



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: 04-03-2024

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 0506 0506 HHR2400000001 2	Procurement Folder:	1366500
Document Name:	Change Order 1 - To Cancel Contract	Reason for Modification:	Change Order 1 To Cancel Contract
Document Description:	SECURITY GUARD SERVICES		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-04-03

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000045027	Requestor Name:	Brian D Pauley
Servexo		Requestor Phone:	(304) 558-2810
1411 W 190th St, 475		Requestor Email:	brian.d.pauley@wv.gov
Gardena	CA		
US	90248		
Vendor Contact Phone:	3233005023		
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
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS/PURCHASING ONE DAVIS SQUARE, FIRST FLOOR, RM 110 CHARLESTON WV 25301 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

4-11-24 BC

Total Order Amount:	Open End
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Purchasing Division's File Copy

CH 4/18/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara Hc 4/10/2024*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *Debra 4/17/24*
 ELECTRONIC SIGNATURE ON FILE

4/16/2024

Extended Description:

Change Order

Change Order No 1 is issued to cancel this contract in its entirety and all funds associated with the contract.

Effective date of cancellation: April 3, 2024

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Site Supervisor - Diamond Building

Extended Description:

Site Supervisor - Diamond Building

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Shift Supervisor - Diamond Building

Extended Description:

Shift Supervisor - Diamond Building

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rover - Diamond Building

Extended Description:

Rover - Diamond Building

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Front Desk (Rover) - Diamond Building

Extended Description:

Front Desk (Rover) - Diamond Building

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rover - Parking Garage

Extended Description:

Rover - Parking Garage

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Front Desk (Rover) - One Davis Square

Extended Description:
Front Desk (Rover) - One Davis Square

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rover - Kanawha County DHS

Extended Description:
Rover - Kanawha County DHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rover - Cabell County DHS

Extended Description:
Rover - Cabell County DHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rover - OCME

Extended Description:
Rover - OCME

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rover - OLS

Extended Description:
Rover - OLS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rover - Mercer County DHS

Extended Description:
Rover - Mercer County DHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rover - Raleigh County DHS

Extended Description:
Rover - Raleigh County DHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

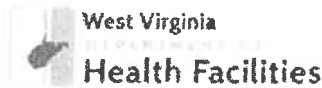
Commodity Line Description: Rover - Berkeley County DHS

Extended Description:
Rover - Berkeley County DHS

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	92121504			HOUR	16.220000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Rover - Additional Locations Not Yet Defined

Extended Description:
Rover - Additional Locations Not Yet Defined



**STATE OF WEST VIRGINIA
Office of Shared Administration
Office of Operational Administration**

**Bryan Rosen
Interim Executive Director**

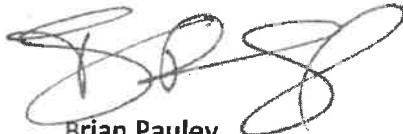
**Brian D. Pauley
Director**

April 3, 2024

To whom it may concern:

I am formally requesting that we immediately cancel CMA HHR24*1 for security guard services, as Servexo has informed me they cannot provide services at the wage in which they submitted as their bid. Since no delivery order has been issued to Servexo, I ask that we award to the next vendor.

Sincerely,



Brian Pauley

OK
All
Green



Greenhowe, Althea M <althea.m.greenhowe@wv.gov>

Award Letter

Pauley, Brian D <brian.d.pauley@wv.gov>
To: Althea M Greenhowe <althea.m.greenhowe@wv.gov>

Wed, Apr 3, 2024 at 12:42 PM

----- Forwarded message -----

From: **John Palmer** <jpalmer@servexousa.com>
Date: Wed, Apr 3, 2024 at 11:49 AM
Subject: Re: Award Letter
To: Pauley, Brian D <brian.d.pauley@wv.gov>
Cc: Servexo Procurement <procurement@servexousa.com>

Brian,

Our procurement team should have responded to you. Unfortunately, they were slow to respond.

We are wishing to cancel our contract due to the wage restraints for guard pay.

Please accept this email as our formal response

Be Well

John Palmer
President at Servexo Protective Services

323-300-5023 | www.servexousa.com | jpalmer@servexousa.com
1411 W. 190th St. Gardena California 90248

Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.

----- Forwarded message -----
From: **Pauley, Brian D** <brian.d.pauley@wv.gov>
Date: Mon, Apr 1, 2024 at 7:41 AM
Subject: Re: Award Letter
To: <jpalmer@servexousa.com>

Just following up on this.

On Fri, Mar 29, 2024 at 10:33 AM Pauley, Brian D <brian.d.pauley@wv.gov> wrote:
Mr. Palmer

I've followed up with my Purchasing folks as well as the Department of Administration Purchasing folks and, unfortunately, no change order can occur to adjust the wages.

4/3/24, 12:42 PM

State of West Virginia Mail - Award Letter

Since a contract has actually been established, I need it in writing from you that you are wishing to cancel the contract in place. You must reference the contract (CMA HHR24*1) and state the reason why you are asking for a cancellation.

If you could get this to me ASAP, it would be appreciated.

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]



Whittaker, Frank M <frank.m.whittaker@wv.gov>

Fwd: Award Letter

1 message

Hustead, Crystal G <crystal.g.hustead@wv.gov> Mon, Mar 25, 2024 at 10:54 AM
To: Frank M Whittaker <frank.m.whittaker@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>, "Knapp, Samantha S" <purchasing.division@wv.gov>

Per Servexo, they are stating they cannot fulfill the contract without the price adjustment

----- Forwarded message -----

From: **Pauley, Brian D** <brian.d.pauley@wv.gov>
Date: Mon, Mar 25, 2024 at 10:44 AM
Subject: Fwd: Award Letter
To: Crystal G Hustead <crystal.g.hustead@wv.gov>, Rosen, Bryan D <Bryan.D.Rosen@wv.gov>, Robert L Price <robert.l.price@wv.gov>, Althea M Greenhowe <althea.m.greenhowe@wv.gov>

Well. That's that?

----- Forwarded message -----

From: **John Palmer** <jpalmer@servexousa.com>
Date: Mon, Mar 25, 2024 at 10:24 AM
Subject: Re: Award Letter
To: Pauley, Brian D <brian.d.pauley@wv.gov>

Yes, it will be an issue due to the concerns pointed out.

If no change order can occur to address any wage adjustment, then Servexo cannot fulfill its contractual obligations under this award.

Be Well



John Palmer
President at Servexo Protective Services

323-300-5023 | www.servexousa.com | jpalmer@servexousa.com



1411 W. 190th St. Gardena California 90248

Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.


From: Pauley, Brian D <brian.d.pauley@wv.gov>
Sent: Monday, March 25, 2024 7:22:20 AM

To: John Palmer <jpalmer@servexousa.com>
Subject: Re: Award Letter

Do you anticipate this being an issue? Or are you telling me Servexo will not be able to provide the coverage as required in this contract?

Brian

On Mon, Mar 25, 2024 at 10:00 AM John Palmer <jpalmer@servexousa.com> wrote:
I understand. Thank you Brian


 Be Well



John Palmer

President at Servexo Protective Services

 323-300-5023 |  www.servexousa.com |  jpalmer@servexousa.com

 1411 W. 190th St. Gardena California 90248



Green

Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.

From: Pauley, Brian D <brian.d.pauley@wv.gov>
Sent: Monday, March 25, 2024 4:44:18 AM
To: John Palmer <jpalmer@servexousa.com>
Subject: Re: Award Letter

Sorry. Fat fingers. No change order can occur to address any wage adjustment.

On Mon, Mar 25, 2024 at 7:38 AM Pauley, Brian D <brian.d.pauley@wv.gov> wrote:
Mr. Palmer

Unfortunately, the bid is what it is and now change order can occur to address any wage adjustment. Vendors who bid on the contract are encouraged to do their due diligence prior to bidding on any contract with the State of West Virginia.

If Servexo cannot fulfill the needs of this contract, I need to know as soon as possible so we can make other arrangements.

I appreciate your honesty.

Brian

On Fri, Mar 22, 2024 at 3:59 PM John Palmer <jpalmer@servexousa.com> wrote:

Good Day Mr Pauley,

I hope this message finds you well. Following our recent communications and in anticipation of our upcoming meeting, I wish to discuss some critical insights and proposed strategies concerning the contract scheduled to begin on April 23rd.

Our team has conducted a thorough review and market analysis, particularly focusing on the challenges associated with staffing for the contract at the initially proposed rates. Given the current market conditions in the Charleston area, it's become evident that to attract and retain qualified and dependable personnel, a re-evaluation of the wage structure is necessary.

In light of this, we propose two potential pathways forward:

1. **Price Adjustment:** We are prepared to submit a revised proposal that reflects the current market realities more accurately. This adjustment aims to ensure that we can secure the caliber of staff required to meet the contract's expectations and maintain our high standards of service.
2. **Contractual Flexibility:** Should a price adjustment not align with the project's budgetary constraints, we are open to discussing alternative solutions that could involve modifications to the contract's scope or deliverables to align with the available budget.

Our primary goal is to ensure the seamless initiation and ongoing success of this contract. We are committed to delivering the exemplary level of service Servexo is known for, and to do so, it's imperative that we address these challenges proactively.

We understand the importance of this contract to the West Virginia Department of Administration and are fully committed to finding a solution that serves the best interests of all parties involved. We are ready to engage in a detailed discussion at your earliest convenience to explore these options further or to address any other aspects of the contract.

As discussed, I want to ensure that we are being fully transparent in where we are in the process.

Thank you for your understanding and for the opportunity to serve the State of West Virginia. We look forward to our continued collaboration and to finding a mutually beneficial path forward.

Warm regards,

Be Well



John Palmer
Servexo Protective Services

☎ 323-300-5023 | 🌐 www.servexousa.com | ✉ jpalmer@servexousa.com

📍 1411 W. 190th St. Gardena California 90248

Please consider your environmental responsibility. Before printing this e-mail message, ask yourself whether you really need a hard copy.

From: Pauley, Brian D <brian.d.pauley@wv.gov>
Sent: Wednesday, March 20, 2024 6:58 AM
To: John Palmer <jpalmer@servexousa.com>
Subject: Fwd: Award Letter

Mr. Palmer

My name is Brian Pauley and am the contract administrator for the purchase order referenced below.

With an April 23, 2024 start date at 0000 hours, it is imperative that we meet as soon as possible to discuss the requirements of this contract.

When are you available to meet with me?

Brian

----- Forwarded message -----

From: Clay, Gregory C <gregory.c.clay@wv.gov>
Date: Wed, Mar 20, 2024 at 9:44 AM
Subject: Award Letter
To: Crystal G Husted <crystal.g.husted@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>
Cc: Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Brian D Pauley <brian.d.pauley@wv.gov>

Please find attached correspondence regarding the above-referenced matter. **If you have any questions please contact the Buyer listed on the first page of the purchase order.**

--
Sincerely,

Greg Clay



Assistant Director, Purchasing Division

West Virginia Department of Administration

State Capitol Complex, Bld.15

2019 Washington Street, East

Charleston, WV 25305

304.558.8806 (phone)

304.558.3970 (fax)

email: gregory.c.clay@wv.gov

Web site: <http://www.state.wv.us/admin/purchase/default.html>



Brian Pauley

Director of Operational Administration

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

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Brian Pauley

Director of Operational Administration
Office of Shared Administration
West Virginia Departments of Health, Health Facilities, and Human Services

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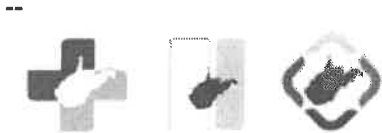


Brian Pauley

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**Whittaker, Frank M** <frank.m.whittaker@wv.gov>**Fwd: Award Letter**

1 message

Hustead, Crystal G <crystal.g.hustead@wv.gov> Mon, Mar 25, 2024 at 8:04 AM
To: Frank M Whittaker <frank.m.whittaker@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>, "Knapp, Samantha S" <purchasing.division@wv.gov>

Please see the below email that DHHR received from the awarded vendor for CRFQ HHR240000002 (Security Guard Services)

----- Forwarded message -----

From: **Pauley, Brian D** <brian.d.pauley@wv.gov>

Date: Mon, Mar 25, 2024 at 7:37 AM

Subject: Fwd: Award Letter

To: Robert L Price <robert.l.price@wv.gov>, Rosen, Bryan D <Bryan.D.Rosen@wv.gov>, Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Crystal G Hustead <crystal.g.hustead@wv.gov>

Boy.....this is concerning. At least they have let me know prior to anything happening that they underbid and can't do this.

I had passed along to Althea on Friday. After weeks of telling Servexo that they could not subcontract work on this, a gentleman came in from a company called Triple B Security that informed us starting today he and his company was subcontracted by Servexo to run this contract.

Just making everyone aware. I will reach back out to Mr. Palmer and let him know a wage adjustment is not an option. I anticipate he will tell me they are out. If that happens, can we move on to the number 2 bid, which I believe was Cramer? I don't have time to bid this out again.

Brian

----- Forwarded message -----

From: **John Palmer** <jpalmer@servexousa.com>

Date: Fri, Mar 22, 2024 at 3:59 PM

Subject: RE: Award Letter

To: Pauley, Brian D <brian.d.pauley@wv.gov>

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Be Well



John Palmer
Servexo Protective Services

📞 323-300-5023 | 🌐 www.servexousa.com | ✉ jpalmer@servexousa.com

📍 1411 W. 190th St. Gardena California 90248



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Sent: Wednesday, March 20, 2024 6:58 AM
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From: **Clay, Gregory C** <gregory.c.clay@wv.gov>
Date: Wed, Mar 20, 2024 at 9:44 AM
Subject: Award Letter
To: Crystal G Hustead <crystal.g.hustead@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>
Cc: Althea M Greenhowe <althea.m.greenhowe@wv.gov>, Brian D Pauley <brian.d.pauley@wv.gov>

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Sincerely,

Greg Clay



Assistant Director, Purchasing Division

West Virginia Department of Administration

State Capitol Complex, Bld.15

2019 Washington Street, East

Charleston, WV 25305

304.558.8806 (phone)

304.558.3970 (fax)

email: gregory.c.clay@wv.gov

Web site: <http://www.state.wv.us/admin/purchase/default.html>

--



Brian Pauley
Director of Operational Administration
Office of Shared Administration
West Virginia Departments of Health, Health Facilities, and Human Services

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Director of Operational Administration

Office of Shared Administration

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Simple Search

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All Words (i)

Exact Phrase (i)

e.g. 123456789, Smith Corp

"servexo protective services" ×

Entity ∨

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SERVEXO

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/24/2022		10/24/2022	Foreign	Profit			

Organization Information	
Business Purpose	5616 - Admin/Support Waste Mgt/Remediation Services - Administrative and Support Services - Investigation and Security Services (security guards, patrol, armored car, security systems, locksmiths)
Charter County	Jackson
Charter State	CA
At Will Term	Member Managed x Close
At Will Term Years	Pa Hi, I'm SOLO I'm here to help you launch your new
Authorized Shares	Y LLC.
	Entr

Addresses

Type	Address
Local Office Address	1411 W 190TH ST STE 475 GARDENA, CA, 902484323
Mailing Address	1411 W. 190TH ST. SUITE 475 GARDENA, CA, 90248 USA
Notice of Process Address	SERVEXO 1411 W. 190TH ST. SUITE 475 GARDENA, CA, 90248
Principal Office Address	1411 W. 190TH ST. SUITE 475 GARDENA, CA, 90248 USA
Type	Address

Officers

Type	Name/Address
President	JOHN PALMER 1411 W. 190TH ST. SUITE 475 GARDENA, CA, 90248
Type	Name/Address

Annual Reports

Filed For
2024
2023
Date filed

For more information, please contact the Secretary of State

Monday, April 8, 2024 — 10:12 AM

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Hi, I'm SOLO I'm here to help you launch your new LLC.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>4/8/24</u> Solicitation No. <u>CMA HHR24*01</u>	Agency: Office of Shared Administration Procurement Officer Submitting Requisition: Althea Greenhowe Requisition No. CMA 0506 HHR24*1 PF No.: 1366500
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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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

Crystal Hustead