



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: 08-15-2024

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 0310 6388 DNR2400000004 4	Procurement Folder:	1264800
Document Name:	Ridge Hatchery New Collection Line Construction	Reason for Modification:	Change Order No. 02 issued to increase contract amount.
Document Description:	Ridge Hatchery New Collection Line Construction		
Procurement Type:	Central Purchase Order		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-12-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-05-28

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000019929 FIRST FRUITS EXCAVATING INC 407 PLUM RUN RD RIDGELEY WV 26753 US Vendor Contact Phone: 304-726-8412 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: James H Adkins Requestor Phone: (304) 558-3397 Requestor Email: jamie.h.adkins@wv.gov <div>2025 FILE LOCATION _____</div>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Total Order Amount: \$354,791.06

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 8-20-24 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8-22-24 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 8-23-24 ELECTRONIC SIGNATURE ON FILE
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Extended Description:
Change Order

Change Order No. 02 is issued to increase the original contract according to all terms, conditions, prices, and specification contained in the original contract including all authorized change orders. This change order represents final quantities.

Original Contract Price: \$345,186.00
Change Order No. 02 Increase: 9,605.06
Contract New Total: \$354,791.06

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	72000000	0.00000		0.000000	345186.00
Service From	Service To	Manufacturer		Model No	
2023-12-01	2024-05-28				

Commodity Line Description: Construction of New Sewage Collection Line

Extended Description:
Construction of New Sewage Collection Line

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	9605.06
Service From	Service To	Manufacturer		Model No	
2023-12-01	2024-05-28				

Commodity Line Description: Change Order No. 02

Extended Description:
Construction of New Sewage Collection Line

Governor Jim Justice



Director Brett W. McMillion

APPROVED
[Signature]

MEMORANDUM

To: Jamie Adkins *[Signature]*
Chief Procurement Officer

From: David E Pruitt
Deputy Chief of PEM

Date: June 4, 2024

Subject: CPO DNR2400000004
Ridge Hatchery New Collection Line Construction
Change Order #02

We, the West Virginia Division of Natural Resources, Planning, Engineering, and Maintenance Section request the attached Change Order Request be processed through the West Virginia Purchasing Division.

The Change Order is necessary in order to compensate the Contractor for additional work required due to unexpected issues discovered during excavation as detailed in the attached justification from Chapman Technical.

This change will result in a \$9,605.06 increase in the existing contract amount of \$345,186.00 for a revised contract amount of \$354,791.06. No additional time is required by the Contractor. Note that the total changes to this contract, including this requested change, represents less than 3% of the original contract amount.

Please process the attached documentation.

If you have any questions or need any additional information, please feel free to contact me.

DP



**Chapman
Technical
Group**
a division of
GRW

June 4, 2024

Mr. Dave Pruitt
Assistant Deputy Chief
WV Division of Natural Resources
South Charleston, West Virginia 25303

**Re: Ridge State Fish Hatchery
Contract 1 – Sewer Interceptor**

Dear Mr. Pruitt:

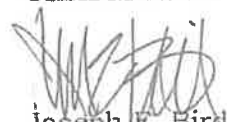
During construction of the sewer interceptor project we have encountered unexpected issues that require additional work by the contractor.

1. During the excavation for the sewer line, a discharge line from Pond 22 was discovered and needs to be tied into the sewer interceptor.
2. It was discovered that an existing 6-inch gate valve was no longer functioning and needs to be replaced.
3. During construction it was determined that flow from the new interceptor to Pond 12 needs better control. Brackets for weir boards need to be added to a manhole to provide better flow control.

We have reviewed the Contractor's proposals for the additional work believe they are fair and reasonable. Attached are the documents required to process a change order. If you have questions or need additional information, please contact me.

Sincerely,

CHAPMAN TECHNICAL GROUP


Joseph E. Bird, ASLA
Senior Vice President





Document G701[®] – 2017

Change Order

PROJECT: *(Name and address)*
Ridge Fish Hatchery
Sewer Interceptor
Ridge, West Virginia

CONTRACT INFORMATION:
Contract For: General Construction

CHANGE ORDER INFORMATION:
Change Order Number: 01

Date: December 1, 2023

Date: May 23, 2024

OWNER: *(Name and address)*
WV DNR
324 4th Avenue
South Charleston, WV 25303

ARCHITECT: *(Name and address)*
Chapman Technical Group
200 Sixth Avenue
St. Albans, West Virginia 25177

CONTRACTOR: *(Name and address)*
First Fruits Excavating, Inc.
407 Plum Run Road
Ridgeley, WV 267531

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.)

1. Tie in pipe discharge from Pond 22: \$4,616.83
2. Add 6-inch gate valve: \$3,940.56
3. Add brackets to manhole for flow control: \$1,047.67

The original Contract Sum was	\$	345,186.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	345,186.00
The Contract Sum will be increased by this Change Order in the amount of	\$	9,605.06
The new Contract Sum including this Change Order will be	\$	354,791.06

The Contract Time will be unchanged by () days.
The new date of Substantial Completion will be May 28, 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.

Chapman Technical Group
ARCHITECT *(Firm name)*


SIGNATURE

Joseph E. Bird, Vice President
PRINTED NAME AND TITLE

5-23-24
DATE

First Fruits Excavating, Inc.
CONTRACTOR *(Firm name)*


SIGNATURE

Buck Dayton, President
PRINTED NAME AND TITLE

05.24.2024
DATE

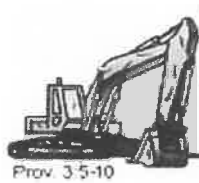
WV DNR

OWNER *(Firm name)*


SIGNATURE

Brett W. McMillion, Director
PRINTED NAME AND TITLE

6/16/24
DATE



**First
Fruits
Excavating, Inc.**

407 Plum Run Road
Ridgeley West Virginia 26753
304-726-8412 301-707-1565

Additional tie in of Pond 21 cost breakdown

Date 1/31/2024
Project Title Ridge Fish Hatchery Interceptor Sewer Project
Contractor First Fruits Excavating, Inc.

Description Cost breakdown for the tie in of the drain line from Pond 21 into the new 30" sewer interceptor. The tie in will be done using 15" HDPE pipe, a 45 degree fitting, and installed directly into the side of the pipe closer to the top. Also the wall of Pond 12 will be concreted shut where the old pipe from 21 entered it.

MATERIALS

Description	Units	Price Per	Total Amount
15" HDPE pipe	20	\$ 16.75	\$ 335.00
15" HDPE 45 bend	1	\$ 68.00	\$ 68.00
15" band coupler	2	\$ 22.50	\$ 45.00
Sacrete	10	\$ 8.54	\$ 85.40
Subtotal			\$ 533.40
WV State Tax			\$ -
Total			\$ 533.40

0%

EQUIPMENT

Description	Units / HRS	Rental Rate/hr.	Total Amount
CAT Excavator 315	10	\$ 124.66	\$ 1,246.60
Subtotal			\$ 1,246.60
Total			\$ 1,246.60

Laborer

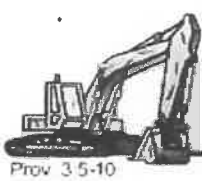
Description	Total # Hrs.	Wage Rate	Total Amount
Superintendent	10	\$ 75.00	\$ 750.00
Laborer	20	\$ 31.00	\$ 620.00
Operator	10	\$ 49.22	\$ 492.20
Subtotal			\$ 1,862.20
Labor Burden			\$ 372.44
Total			\$ 2,234.64

20%

Subtotal of All Cost Incurred \$ 4,014.64
Allowable Mark-up \$ 602.19
Total \$ 4,616.83

15%

Total Change Order \$ 4,616.83



**First
Fruits
Excavating, Inc.**

407 Plum Run Road
Ridgeley West Virginia 26753
304-726-8412 301-707-1565

Valve and valve box for Pond 1 cost breakdown

Date 5/10/2024
Project Title Ridge Fish Hatchery Interceptor Sewer Project
Contractor First Fruits Excavating, Inc.

Description Cost breakdown for the installation of a 6" gate valve, fitting, and valve box to feed pond 1. The pipe from the valve to the pond is covered in the original contract.

MATERIALS

Description	Units	Price Per	Total Amount	
6" gate valve	1	\$ 1,342.85	\$ 1,342.85	
Valve box	1	\$ 200.00	\$ 200.00	
6" MJ 22.5" fitting	1	\$ 146.05	\$ 146.05	
6" MJ glands	4	\$ 74.30	\$ 297.20	
		Subtotal	\$ 1,986.10	
		WV State Tax	\$ -	0%
		Total	\$ 1,986.10	

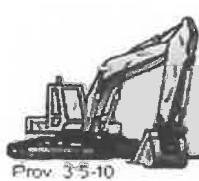
EQUIPMENT

Description	Units / HRS	Rental Rate/hr.	Total Amount
Mini Excavator PC-55	5	\$ 64.63	\$ 323.15
		Subtotal	\$ 323.15
		Total	\$ 323.15

Laborer

Description	Total # Hrs.	Wage Rate	Total Amount	
Superintendent	5	\$ 75.00	\$ 375.00	
Laborer	10	\$ 31.00	\$ 310.00	
Operator	5	\$ 49.22	\$ 246.10	
		Subtotal	\$ 931.10	
		Labor Burden	\$ 186.22	20%
		Total	\$ 1,117.32	

Subtotal of All Cost Incurred \$ 3,426.57
Allowable Mark-up \$ 513.99 15%
Total \$ 3,940.56
Total Change Order \$ 3,940.56



**First
Fruits
Excavating, Inc.**

407 Plum Run Road
Ridgeley West Virginia 26753
304-726-8412 301-707-1565

MH 1-4 brackets cost breakdown

Date 5/10/2024
Project Title Ridge Fish Hatchery Interceptor Sewer Project
Contractor First Fruits Excavating, Inc.
Description Cost breakdown for the installation and fabrication of 2 brackets in MH 1-4 so the outlet can be blocked off to feed Pond 12.

MATERIALS

Description	Units	Price Per	Total Amount	
Aluminum brackets	1	\$ 539.02	\$ 539.02	
		Subtotal	\$ 539.02	
		WV State Tax	\$ -	0%
		Total	\$ 539.02	

Laborer

Description	Total # Hrs.	Wage Rate	Total Amount	
Laborer	10	\$ 31.00	\$ 310.00	
		Subtotal	\$ 310.00	
		Labor Burden	\$ 62.00	20%
		Total	\$ 372.00	

Subtotal of All Cost Incurred \$ 911.02
Allowable Mark-up \$ 136.65 15%
Total \$ 1,047.67
Total Change Order \$ 1,047.67



RIDER

Attached to and forming part of Bond # 30BCSIR2308
on behalf of First Fruits Excavating, Inc.
of 407 Plum Run Road, Ridgeley, WV 26753
in favor of West Virginia Division of Natural Resources 324 4th Avenue, South Charlestown, WV 25303
and in the amount of Three Hundred Fifty Thousand Eight Hundred Two Dollars and Eighty Three Cents (\$350,802.83)

It is understood and agreed that effective May 10, 2024

The Penalty of said Bond shall be increased
from Three Hundred Fifty Thousand Eight Hundred Two Dollars and Eighty Three Cents (\$350,802.83)
to Three Hundred Fifty Five Thousand Seven Hundred Ninety One Dollars and Six Cents (\$355,791.06)

All other conditions and terms remain as originally written.

Signed, Sealed, and Dated _____ May 10, 2024

By:

Gregory A. Smith
Gregory A. Smith, Attorney-in-Fact

The above rider is hereby agreed to and accepted:

By:

Phillip N. Dayton II
Phillip N. Dayton II - President, First Fruits Excavating, Inc.

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 Mineral to-wit:
11. I, Rebecca Ricker, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Phillip N. Dayton II
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 10 day of May 20 24
17. Rebecca Ricker
(Notary Public)
- My commission expires on the 7 day of November 20 27



Acknowledgment by Surety

19. STATE OF Maryland
20. County of Allegany to-wit:
21. I, Helen Forbeck, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Gregory A. Smith
23. who as Attorney-in-Fact signed the foregoing writing for
24. Hartford Fire 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 10th day of May 20 2024
26. Notary Seal _____ 27. Helen V Forbeck
(Notary Public)
28. My commission expires on the 16 day of December 20 27

Sufficiency in Form and Manner
of Execution Approved

This 22nd day of August 20 24

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

POWER OF ATTORNEY

Direct Inquiries/Claims to:

THE HARTFORD

BOND, T-11

One Hartford Plaza

Hartford, Connecticut 06155

Bond.Claims@thehartford.com

call: 888-266-3488 or fax: 860-757-5835

KNOW ALL PERSONS BY THESE PRESENTS THAT:

Agency Name: CBIZ INSURANCE SERVICES INC

Agency Code: 30-720164

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Hartford Fire Insurance Company, a corporation duly organized under the laws of the State of Connecticut |
| <input checked="" type="checkbox"/> | Hartford Casualty Insurance Company, a corporation duly organized under the laws of the State of Indiana |
| <input checked="" type="checkbox"/> | Hartford Accident and Indemnity Company, a corporation duly organized under the laws of the State of Connecticut |
| <input type="checkbox"/> | Hartford Underwriters Insurance Company, a corporation duly organized under the laws of the State of Connecticut |
| <input type="checkbox"/> | Twin City Fire Insurance Company, a corporation duly organized under the laws of the State of Indiana |
| <input type="checkbox"/> | Hartford Insurance Company of Illinois, a corporation duly organized under the laws of the State of Illinois |
| <input type="checkbox"/> | Hartford Insurance Company of the Midwest, a corporation duly organized under the laws of the State of Indiana |
| <input type="checkbox"/> | Hartford Insurance Company of the Southeast, a corporation duly organized under the laws of the State of Florida |

having their home office in Hartford, Connecticut, (hereinafter collectively referred to as the "Companies") do hereby make, constitute and appoint, up to the amount of Unlimited :

Chelsea Martin, Marla Mayles, Kayla McCullough, Jeffrey A. Paul, Mary Kay Sagal, Edward R. Seward, Aaron Smith, Gregory A. Smith of CUMBERLAND, Maryland

their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign its name as surety(ies) only as delineated above by ☒, and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

In Witness Whereof, and as authorized by a Resolution of the Board of Directors of the Companies on May 23, 2016 the Companies have caused these presents to be signed by its Assistant Vice President and its corporate seals to be hereto affixed, duly attested by its Assistant Secretary. Further, pursuant to Resolution of the Board of Directors of the Companies, the Companies hereby unambiguously affirm that they are and will be bound by any mechanically applied signatures applied to this Power of Attorney.



Shelby Wiggins

Shelby Wiggins, Assistant Secretary

Joelle L. LaPierre

Joelle L. LaPierre, Assistant Vice President

STATE OF FLORIDA

COUNTY OF SEMINOLE

ss. Lake Mary

On this 13th day of February, 2020, before me personally came Joelle LaPierre, to me known, who being by me duly sworn, did depose and say: that (s)he resides in Seminole County, State of Florida; that (s)he is the Assistant Vice President of the Companies, the corporations described in and which executed the above instrument; that (s)he knows the seals of the said corporations; that the seals affixed to the said instrument are such corporate seals; that they were so affixed by authority of the Boards of Directors of said corporations and that (s)he signed his/her name thereto by like authority.



Jessica Ciccone

Jessica Noelle Ciccone
My Commission #FF029702
Expires June 20, 2021

I, the undersigned, Assistant Vice President of the Companies, DO HEREBY CERTIFY that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is still in full force effective as of May 10, 2024.

Signed and sealed in Lake Mary, Florida.



Keith D. Dozois

Keith D. Dozois, Assistant Vice President

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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.

FIRST FRUITS EXCAVATING INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	11/29/2006		11/29/2006	Domestic	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	Capital Stock	200.0000
Charter County	Mineral	Control Number	89801
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	200	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	407 PLUM RUN RD RIDGELEY, WV, 26753
Mailing Address	407 PLUM RUN RD RIDGELEY, WV, 26753 USA
Notice of Process Address	PHILLIP DAYTON II 306 DAYTON DR. RIDGELEY, WV, 26753
Principal Office Address	407 PLUM RUN RD RIDGELEY, WV, 26753 USA
Type	Address

Officers	
Type	Name/Address
President	PHILLIP N DAYTON II 306 DAYTON DR. RIDGELEY, WV, 26753
Secretary	DONNA M DAYTON 306 DAYTON DR. RIDGELEY, WV, 26753
Treasurer	DONNA M DAYTON 306 DAYTON DR. RIDGELEY, WV, 26753
Vice-President	CHRISTOPHER SZABO 100 MOTORCYCLE LANE RIDGELEY, WV, 26753
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	



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Entity Validation Status [Show Details](#)
Jul 23, 2024



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☐ All Words [i](#)

☐ Exact Phrase [i](#)

e.g. 1606N020Q02

"FIRST FRUITS EXCAVATING INC."



Federal Organizations

Enter Code or Name



Status



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Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u><i>J. Adams</i></u> Date: <u><i>8-15-21</i></u> Solicitation No. <u><i>CPO DNR 24*04</i></u> <u><i>C/O #2</i></u>	Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CPO DNR24*04 CO2 PF No.: 1264800
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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				
	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:

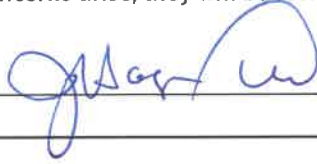
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.*

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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOLs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.