



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

State of West Virginia Purchase Order

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

Order Date: 08-14-2024

Order Number:	CPO 0211 4025 GSD2300000013 5	Procurement Folder:	1122181
Document Name:	Building 25 HVAC Renovations	Reason for Modification: Change Order 3 To Increase and Extend Contract.	
Document Description:	Building 25 HVAC Renovations		
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:	2023-03-28
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-08-25

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206308	Requestor Name:	Patrick S O'Neill
CP&H INC		Requestor Phone:	304-352-5492
1500 MORGANTOWN INDUSTRIAL PARK		Requestor Email:	patrick.s.oneill@wv.gov
MORGANTOWN	WV 26501-2339		
US			
Vendor Contact Phone:	304-296-7135		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

2025
 FILE LOCATION _____

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 25 400 5TH STREET PARKERSBURG WV 26105 US

8/27/24 GL

Total Order Amount: \$2,346,650.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya K. 8/26/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 8/29/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>8/29/24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 3 is issued to extend and increase the original contract to August 25, 2024 (171 Days), according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to provide the vendor time for the additional work.

Effective Date of Increase: 03/01/2024

Extend Contract from 03/08/2024 to 08/25/2024

Original Contract Price: \$ 2,325,400.00

Change Order 3 Increase: \$ 21,250.00

New Contract Total: \$ 2,346,650.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	2325400.00
Service From	Service To	Manufacturer		Model No	
2023-03-28	2024-08-25				

Commodity Line Description: Building 25 HVAC Renovations

Extended Description:

Building 25 HVAC Renovations

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151201	0.00000		0.000000	21250.00
Service From	Service To	Manufacturer		Model No	
2023-03-28	2024-08-25				

Commodity Line Description: Change Order 3

Extended Description:

Building 25 HVAC Renovations

AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> WV Building 25 - HVAC Renovations 5th & Avery Parkersburg, WV 26105	CONTRACT INFORMATION: Contract For: General Construction Date: January 26, 2023	CHANGE ORDER INFORMATION: Change Order Number: 3 Date: March 1, 2024
OWNER: <i>(Name and address)</i> West Virginia General Services Division 112 California Ave. 5th Floor Charleston, WV 25305	ARCHITECT: <i>(Name and address)</i> Miller Engineering, Inc. 84 West Run Road Morgantown, WV 26508	CONTRACTOR: <i>(Name and address)</i> CP&H INC 1500 Morgantown Industrial Park Morgantown, WV 26501

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Change Request #3 to provide and install (2) data room Ductless Systems not included in the bid scope, per documents attached dated March 1, 2024.


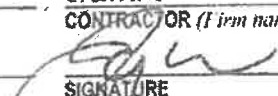
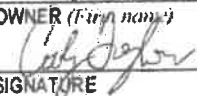
The original Contract Sum was	\$ 2,325,400.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 2,325,400.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 21,250.00
The new Contract Sum including this Change Order will be	\$ 2,346,650.00

The Contract Time will be increased by One Hundred Seventy-One (171) days.

The new date of Substantial Completion will be July 26, 2024. The new date for Final Completion will be August 25, 2024.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Miller Engineering, Inc. ARCHITECT <i>(Firm name)</i>	CP&H INC CONTRACTOR <i>(Firm name)</i>	West Virginia General Services Division OWNER <i>(Firm name)</i>
 SIGNATURE	 SIGNATURE	 SIGNATURE
Brian C. Miller, PE, President PRINTED NAME AND TITLE	Jay Wade, President PRINTED NAME AND TITLE	Cody Taylor, Procurement Specialist PRINTED NAME AND TITLE
2/27/24 DATE	7/15/24 DATE	8/6/24 DATE

CHANGE ORDER REQUEST

CP&H INC. d.b.a
CITY PLUMBING AND HEATING
1500 Morgantown Industrial Park
Morgantown, WV 26501
PH 304-296-7135 FAX 304-291-5269

PROPOSAL SUBMITTED TO	PHONE	DATE	
WV General Services Division		3-1-24	
STREET	FAX	JOB NAME	
218 California AVE		Building 25 HVAC	
CITY	STATE	ZIP	LOCATION
Charleston	WV	25305	Parkersburg, WV

ATTN:
Pat O'Neill

You are authorized to perform the following specifically described additional work:
Change order to Provide and install (2) data room Ductless Systems

MATERIAL TOTAL.....\$ 7919.83
-Mini Splits\$5163.68
-Refrigeration Piping\$636.72
-Tools/Consumables.....\$250.00
-Electrical Materials\$ 836.41
-Material P&OH 15%.....\$1033.02


LABOR TOTAL.....\$6,273.00
-HVAC Foreman 6 hrs @ \$79.50/hr
-Refrigeration Tech 32 hrs @ \$69.50/hr
-HVAC Helper 32 hrs @ \$59.50/hr
-Electrician 24 hrs @ 69.50/hr

SUBCONTRACTOR TOTAL.....\$ 6,902.50
-Roofing (Tri State).....\$750.00
-Controls (Trane).....\$5,525.00
-P&OH 10%.....\$627.50

TRAVEL EXPENSES.....\$ 154.67

ADDITIONAL CHARGE FOR ABOVE WORK IS: \$ 21,250.00

In order to complete above work we request extension of Final Completion date from 3/7/2024 to 8/25/2024

Authorized Signature  _____ Date: 3-1-24
Jay Wade/President

We hereby agree to furnish labor and materials-complete in accordance with the above specifications, at the above stated price
Acceptance:

Date: _____ Authorizing Signature _____

THIS IS CHANGE ORDER REQUEST NO. 03
NOTE: THIS REVISION BECOMES PART OF, AND IN CONFORMANCE WITH, THE EXISTING CONTRACT.



PROPOSED CHANGE ORDER

DATE:7-09-2024

- PROJECT: WV GSD B25 CO-2
- TEMPERATURE MONITORING OF IT ROOMS

TO: City Plumbing & Heating Inc.

ATTENTION: Jay Wade

SCOPE OF WORK

- Install a wall mounted zone temperature sensor in IT rooms located on 3rd and 5th floors.
- Run shielded cables from the new sensors to the nearest Tracer SC panel
- Provide Trane XM30 inputs to land sensor wire.
- Program the sensors into the Tracer SC and Tracer Ensemble systems.
- Make alarms, datalogs and graphics to match the States Ensemble standards.
- Verify proper operation
- Update as built drawings to show the changes.

COMPENSATION-Trane will complete the above-described Scope of Work for the lump sum of \$5,525.00

We look forward to successfully delivering these services to you. Thank you for giving us this opportunity. If you have any questions or concerns, please call me at (423-794-6334).

Best regards,

Proposal accepted:

Authorized by: _____	Date: _____
Title: _____	PO / Contract #: _____

Terms and Conditions of the original agreement between Customer and Trane are incorporated into this Change Order.



CONTRACTORS FOR:

ROOFING
INDUSTRIAL SHEETING
SHEET METAL FABRICATION AND ERECTION
HEATING & AIR CONDITIONING SYSTEMS
& SERVICE

ROOFING & SHEET METAL COMPANY

PO BOX 1949 PARKERSBURG, WV 26102 - SHIPPING: 101 SOUTH MEADVILLE ROAD, DAVISVILLE, WV 26142
PHONE (304) 485-6593 • FAX (304) 485-2841 • CONTRACTOR LICENSE #WV004542
E-Mail: parkersburg@tri-stateservice.com Website: www.tri-stateservicegroup.com

To: WV State Office Building
451 5th St
Parkersburg, WV 26101

Date: 3/1/24

Attn: Mr. Jay Wade
Via Email: jay@cphwv.com

Re: PVC Flashings

NOTE: This quote will be billed on a time and materials basis. Final cost will not exceed the below stated Total Price.

DESCRIPTION OF WORK TO BE PERFORMED:

- Furnish and install 2 pipe boots for 4" PVC penetrations.
- Remove and dispose of any debris generated by our work.

TOTAL PRICE:

SEVEN HUNDRED FIFTY DOLLARS.....\$750.00

*In the event the price of any materials, products, labor, or freight to be used in this work should increase 5% or greater from the price at which the material/product, labor, or freight was available to the contractor at the time of submission of this proposal, then the price quoted shall be increased to reflect the additional cost.

ACCEPTED:

Firm/Owner: _____	TRI-STATE ROOFING & SHEET METAL COMPANY
By: _____	By: <u>Carter Stone</u>
Title: _____	Title: <u>Estimator</u>
Date: _____	Date: <u>3/1/24</u>

The terms and conditions set forth on the reverse side are a part of this proposal and contract. This Proposal is subject to revision or withdrawal by Tri-State until communication of acceptance and may be revised after communication of acceptance where an inadvertent error by Tri-State has occurred. This Proposal expires thirty (30) days after the date stated above, unless Tri-State Roofing & Sheet Metal Company expressly agrees to an extension in writing.

(See reverse side for terms and conditions)

RIDER INCREASING OR DECREASING PENALTY OF BOND

To be attached to and form part of CRFQ GSD 23*20 - WV Building 25 HVAC Renovations, Parkersburg, WV
(Description of Bond)

Bond No. 30175466 issued on behalf of City Plumbing & Heating Inc., 1500 Morgantown Industrial Park, Morgantown, WV 26501
as Principal in favor of State of West Virginia, Department of Administration, Purchasing Division
Obligee.

Western Surety Company, (hereinafter called the Company) hereby increases
the penalty from Two Million, Three Hundred Twenty-Five Thousand, Four Hundred Dollars and 00/100--- DOLLARS (\$ 2,325,400.00),
to Two Million, Three Hundred Forty-Six Thousand, Six Hundred Fifty Dollars and 00/100--- DOLLARS (\$ 2,346,650.00),
subject to the covenants and conditions of said bond, except as herein stated.

This rider becomes effective on the 1st day of March, 2024, at
twelve and one minute o'clock AM standard time.

Signed and dated this 29th day of July, 2024.

City Plumbing & Heating Inc., 1500 Morgantown Industrial Park, Morgantown, WV 26501
Principal

By [Signature]

Western Surety Company

By [Signature]

Jill Morris Gibson, Attorney-In-Fact



ACCEPTED

State of West Virginia, Department of Administration, Purchasing Division
Obligee

By [Signature]

By [Signature]
Purchasing Director

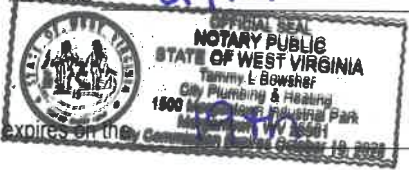


ACKNOWLEDGMENTS

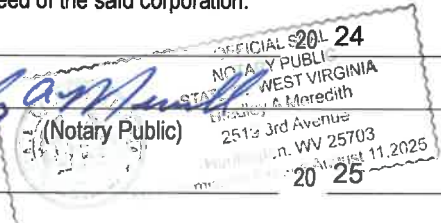
Acknowledgment by Principal if individual or Partnership

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 WV
10. County of Monongalia to-wit:
11. I, Tammy Bousher, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Jay Wade
13. who as, President 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 29th day of July 20 24
16. Notary Seal  17. Tammy Bousher
(Notary Public)
18. My commission expires on this day October 20 28

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Cabell to-wit:
21. I, Bradley A. Meredith, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Jill Morris Gibson
23. who as, Attorney-In-Fact signed the foregoing writing for
24. Western Surety 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 July
26. Notary Seal _____ 27: Bradley A. Meredith
(Notary Public) 
28. My commission expires on the 11th day of August 20 25

Sufficiency in Form and Manner of Execution Approved

This 29th day of August 20 24

By: John S. Gray
Attorney General
(Deputy Attorney General)

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Nancy D Lawson, Joseph A Stanton, Adam L Yeager, Bradley A Meredith, Ryan Wingrove, Jill Morris Gibson, Individually

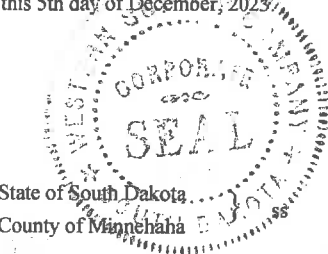
of Huntington, WV, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 5th day of December, 2023.



WESTERN SURETY COMPANY

Larry Kasten, Vice President

State of South Dakota
County of Minnehaha

On this 5th day of December, 2023, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

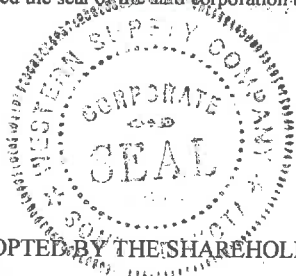
March 2, 2026



M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 29th day of July, 2024.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

Authorizing By-Laws and Resolutions

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27th day of April, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”

Go to www.cnasurety.com > Owner / Oblige Services > Validate Bond Coverage, if you want to verify bond authenticity.



APPROVED
John K. McHugh
8/21/24

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

John K. McHugh
Acting Cabinet Secretary

John K. McHugh
Director

MEMORANDUM

TO: Melissa Pettrey, Senior Buyer, WV Purchasing Division
FROM: Cody Taylor, Procurement Specialist *Cody Taylor*
DATE: August 6, 2024
REF: CPO GSD2300000013 Building 25 HVAC Renovations, Change Order #3

Melissa,

Please let this memorandum serve as justification for our request for Change Order #3 with City Plumbing & Heating (CP&H) for the Building 25 HVAC Renovations. During the renovation, it was determined that additional cooling was required for 2 data rooms that had been underserved. The additional work will have a cost of \$21,250.00, and require an extension of 171 days

Original Contract Price: \$2,325,400.00
Change Order #3 increase: \$ 21,250.00
New Contract Total: \$2,346,650.00

Current Final Completion Date: March 7, 2024
New Final Completion Date: August 25, 2024

If you have any questions or need additional information, please contact me via email at JamesR.Jones@wv.gov or by phone at (304) 352-5517.

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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.

CP&H, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/23/1988		5/23/1988	Domestic	Profit			

Organization Information			
Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		Capital Stock 1000.0000
Charter County	Monongalia	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified



Addresses	
Type	Address
Local Office Address	1500 MORGANTOWN INDUSTRIAL PARK MORGANTOWN, WV, 26501
Mailing Address	1500 MORGANTOWN INDUSTRIAL PARK MORGANTOWN, WV, 26501 USA
Notice of Process Address	JAY L. WADE 1500 MORGANTOWN INDUSTRIAL PARK MORGANTOWN, WV, 26501
Principal Office Address	1500 MORGANTOWN INDUSTRIAL PARK MORGANTOWN, WV, 26501 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	GARY M. STEWART P.O. BOX 1254 MORGANTOWN, WV, 26505
President	JAY L. WADE 1500 MORGANTOWN IND. PARK MORGANTOWN, WV, 26501
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CITY PLUMBING & HEATING	TRADENAME	9/22/1999	
DBA Name	Description	Effective Date	Termination Date

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

Search



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Select Domain
Entity Information +

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

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Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

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- Any Words i
- All Words i
- Exact Phrase i

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Entity ▼

Location ▼

Status ▲

- Active
- Inactive

Reset



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>08/22/2024</u> Solicitation No. _____ <div style="font-size: 1.5em; color: blue; margin-top: 20px;">C/O #3</div>	Agency: General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. _____ PF No.: 1122181
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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				
	<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:

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 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"/>

Handwritten note: MCKP 05/22/2024

**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: Melissa K. Pettrey, Senior Buyer