



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 DBS2400000007 3	Change Order No:	1	Procurement Folder:	1373293
Document Name:	WVSDB PE Roof Replacement and related construction			Reason for Modification:	Change Order 02 To Extend and Increase Contract
Document Description:	WVSDB PE Roof Replacement 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:	2024-06-24
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-03-20

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000193847 HITE ASSOCIATES INC 11521 MINOR AVE CUMBERLAND MD 21502 US Vendor Contact Phone: 999-999-9999 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 2025 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 3-14-25

Purchasing Division's File Copy

Total Order Amount: \$535,331.33

PURCHASING DIVISION AUTHORIZATION DATE: <i>M. Hager - 3/13/2025</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John D. Hager</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>3-17-25</i> ELECTRONIC SIGNATURE ON FILE
--------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------

Extended Description:

Change Order 02

Change Order No. 02 is issued to extend and increase the original contract to 3/20/2025 and by \$8,431.33 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: 10/21/2024
Extend Contract From: 10/21/2024
To: 3/20/2025

Original Contract Price: \$526,900
Increase: \$8,431.33
Contract New Total: \$535,331.33

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000		0.000000	535331.33
Service From	Service To	Manufacturer		Model No	
2024-06-24	2025-03-20				

Commodity Line Description: Roofing Service

Extended Description:
Roof Replacement and related construction



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

*approved
JH 3.13.25*

To: Josh Hager, Buyer Supervisor
From: Tabitha Crist, West Virginia Schools for the Deaf and the Blind
Date: February 26, 2025
Subject: CPO DBS 24 0007 - Change Order 02 WVSD B PE Roof Replacement

TJC

West Virginia Schools for the Deaf and the Blind is currently replacing the roof on the Physical Education building. 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 \$8,431.33 for the following reasons:

First, trench paving was found to be needed. We feel that the cost for this additional work is justified at \$5,742.00.

Second, a ladder platform at the Gymnasium was found to be needed. This cost is justified at \$2,689.33.

Further, the vendor and architect requested an additional 90 days, but we are adding an additional 60 days due to the weather conditions and supplier issues. New contract end date is March 20, 2025.



*Approved
JH 3-13-25*

Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

TJC

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

Date: March 4, 2025

Subject: Backdate Justification CPO DBS 24 007

West Virginia Schools for the Deaf and the Blind is currently replacing roof on our Physical Education Building with ZMM as the Architect. The contract expired in October, but the change order for time extension was not sent to me until December 19, 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 complete. This is only now being processed for time extension.

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*
WV-SDB PE Bldg Renovations, Reroof
CRFQ DBS24004
Romney, West Virginia 26737
A/E Project No. 2022-149

CONTRACT INFORMATION:
Contract For: General Construction

Date: 05-29-2024

CHANGE ORDER INFORMATION:
Change Order Number: 002

Date: 12-11-2024

OWNER: *(Name and address)*
West Virginia Schools for the Deaf and
Blind
301 East Main Street
Romney, West Virginia 26757

ARCHITECT: *(Name and address)*
ZMM, Inc. (dba ZMM Architects and
Engineers)
222 Lee Street West
Charleston, West Virginia 25302

CONTRACTOR: *(Name and address)*
Hite Associates, Inc.
11521 Minor Avenue
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 #001: Trench Patching \$5,742.00

PCO #002: Fabrication and installation of a ladder platform at the Gymnasium \$2,689.33

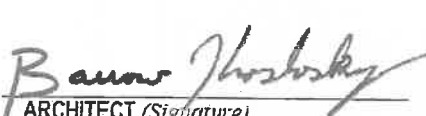
(See attached Contractor's Backup Information)
Total CO #002 \$8,431.33

The original Contract Sum was	\$	526,900.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	526,900.00
The Contract Sum will be increased by this Change Order in the amount of	\$	8,431.33
The new Contract Sum including this Change Order will be	\$	535,331.33

The Contract Time will be increased by Ninety (90) days.
The new date of Substantial Completion will be 01-19-2025

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.


ARCHITECT *(Signature)*

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

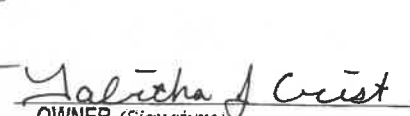
12.17.2024

Date


CONTRACTOR *(Signature)*

BY: Scott Rice, Project Manager
(Printed name and title)

12-16-24
Date


OWNER *(Signature)*

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

12/19/2024
Date

Hite ROOFING

INDUSTRIAL & COMMERCIAL ROOFING

HITE ASSOCIATES, INC.
T/A HITE ROOFING

P.O. BOX 1273 • Cumberland, MD 21501-1273
Phone 301-729-0920 Fax 301-729-0921

The WV School for the Deaf & Blind
301 East Main Street
Romney, WV 26757

October 10, 2024

COR #1

RE: Hite Job #7500
Change Order Request #1
Project #CPO 0403 0013 DBS2400000007 1

To request a Change Order for performing Trench Patching in Romney, WV.

Subcontractors

Belt Paving, Inc.	Quote Dated 9/23/24	\$ 5,220.00	
Overhead & Profit - 10%		522.00	
Total Subcontractors			<u>5,742.00</u>
TOTAL AMOUNT REQUESTED THIS CHANGE ORDER.....		\$	<u><u>5,742.00</u></u>



PCO#1

P.O. BOX 1002
CUMBERLAND, MD 21501-1002
Telephone 301-729-0994
Fax 301-729-0921

September 23, 2024

Hite Roofing
11521 Milnor Avenue
Cumberland, MD 21502
Attn: Randy Rice

RE: *WVSDB Trench Patching*

Dear Randy:

Belt Paving, Inc. is pleased to offer our 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 based on field measurements taken during site visit of 8/30/2024
- Pricing **DOES NOT** include a mobilization, work to be performed while *Belt Paving, Inc.* is onsite for paving WVSDB Blue & Gold Renovations
- Field measurements for patching 5-ft wide x 110-ft long. Using 5-ft width to properly "T" the trench. Total patch area is approximately 61 SY
- BPI will mill/remove (4") of existing temporary backfill, milled material will be hauled off-site
- BPI will place (2.5") WV Base 2 and (1.5") WV Wearing 1

LUMP SUM PRICE.....\$5,220.00 + 10%

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

Sincerely,
BELT PAVING, INC.

A handwritten signature in cursive script, appearing to read "Jay Stanislawczyk".
Jay Stanislawczyk
Vice President/General Manager

cc: Justin Shumaker; Harry Hickie

Hite ROOFING

INDUSTRIAL & COMMERCIAL ROOFING

HITE ASSOCIATES, INC.
T/A HITE ROOFING

P.O. BOX 1273 • Cumberland, MD 21501-1273
Phone 301-729-0920 Fax 301-729-0921

The WV School for the Deaf & Blind
301 East Main Street
Romney, WV 26757

October 10, 2024
COR #2

RE: Hite Job #7500
Change Order Request #2
Project #CPO 0403 0013 DBS2400000007 1

To request a Change Order for the fabrication and installation of a ladder platform at the Gymnasium.

Hite Roofing	Per the Attached Estimate	\$ <u>2,689.33</u>
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TOTAL AMOUNT REQUESTED THIS CHANGE ORDER.....	\$ <u>2,689.33</u>
------------------------------------------------------	---------------------------

PCO # 2

Hite Roof

Job Location: Romney WV

Date: October 1, 2024

[illegible]

Project No. CRFQ DBS2400000005

Bond No. PRF9450060

CHANGE RIDER

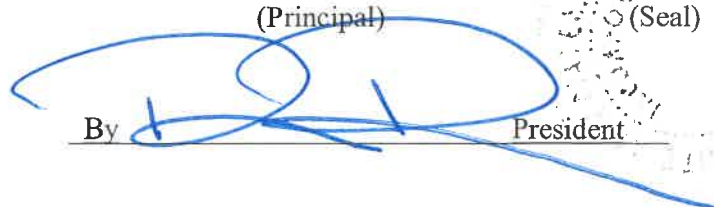
RIDER to be attached to and form a part of the Performance and Payment Bond, each in the amount of **\$526,900.00**, issued on behalf of **Hite Associates, Inc.**, with **WV School for the Deaf and Blind** as Obligee.

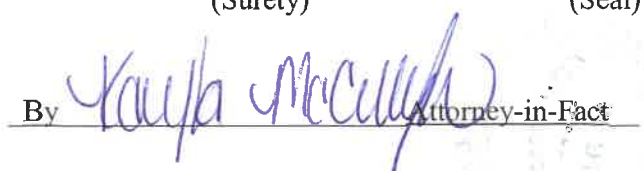
IT IS HEREBY UNDERSTOOD AND AGREED that the following is hereby added to and becomes a part of the above described Performance and Payment Bonds:

Change order increase in the amount of **\$8,431.33**. The new contract amount is now **\$535,331.33** as of the Change Order dated of December 11, 2024. The contract time is extended by 0 (zero) days.

All other terms and conditions of the bonds are unchanged.

Signed, sealed with our seals and dated this 6th day of March. 2025.

Hite Associates, Inc.
(Principal) (Seal)
By  President

Fidelity & Deposit Company of Maryland
(Surety) (Seal)
By  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, Jennifer L. Wilson, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Randy Rice
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 6th day of March 20 25
16. Notary Seal _____ 17: Jennifer L. Wilson
(Notary Public)
18. My commission expires on the 8th day of May 20 27

Acknowledgment by Surety

19. STATE OF Maryland
20. County of Allegany to-wit: _____
21. I, Paula J. Hite, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Kayla McCullough
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 6th day of March 20 25
26. Notary Seal _____ 27: Paula J. Hite
(Notary Public)
28. My commission expires on the 17th day of October 20 26

Sufficiency in Form and Manner of Execution Approved

This 17th day of March 20 25.

By: John L. Gray
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 6th day of March 2025



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
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790



Hager III, Joseph E <joseph.e.hageriii@wv.gov>

Fwd: WV Schools for the Deaf and Blind purchases

1 message

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

Thu, Feb 20, 2025 at 9:41 AM

To: "Hager III, Joseph E" <joseph.e.hageriii@wv.gov>, "Atkins, Mark A" <mark.a.atkins@wv.gov>

Please see Sam's direction below. I think this one speaks to our earlier conversation.

Thanks guys.

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

From: **Willis, Samantha L** <samantha.l.willis@wv.gov>

Date: Thu, Feb 20, 2025 at 9:04 AM

Subject: Fwd: WV Schools for the Deaf and Blind purchases

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

We need to move all Board of Ed projects like other constitutional officers.

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

From: **Kelli Talbott** <kelli.talbott@k12.wv.us>

Date: Wed, Feb 19, 2025 at 11:58 AM

Subject: RE: WV Schools for the Deaf and Blind purchases

To: Willis, Samantha L <samantha.l.willis@wv.gov>

Samantha,

Thank you for talking with me yesterday. This is to confirm our conversation that inasmuch as the West Virginia Board of Education and the State Supt. of Schools are constitutional officers who do not fall under the authority of the Governor, that any purchases we make would not be subject to the process that Purchasing has implemented in connection with EO 4-25 to require Governor's Office approval of purchases over \$100,000.00. Of course any purchases that we make that are not exempt from Purchasing requirements still must comply all of the typical requirements.

Thank you for your consideration.

From: Willis, Samantha L <samantha.l.willis@wv.gov>

Sent: Friday, February 14, 2025 11:46 AM

To: Kelli Talbott <kelli.talbott@k12.wv.us>

Subject: Re: WV Schools for the Deaf and Blind purchases

You don't often get email from samantha.l.willis@wv.gov. Learn why this is important

[EXTERNAL SENDER]: Do not click links, open attachments or reply to this email unless you recognize the sender and know the content is safe.

Kelli,

Tuesday at 11 works for me.

Thanks!

Sam

On Fri, Feb 14, 2025 at 9:12 AM Kelli Talbott <kelli.talbott@k12.wv.us> wrote:

Samantha:

Would you have time to chat with me on the phone next week about some issues that have arisen with regard to purchases for the WV Schools for the Deaf and the Blind. You may be aware that the schools are operated by the West Virginia Board of Education.

I'm out of the office today in a continuing legal education. I should have some time Tuesday at 11:00 if that would work for you. If not, I can give you additional availability.

Kelli D. Talbott

General Counsel

WVDE Office of Legal Services



West Virginia DEPARTMENT OF
EDUCATION

1900 Kanawha Boulevard, East

Charleston, WV 25305-0330

(304) 558-3667 P

kelli.talbott@k12.wv.us

wvde.us

f | t | YT

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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

HITE ASSOCIATES, INCORPORATED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/18/1991		12/18/1991	Foreign	Profit			

Organization Information								
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)			Capital Stock	0.0000			
Charter County				Control Number	0			
Charter State	MD			Excess Acres	0			
At Will Term				Member Managed				
At Will Term Years				Par Value	0.000000			
Authorized Shares	0			Young Entrepreneur	Not Specified			

Addresses

Type	Address
Local Office Address	11521 MILNOR AVE. CUMBERLAND, MD, 21502
Mailing Address	P.O. BOX 1273 CUMBERLAND, MD, 215011273 USA
Notice of Process Address	MARK FARRIS 11521 MILNOR AVENUE CUMBERLAND, MD, 21502
Principal Office Address	11521 MILNOR AVENUE CUMBERLAND, MD, 21502 USA

Officers

Type	Name/Address
Director	MARK FARRIS, RANDY CIRILLO 14810 BOURBON STREET SW CUMBERLAND, MD, 21502
President	RANDY RICE 14810 BOURBON ST., SW CUMBERLAND, MD, 21502
Secretary	SCOTT R. RICE 15824 WOODSVIEW DR SW FROSTBURG, MD, 21532
Treasurer	SEAN D. FRADISKA 10605 PEARL VIEW PLACE LA VALE, MD, 21502
Vice-President	MARK FARRIS & RANDY CIRILLO, CARL BELT, JR. 13119 QUARRY RIDGE RD SW CUMBERLAND, MD, 21502

DBA

DBA Name	Description	Effective Date	Termination Date
HITE ROOFING	TRADENAME	7/24/1995	

 An official website of the United States government [Here's how you know](#)



Subaward Reporting is coming to SAM.gov on March 8th
Show Details
Feb 27, 2025



See All Alerts

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



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Search

All Words

e.g. 1606N020Q02

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



Keyword Search

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

Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"hite associates" ×

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

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Please try another search or go back to previous results.

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>[Signature]</u> Date: <u>3.13.25</u> Solicitation No. <u>CPO DBS 24★07</u> <u>c/o # 2</u>	Agency: WVSDb Procurement Officer Submitting Requisition: Tabitha J Crist Requisition No. CPO DBS 24 007 PF No.: 1373293
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

