



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: 03-03-2025

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 0403 0013 DBS2400000002 4	Change Order No:	2	Procurement Folder:	1222817
Document Name:	WVSDB Blue and Gold Renovation and related construction			Reason for Modification:	Change Order 03  To Extend and Increase Contract
Document Description:	WVSDB Blue and Gold Renovation and related 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:	2023-09-25
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-04-21

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000193013 HARBEL INC PO BOX 358  CUMBERLAND MD 21502 US Vendor Contact Phone: 3017298303 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: Tabitha J Crist Requestor Phone: (304) 822-4810 Requestor Email: tabitha.crist@k12.wv.us  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY WV 26757-1894 US	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY WV 26757-1894 US

CR 3-10-25

Total Order Amount: \$3,293,959.44

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>3/10/2025</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>3/10/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>3-11-25</i> ELECTRONIC SIGNATURE ON FILE
---------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

*5/11/2025*

Extended Description:

Change Order

Change Order No. 03 is issued to extend and increase the original contract to 4/21/2025 and by \$26,385.58 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 add additional time and costs due to unforeseen condition that were found after the abatement.

Effective date of change 11/22/2024  
Extend Contract From: 11/22/2024  
To: 4/21/2025

Original Contract Price: \$3,267,573.86  
Increase: \$26,385.58  
Contract New Total: \$3,293,959.44

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	3273959.44
Service From	Service To	Manufacturer		Model No	
2023-09-25	2025-04-21				

Commodity Line Description: WVSD Blue and Gold Renovation and related construction

Extended Description:  
WVSD Blue and Gold Renovation and related construction

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121103	0.00000		0.000000	20000.00
Service From	Service To	Manufacturer		Model No	
2023-09-25	2024-11-22				

Commodity Line Description: Lump Sum allowance for Hazardous Materials Survey & Testing

Extended Description:  
WVSD Blue and Gold Renovation and related construction



*Approved  
JH 3-7-25*

Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

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TJC

From: Tabitha Crist, West Virginia Schools for the Deaf and the Blind

Date: March 4, 2025

Subject: Backdate Justification CPO DBS 24 002

West Virginia Schools for the Deaf and the Blind is renovating the Blue and Gold building with ZMM as the Architect. The contract expired in November, but the change order for time extension was not sent to me until December 20, 2024. I was on leave from December 19, 2024 until January 6, 2025. I had to get caught up on what needed to be processed while I was out and unfortunately had to go out on leave again before this was processed. This is only now being processed for time extension.



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

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To: Josh Hager, Buyer Supervisor

From: Tabitha Crist, West Virginia Schools for the Deaf and the Blind <sup>TJC</sup>

Date: February 26, 2025

Subject: CPO DBS 24 0002 - Change Order 03 WVSDB Blue and Gold Renovations and Related Construction Cost Increase and Time Extension

West Virginia Schools for the Deaf and the Blind is currently renovating the Blue and Gold building on campus. Unfortunately, there were several issues that came up after the work began. There were no previous indications that would have allowed us to incorporate these issues into the original plan. We are requesting an increase in cost for \$26,385.58 for the following reasons:

First, after a Health Department inspection, the café section needed modification for plumbing and the grease line tie in. We feel that the cost for this additional work is justified at \$10,968.75 and \$610.65, respectively.

Second, the original plan called for wall heaters, but ceiling units were needed instead. This cost is justified at \$2,424.30.

Third, due to the additional underground work needed because of the unknown condition of the water and drainage system, we had to grade and pave after the work was completed. This cost is justified at \$14,581.88.

Finally, the roof did not need to be replaced on the mechanical room and this change order includes a credit of \$2,200 for the work that was not needed.

Further, the vendor and architect requested an additional 90 days, but we are adding an additional 60 days due to the weather conditions in December, January and February. New contract end date is April 21, 2025.



December 20, 2024

Ms. Tabitha Crist  
West Virginia Department of Education  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0330

BAK

Re: West Virginia Schools of the Deaf and Blind  
Blue and Gold Renovation and Related Construction - CPO 0403 0013 DBS2400000002 1  
Changer Order #3

Dear Ms. Crist:

ZMM Architects and Engineers, Inc. requests that changes be made to the contract documents of the subject project. Change Order No. 3 is necessary due to unforeseen conditions found during grease tie-in installation, wall heater installation, roadway paving, & Café Modifications due to local Health Department inspection deemed necessary to complete the project. Also included was owner credit due to the existing shingled roof over the mechanical area did not require replacement.

Current contract amount	\$3,267,573.86
Change Order No. 3	\$26,385.58
New contract amount	\$3,293,959.44

ZMM, Inc. feels that this is a reasonable amount. If you have any questions, please contact me at 304.767.3184.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barrow Koslosky'.

Barrow Koslosky, AIA, Construction Administrator

cc: Tabitha Crist, WV DOE  
Clayton Burch, WVSDB  
Chris Campbell, AIA, ZMM, Inc.  
File



# Document G701® – 2017

## Change Order

<b>PROJECT: (Name and address)</b> WVSDB Blue & Gold Renovations and Related Construction CRFQ 0403 DBS2300000006 Romney, West Virginia 26737 A/E Project No. 2022-059	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: 09-25-2023	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 003  Date: 12-11-2024
<b>OWNER: (Name and address)</b> West Virginia Schools for the Deaf and Blind 301 East Main Street Romney, West Virginia 26757	<b>ARCHITECT: (Name and address)</b> ZMM, Inc. (dba ZMM Architects and Engineers) 222 Lee Street West Charleston, West Virginia 25302	<b>CONTRACTOR: (Name and address)</b> Harbel, Inc.  P.O. Box 358 Cumberland, Maryland 21502

### 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.)

PCO #009: Cafe Modifications Concrete for Grease Lie Tie-In	\$610.65
PCO #010: Delete Shingle Roofing at Mechanical Room	(\$2,200.00)
PCO #011: Change Wall Heaters to Ceiling Units	\$2,424.30
PCO #012: Roadway Grade Modifications and Additional Paving	\$14,581.88
PCO #013: Cafe Modifications-Plumbing Alterations	\$10,968.75
(See Attached Contractor Backup Information)	
Total CO #003	\$26,385.58

The original Contract Sum was	\$ 3,138,500.00
The net change by previously authorized Change Orders	\$ 129,073.86
The Contract Sum prior to this Change Order was	\$ 3,267,573.86
The Contract Sum will be increased by this Change Order in the amount of	\$ 26,385.58
The new Contract Sum including this Change Order will be	\$ 3,293,959.44

The Contract Time will be increased by Ninety (90) days.  
The new date of Substantial Completion will be 02-20-2025

**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.

Barrow Koslosky  
ARCHITECT (Signature)

BY: Barrow Koslosky, AIA  
Construction Administrator  
(Printed name, title, and license  
number if required)

12.11.2024  
Date

Jeremy Irons  
CONTRACTOR (Signature)

BY: Jeremy Irons, Vice President  
(Printed name and title)

12/20/24  
Date

Tabitha J. Crist  
OWNER (Signature)

BY: Tabitha Crist, Superintendent  
(Printed name and title)

1/6/2025  
Date



PCO #009

Harbel, Inc. - An Equal Opportunity Employer  
P.O. Box 358  
Cumberland, Maryland 21501-0358  
Phone: (301) 729-8900  
Fax: (301) 729-0163

Project: 950 - WVSD Blue & Gold Bldg. Renovations  
301 East Main Street  
Romney, West Virginia 26757

## Prime Contract Potential Change Order #009: Cafe Modifications - Concrete for Grease Lie Tie-In

TO:	WV School for the Deaf and Blind 301 West Main Street Romney, West Virginia 26757	FROM:	Harbel, Inc. P.O. Box 358 Cumberland, Maryland 21501-0358
PCO NUMBER/REVISION:	009 / 0	CONTRACT:	1 - Original Contract
REQUEST RECEIVED FROM:		CREATED BY:	Paula Hite (Harbel, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	10/28/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$610.65

POTENTIAL CHANGE ORDER TITLE: Cafe Modifications - Concrete for Grease Lie Tie-In

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
Cafe modifications (concrete for grease line tie-in) as per attached.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	OC Owner Cost	Cafe Modifications - Concrete for Grease Line Tie-In	\$610.65
Grand Total:			\$610.65

Chris Campbell (ZMM, Inc.)  
222 Lee Street, West  
Charleston, West Virginia 25302

WV School for the Deaf and Blind  
301 West Main Street  
Romney, West Virginia 26757

Harbel, Inc.  
P.O. Box 358  
Cumberland, Maryland 21501-0358

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



# Harbel, Inc.

Job: WVSD- Blue and Gold Building

Job: 950  
Last Modified: 10/25/24 11:26

No.	Description	Qty	Unit	Unit Price	Sub Cost	Unit Price	Sub Cost	Unit Price	Material Cost	Unit Price	Labor / Burden	Notes
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1 Café Modifications - Concrete for Grease Line Tie in

1	Carpenter Foreman	5	HR									
1	Laborer	1	HR					82.60	\$		413.00	
	Eastern Building Supply - Concrete Mix	1	LS					62.72	\$		62.72	
						54.8	\$		54.80			

<b>Total</b>			\$	-	\$	-	\$	54.80	\$	475.72	\$	530.52
			\$							475.72	Total Labor	
			\$					54.80	Total Material			
			\$					-	Total Equipment			
			\$					-	Total Subcontractor			
		6%	\$					3.29	Sales Tax			
			\$					533.81	Sub Total			
		15%	\$					71.36	O&P Labor			
		10%	\$					5.48	O&P Material			
		5%	\$					-	O&P Subcontractor			
			\$					610.65	Sub Total			
		0.00%	\$					-	Bond			
			\$					610.65	Grand Total			

# CARL BELT INCORPORATED

## EXTRA WORK REPORT

Date: 9-30-2024

Belt Job No.: 1590 - 950  
19010

**Description of Work Performed:**

Cafe modification Pour concrete back in place for Grease  
line Tie in and finish

CRAFT	EMPLOYEES NAME	HOURS		TOTAL HOURS	RATE	AMOUNT	
		Straight	Overtime				
Carp Foreman	Patrick Norris	3		3	\$22.00	66.00	20
Labor	Chris Aldridge	1		1	\$22.00	22.00	12
Carp Fore	Pat Norris	2		2	\$22.00	44.00	20
TOTALS						132.00	12

QUANTITY OR TIME	DESCRIPTION	INV. NO. OR HOURS	UNIT PRICE	AMOUNT
10	concrete mix	217112	53.05	530.52
TOTALS				530.52

Approved:

white - invoice copy  
yellow - engineer copy  
pink - field copy

Pat Mori  
Carl Belt, Inc.

# Invoice

Page: 1

## Eastern Building Supply, Inc.

496 E. Main St.  
Romney, WV 26757

Phone: 304 822-3576  
Fax: 304-822-4574  
www.easternbuildingsupply.com

Ticket #: 217112  
Ticket date: 9/20/24  
Station: 2  
Drawer: 2  
Sales Rep: MDC  
Customer PO#: 950 1093

Sold to: HARBEL CONSTRUCTION \*\*\*  
P.O. BOX 358  
CUMBERLAND, MD 21502  
ewoods@thebeltgroup.com

Ship to:

Cust #:1075

Terms: Due 10th of the Month

Item #	Description	Price	Quantity	Unit	Ext Price
03040	CONCRETE MIX 80# BAG 4000PSI	5.48	10	BAG	54.80

VENDOR

*EAST*  
RECEIVED

SEP 20 2024

JOB  
DUE DATE

*950*

COST  
CODE  
DISC

*63-3000*

### APPROVALS/REVISIONS

Clerical Accuracy Check *[Signature]*  
Compared to PO \_\_\_\_\_  
Project Manager Approval \_\_\_\_\_

Signature: *[Signature]*

User: MDC

Total line items: 1

Sale subtotal: 54.80

Tax: 3.84

Total: 58.64

Tender:

A/R Charge 58.64

Net tender: 58.64

3 100110 11000 11000 11000 11000 11000

POSTED



PCO #010

Harbel, Inc. - An Equal Opportunity Employer  
P.O. Box 358  
Cumberland, Maryland 21501-0358  
Phone: (301) 729-8900  
Fax: (301) 729-0163

Project: 950 - WVSDDB Blue & Gold Bldg. Renovations  
301 East Main Street  
Romney, West Virginia 26757

## Prime Contract Potential Change Order #010: Delete Shingle Roofing at Mechanical Room

TO:	WV School for the Deaf and Blind 301 West Main Street Romney, West Virginia 26757	FROM:	Harbel, Inc. P.O. Box 358 Cumberland, Maryland 21501-0358
PCO NUMBER/REVISION:	010 / 0	CONTRACT:	1 - Original Contract
REQUEST RECEIVED FROM:		CREATED BY:	Paula Hite (Harbel, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	10/28/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	(\$2,200.00)

POTENTIAL CHANGE ORDER TITLE: Delete Shingle Roofing at Mechanical Room

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract is Changed As Follows)*  
Delete shingle roofing at Mechanical Room as per attached.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	OC Owner Cost	Delete Shingle Roofing at Mechanical Room	\$(2,200.00)
Grand Total:			\$(2,200.00)

Chris Campbell (ZMM, Inc.)  
222 Lee Street, West  
Charleston, West Virginia 25302

WV School for the Deaf and Blind  
301 West Main Street  
Romney, West Virginia 26757

Harbel, Inc.  
P.O. Box 358  
Cumberland, Maryland 21501-0358

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Harbel, Inc.

Job: WVSDB- Blue and Gold Building												Job: 950	
												Last Modified: 10/28/24 9:03	
No.	Description	Qty	Unit	Unit Price	Sub Cost	Unit Price	Equipment Cost	Unit Price	Material Cost	Unit Price	Labor Wburden	Notes	
6	Delete Shingle Roofing												
	4 Squares of Shingle Roof at Mechanical Room												
	Hile Roofing	1	LS		\$ (2,200.00)								
	Total				\$ (2,200.00)		\$ -		\$ -		\$ -	\$ (2,200.00)	
											\$ -	Total Labor	
											\$ -	Total Material	
											\$ -	Total Equipment	
											\$ (2,200.00)	Total Subcontractor	
										6%	\$ -	Sales Tax	
											\$ (2,200.00)	Sub Total	
										15%	\$ -	O&P Labor	
										10%	\$ -	O&P Material	
										0%	\$ -	O&P Subcontractor	
											\$ (2,200.00)	Sub Total	
										0.00%	\$ -	Bond	
											\$ (2,200.00)	Grand Total	



PCO #011

Harbel, Inc. - An Equal Opportunity Employer  
P.O. Box 358  
Cumberland, Maryland 21501-0358  
Phone: (301) 729-8900  
Fax: (301) 729-0163

Project: 950 - WVSDS Blue & Gold Bldg. Renovations  
301 East Main Street  
Romney, West Virginia 26757

## Prime Contract Potential Change Order #011: Change Wall Heaters to Ceiling Units

TO:	WV School for the Deaf and Blind 301 West Main Street Romney, West Virginia 26757	FROM:	Harbel, Inc. P.O. Box 358 Cumberland, Maryland 21501-0358
PCO NUMBER/REVISION:	011 / 0	CONTRACT:	1 - Original Contract
REQUEST RECEIVED FROM:		CREATED BY:	Paula Hite (Harbel, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	10/28/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$2,424.30

POTENTIAL CHANGE ORDER TITLE: Change Wall Heaters to Ceiling Units

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
Change wall heaters to ceiling units as per attached.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	OC Owner Cost	Change Wall Heaters to Ceiling Units	\$2,424.30
Grand Total:			\$2,424.30

Chris Campbell (ZMM, Inc.)  
222 Lee Street, West  
Charleston, West Virginia 25302

WV School for the Deaf and Blind  
301 West Main Street  
Romney, West Virginia 26757

Harbel, Inc.  
P.O. Box 358  
Cumberland, Maryland 21501-0358

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

# Harbel, Inc.

Job: WVSDB- Blue and Gold Building

Job: 950  
Last Modified: 10/28/24 9:19

No.	Description	Qty.	Unit	Unit Price	Sub Cost	Unit Price	Equipment Cost	Unit Price	Material Cost	Unit Price	Labor w/burden	Notes
7	Change Wall Heaters to Ceiling Units											
	WN Yoder	1	LS		\$ 2,286.00							
	<b>Total</b>				\$ 2,286.00		\$ -		\$ -		\$ -	\$ 2,286.00
											\$ -	Total Labor
											\$ -	Total Material
											\$ -	Total Equipment
											\$ 2,286.00	Total Subcontractor
										6%	\$ -	Sales Tax
											\$ 2,286.00	Sub Total
										15%	\$ -	O&P Labor
										10%	\$ -	O&P Material
										5%	\$ 114.30	O&P Subcontractor
											\$ 2,400.30	Sub Total
										1.00%	\$ 24.00	Bond
											\$ 2,424.30	Grand Total

**WALTER N.**

**MECHANICAL  
INDUSTRIAL**



**YODER & SONS, INC.**

**ENVIRONMENTAL  
ENGINEERING AND CONSTRUCTION**

16200 McMullen Hwy, SW • P.O. Box 1337 • Cumberland, MD 21502 • 301.729.0610 • Fax 301.729.1517

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September 18, 2024

Harbel, Inc.  
11521 Milnor Avenue  
Cumberland, MD 21502

Attn: Mr. Jeremy Irons

Email: [jgirons@thebeltgroup.com](mailto:jgirons@thebeltgroup.com)

RE: WV SBD Blue & Gold Building Renovation  
RFI #27 Ceiling Unit Heaters  
WNY Change Order 4800C.01

Dear Mr. Irons:

We offer for your consideration our change order proposal to provide and install semi-recessed wall heaters in lieu of ceiling heaters EH-3 and EH-4.

**CHANGE ORDER COST**

**\$ 2,286.00**

**\*\*\*\*\*PRICES ARE GOOD FOR 60 DAYS \*\*\*\*\***

We hope that this proposal meets with your approval and look forward to working with you on this project. If you have any questions, please contact Brad Harrison at 301-729-0610.

Very truly yours,

WALTER N. YODER & SONS, INC.

John W. Yoder, P.E.  
President

JWY/ibb





PCO #012

Harbel, Inc. - An Equal Opportunity Employer  
P.O. Box 358  
Cumberland, Maryland 21501-0358  
Phone: (301) 729-8900  
Fax: (301) 729-0163

Project: 950 - WVSD8 Blue & Gold Bldg. Renovations  
301 East Main Street  
Romney, West Virginia 26757

## Prime Contract Potential Change Order #012: Roadway Grade Modifications and Additional Paving

TO:	WV School for the Deaf and Blind 301 West Main Street Romney, West Virginia 26757	FROM:	Harbel, Inc. P.O. Box 358 Cumberland, Maryland 21501-0358
PCO NUMBER/REVISION:	012 / 0	CONTRACT:	1 - Original Contract
REQUEST RECEIVED FROM:		CREATED BY:	Paula Hite (Harbel, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	10/29/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$14,581.88

POTENTIAL CHANGE ORDER TITLE: Roadway Grade Modifications and Additional Paving

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
Roadway grade modifications and additional paving as per attached.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	OC Owner Cost	Roadway and Grade Modifications and Additional Paving	\$14,581.88
Grand Total:			\$14,581.88

Chris Campbell (ZMM, Inc.)  
222 Lee Street, West  
Charleston, West Virginia 25302

WV School for the Deaf and Blind  
301 West Main Street  
Romney, West Virginia 26757

Harbel, Inc.  
P.O. Box 358  
Cumberland, Maryland 21501-0358

SIGNATURE DATE

SIGNATURE DATE

 10/29/24  
SIGNATURE DATE

# Harbel, Inc.

Job: WVSD- Blue and Gold Building												
Job: 950												
Last Modified: 10/29/24 14:04												
No.	Description	Qty	Unit	Unit Price	Sub Cost	Unit Price	Equipment Cost	Unit Price	Material Cost	Unit Price	Labor w/burden	Notes
8	Roadway Grade Modifications and Additional Paving											
	Bell Paving	1	LS		\$ 9,350.00							
	Bell Paving	1	LS		\$ 4,400.00							
	Total				\$ 13,750.00		\$ -		\$ -		\$ -	\$ 13,750.00
											\$ -	Total Labor
											\$ -	Total Material
											\$ -	Total Equipment
											\$ 13,750.00	Total Subcontractor
										6%	\$ -	Sales Tax
											\$ 13,750.00	Sub Total
										15%	\$ -	O&P Labor
										10%	\$ -	O&P Material
										5%	\$ 687.50	O&P Subcontractor
											\$ 14,437.50	Sub Total
										1.00%	\$ 144.38	Bond
											\$ 14,581.88	Grand Total



P.O. BOX 1002  
CUMBERLAND, MD 21501-1002  
Telephone 301-729-8994  
Fax 301-729-0921

October 16, 2024

Harbel Construction  
11521 Milnor Ave  
Cumberland, MD 21502  
ATTN: Jeremy Irons

RE: *WVSDB Blue and Gold Renovations*  
*Harbel, Inc. Job #950*  
*Belt Paving, Inc. Job #5994*  
*Extra Milling & Overlay on Roadway in Front of Building*

Dear Jeremy:

*Belt Paving, Inc.* is pleased to offer our *Change Order* proposal for the above referenced project. Pricing includes all labor, material, equipment, supervision and any incidentals necessary to perform the following scope of work with clarifications and exclusions listed herein.

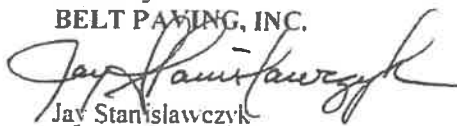
**SCOPE OF WORK/CLARIFICATIONS & EXCLUSIONS**

- Pricing is based on Field Measurements and Grades shot & provided by Harbel, Inc.
- As a means of modifying the drainage on the roadway in front of the Blue Gold Building, *Belt Paving, Inc.* is providing pricing to mill the existing pavement at variable depths based on grades provided by Harbel, Inc.
- Milling depth will vary from 1.5" to 7", milled material will be hauled offsite unless WVSDB has a designated location onsite where we can dump
- Due to the depth of the milling, it is the Harbel's responsibility to provide *Belt Paving, Inc.* information relative to any potential shallow utilities
- Tack Coat will be applied to the milled surface prior to overlay
- Overlay to be (1.5") WV Wearing 1 Surface with at total area of approximately 350 SY
- Price **EXCLUDES** any repairs or major adjustments to inlets, manholes or water valves.
- Price **EXCLUDES** any pavement markings
- Price **EXCLUDES** any bonding
- Price **EXCLUDES** any MOT/Traffic Control

**LUMP SUM PRICE ..... \$9,350.00**

We hope this meets with your approval. should you have any question please don't hesitate to contact us.

Sincerely,  
BELT PAVING, INC.

  
Jay Stanislawczyk  
Vice President/General Manager

cc: Justin Shumaker; Harry Hickle

## Jeremy Irons

---

**From:** Jay Stan  
**Sent:** Tuesday, October 29, 2024 2:02 PM  
**To:** Jeremy Irons  
**Cc:** Harry Hickie; Justin Shumaker  
**Subject:** WVSD Blue & Gold Extended Mill & Overlay  
**Attachments:** WVSD Extended Mill & Overlay.pdf

Jeremy,

After visiting the above noted site this morning Belt Paving, Inc. has some small concerns pertaining to the required mill & overlay.

Attached is a Google map with notes from our site visit.

It was found that "MH-2" is substantially lower than the existing grade. Per the grades provided by Harbel we will be milling to a depth of approximately 8" at this location. Due to that depth we will need to further extend the mill and overlay to allow for a smooth transition. I had originally estimated approximately 20-ft beyond this location, however 20-ft is not long enough to allow for a good transition. We believe it should be extended for a total length of approximately 50-ft. This would add 16-tons of HMA Surface.

Also, we discovered (3)-three small "excavated spots" that are backfilled with stone. It is my understanding that the school removed something that created these holes. While we are onsite Belt Paving, Inc. could patch these (3)-three spots and extend the (1.5") mill and overlay an additional 50-ft to tie-in with the existing concrete walkway. This extension would add 14-tons of HMA Surface.

Belt Paving, Inc.'s price to perform the above items of work is **\$4,400.00**

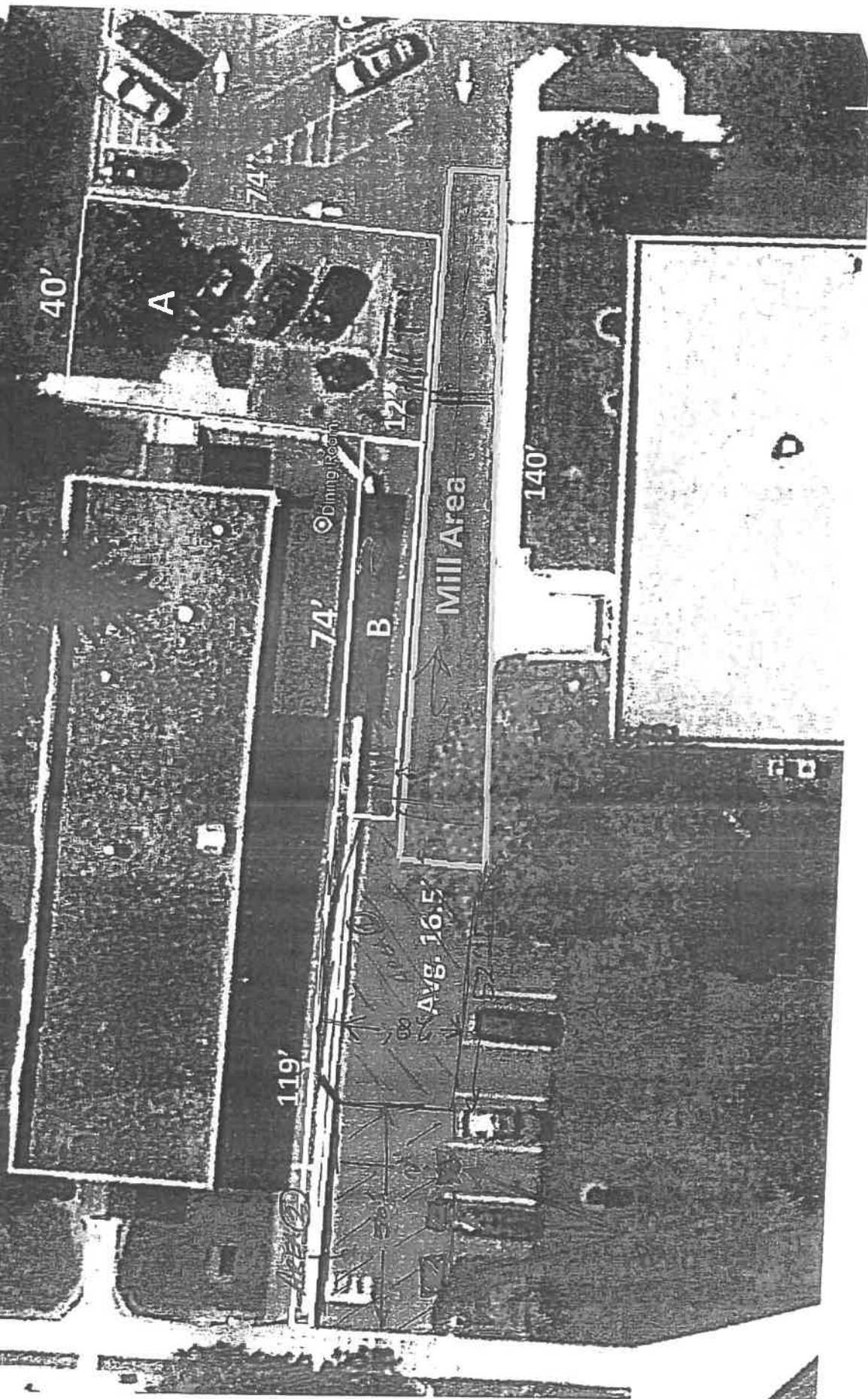
Please advise if approved as soon as possible. We will begin our work on Thursday 10/31. Thursday will consist of placing the HMA Base as well as milling. Friday will be HMA Surface.

Should you have any questions don't hesitate to contact me.

Thanks,

*Jay Stanislawczyk*  
Belt Paving, Inc.  
Vice President/General Manager  
11521 Milnor Avenue  
Cumberland, MD 21502  
Office: 301-729-8994  
Cell: 301-707-1991

5994 Blue & Gold:





PCO #013

Harbel, Inc. - An Equal Opportunity Employer  
P.O. Box 358  
Cumberland, Maryland 21501-0358  
Phone: (301) 729-8900  
Fax: (301) 729-0163

Project: 950 - WWSDB Blue & Gold Bldg. Renovations  
301 East Main Street  
Romney, West Virginia 26757

## Prime Contract Potential Change Order #013: Cafe Modifications - Plumbing Alterations

TO:	WV School for the Deaf and Blind 301 West Main Street Romney, West Virginia 26757	FROM:	Harbel, Inc. P.O. Box 358 Cumberland, Maryland 21501-0358
PCO NUMBER/REVISION:	013 / 0	CONTRACT:	1 - Original Contract
REQUEST RECEIVED FROM:		CREATED BY:	Paula Hite (Harbel, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	11/8/2024
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$10,968.75

POTENTIAL CHANGE ORDER TITLE: Cafe Modifications - Plumbing Alterations

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

Cafe modifications / plumbing alterations as per attached.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	OC Owner Cost	Cafe Modifications - Plumbing Alterations	\$10,968.75
Grand Total:			\$10,968.75

Chris Campbell (ZMM, Inc.)  
222 Lee Street, West  
Charleston, West Virginia 25302

WV School for the Deaf and Blind  
301 West Main Street  
Romney, West Virginia 26757

Harbel, Inc.  
P.O. Box 358  
Cumberland, Maryland 21501-0358

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

*Jeremy Jones*

11/8/24

# Harbel, Inc.

Job: WVSDB- Blue and Gold Building

Job: 950  
Last Modified: 11/8/24 9:25

No.	Description	Qty	Unit	Unit Price	Sub Cost	Unit Price	Equipment Cost	Unit Price	Material Cost	Unit Price	Labor w/burden	Notes
9	Café Modifications											
	WN Yoder	1	LS		\$ 10,343.00							
	<b>Total</b>				\$ 10,343.00		\$ -		\$ -		\$ -	\$ 10,343.00
											\$ -	Total Labor
											\$ -	Total Material
											\$ -	Total Equipment
											\$ 10,343.00	Total Subcontractor
										6%	\$ -	Sales Tax
											\$ 10,343.00	Sub Total
										15%	\$ -	O&P Labor
										10%	\$ -	O&P Material
										5%	\$ 517.15	O&P Subcontractor
											\$ 10,860.15	Sub Total
										1.00%	\$ 108.60	Bond
											\$ 10,968.75	Grand Total

**WALTER N.**

**MECHANICAL  
INDUSTRIAL**



**YODER & SONS, INC.**

**ENVIRONMENTAL  
ENGINEERING AND CONSTRUCTION**

16200 McMullen Hwy, SW • P.O. Box 1337 • Cumberland, MD 21502 • 301.729.0610 • Fax 301.729.1517

November 8, 2024

Harbel, Inc.  
11521 Milnor Avenue  
Cumberland, MD 21502

Attn: Mr. Jeremy Irons

Email: [jgirons@thebeltgroup.com](mailto:jgirons@thebeltgroup.com)

RE: WV SBD Blue & Gold Building Renovation  
Café Modifications  
Change Order # 4800C.001

Dear Mr. Irons:

We offer for your consideration our change order proposal to make alterations to the plumbing rough-in and purchase and install the following items in the Café area:

- 15" x 15" x 5" top mount hand sink and faucet
- T&S Brass MPZ-4-DLN-06 pre-rinse faucet with pull down spray
- Advance TABCO DI-3-10 three compartment drop-in sink
- Zurn size 300 Z1173 grease interceptor
- Zurn 2" Z1108 straight thru flow control

**CLARIFICATION:**

- Due to the rooms adjacent to the Café area being finished the domestic water piping mains are not accessible. Therefore, both sinks will be served by the ½" hot and cold water rough-in piping intended for the original P-7 sink.

**INSULATION COST:**

LABOR	\$ 3,300.00
MATERIAL	\$ 4,472.00
15% MARK-UP-	\$ 1,166.00
<b>TOTAL</b>	<b>\$ 8,938.00</b>

**INSULATION:**

SUBCONTRACTOR COST	\$ 980.00
10% MARK-UP	\$ 98.00
<b>TOTAL</b>	<b>\$ 1,078.00</b>

**RESTOCKING FEE FOR ORIGINAL P-7 SINK**      **\$ 327.00**

**TOTAL CHANGE ORDER REQUEST**      **\$ 10,343.00**

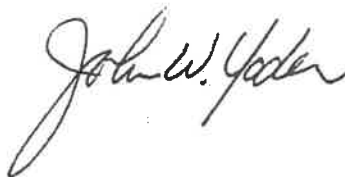
\*\*\*\*\*PRICES ARE GOOD FOR 60 DAYS \*\*\*\*\*



We hope that this proposal meets with your approval and look forward to working with you on this project. If you have any questions, please contact Scott Price at 301-729-0610.

Very truly yours,

WALTER N. YODER & SONS, INC.

A handwritten signature in cursive script, reading "John W. Yoder". The signature is written in dark ink and is positioned above the printed name and title.

John W. Yoder, P.E.  
President

## CHANGE RIDER

RIDER to be attached to and form a part of the Performance and Payment Bond, each in the amount of **\$3,138,500.00**, issued on behalf of **Harbel, Inc.**, with **WV School for the Deaf and Blind** as Obligee.

**IT IS HEREBY UNDERSTOOD AND AGREED** that the following is hereby added to and becomes a part of the above described Performance and Payment Bonds:

Change order increase in the amount of **\$26,385.58**. The new contract amount is now **\$3,293,959.44** as of the Change Order dated of December 11, 2024. The contract time is extended by 90 (ninety) days.

All other terms and conditions of the bonds are unchanged.

Signed, sealed with our seals and dated this 11th day of December, 2024.

Harbel, Inc.

(Principal)

(Seal)

By

*S. J. Madole*

President

Fidelity & Deposit Company of Maryland

(Surety)

(Seal)

By

*Ramiro Zed*

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 Maryland
10. County of Allegany to-wit: \_\_\_\_\_
11. I, Paula J. Hite, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that David J. Madden
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 11th day of December 20 24
16. Notary Seal \_\_\_\_\_ 17: Paula J. Hite  
(Notary Public)
18. My commission expires on the 17th day of October 20 26

## Acknowledgment by Surety

19. STATE OF Maryland
20. County of Allegany to-wit: \_\_\_\_\_
21. I, Jennifer L. Wilson, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Patrick Buck
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Fidelity & Deposit Co. of Maryland 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 11th day of December 20 24
26. Notary Seal \_\_\_\_\_ 27: Jennifer L. Wilson  
(Notary Public)
28. My commission expires on the 8th day of May 20 27

## Sufficiency in Form and Manner of Execution Approved

This 11th day of March 20 25

By: [Signature]  
Attorney General  
(Deputy Attorney General)

## EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

### CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 11th day of December, 2024.



*MJ Pethick*

Mary Jean Pethick  
Vice President

**TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:**

Zurich Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056  
[reportsfclaims@zurichna.com](mailto:reportsfclaims@zurichna.com)  
800-626-4577

Authenticity of this bond can be confirmed at [bondvalidator.zurichna.com](http://bondvalidator.zurichna.com) or 410-559-8790

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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.*

**HARBEL, INC.**

#### Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/30/1975		7/30/1975	Foreign	Profit			

#### Organization Information

<b>Business Purpose</b>	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)	<b>Capital Stock</b>	0.0000
<b>Charter County</b>		<b>Control Number</b>	0
<b>Charter State</b>	MD	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	11521 MILNOR AVE CUMBERLAND, MD, 21502
<b>Mailing Address</b>	P.O. BOX 358 CUMBERLAND, MD, 215010358 USA
<b>Notice of Process Address</b>	MARK A. FARRIS P.O. BOX 358 CUMBERLAND, MD, 21501
<b>Principal Office Address</b>	11521 MILNOR AVENUE CUMBERLAND, MD, 21502 USA
Type	Address

Officers	
Type	Name/Address
	JEREMY G. IRONS (ASST SEC) 13200 QUARRY RIDGE RD SW CUMBERLAND, MD, 21502 USA
<b>Director</b>	SEAN FRADISKA 10605 PEARL VIEW PLACE LA VALE, MD, 21502
<b>President</b>	DAVID MADDEN 13110 QUARRY RIDGE ROAD, SW CUMBERLAND, MD, 21502
<b>Secretary</b>	LESLIE RIPPEY 231 NORTHGATE TRAIL CUMBERLAND, MD, 21502
<b>Treasurer</b>	SEAN D. FRADISKA 10605 PEARL VIEW PLACE LA VALE, MD, 21502
<b>Vice-President</b>	RANDY J. CIRILLO & JARED BURKETT + MARK A. FARRIS 14725 BARTON BLVD, SW CUMBERLAND, MD, 21502
Type	Name/Address

Annual Reports	
<b>Filed For</b>	
2024	



**Subaward Reporting is coming to SAM.gov on March 8th**  
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**See All Alerts**

**Entity Validation** **Show Details**  
*Feb 4, 2025*



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Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

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**Search Editor**

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

e.g. 123456789, Smith Corp

"Harbel Inc."



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Excluded Entity



Federal Organizations



Exclusion Type



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Dates



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Feedback



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>J. Hargrove</u> Date: <u>8-4-25</u>	Agency: WVSDB
Solicitation No. <u>CPO DBS 24*02</u> <u>C/O #3</u>	Procurement Officer Submitting Requisition: Tabitha J Crist
	Requisition No. CPO DBS 24*02 Change Order #3
	PF No.: 1222817

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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

