950 CHARLES AVE DUNBAR, WV, 25064 |
| Treasurer | MATTHEW CAMPBELL 2950 CHARLES AVE DUNBAR, WV, 25064 |
| Vice-President | CHET RODABAUGH 2950 CHARLES AVE DUNBAR, WV, 25064 |
| Type | Name/Address |

| DBA | | | |
|-----------------------|--------------------|-----------------------|-------------------------|
| DBA Name | Description | Effective Date | Termination Date |
| SCARY CREEK MATERIALS | TRADENAME | 6/5/2023 | |
| DBA Name | Description | Effective Date | Termination Date |

| Date | Amendment |
|-------------------|--|
| 12/14/1994 | INCREASE IN AUTH. CAP. STK FROM \$50,000.00 WITH 500 SH/ \$100.00 PAR TO \$15,050,000.00 WITH 500 SHARES OF COMM. , \$100.00 PAR AND 1,500 SHARES OF PREF. STK AT \$10,000.00 PAR, VALUE. |

Date

Amendment

Annual Reports

Filed For

2023

2022

2021

2020

2019

2018

2017x

2017

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2012

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|-------------------|
| 1992 |
| 1991 |
| 1990 |
| 1989 |
| Date filed |

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

Monday, April 29, 2024 — 8:28 AM

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- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"West Virginia Paving, Inc." ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ▼
- Dates ▼

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|---|--|
| <i>Purchasing Division Use:</i> Buyer: <u>MP</u> Date: <u>5/17/24</u> Solicitation No. <u>Coff 2</u> <i>increase w/ride</i> | Agency: West Virginia General Services Division <hr/> Procurement Officer Submitting Requisition: Cody Taylor <hr/> Requisition No. CPO GSD2400000004 <hr/> PF No.: 1293024 |
|---|--|

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 checked="" type="checkbox"/> A/R |
| 4 | Justification for price increases/backdating/other | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5 | Bond Rider (Construction) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6 | Secretary of State Verification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7 | State debarment verification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 8 | Federal debarment verification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

**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: _____

Tara H.