



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

State of West Virginia Contract

Order Date: 03-18-2025

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:	CCT 0506 2937 CME2400000001 4	Procurement Folder:	969608
Document Name:	WATERS TECHNOLOGIES FLEX CHOICE SUPPORT	Reason for Modification:	Change Order 1 to renew contract and unencumbering funds due to the services not being received from the vendor
Document Description:	WATERS TECHNOLOGIES FLEX CHOICE SUPPORT		
Procurement Type:	Central Sole Source		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100857 WATERS TECHNOLOGIES CORPORATION 34 Maple Street Milford MA 01757 US Vendor Contact Phone: 8002524752 Extension:	Requestor Name: Courtney M Buskirk Requestor Phone: 304-352-4853 Requestor Email: courtney.m.buskirk@wv.gov																				
Discount Details:	2025 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><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></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		Not Entered																			
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH OFFICE CHIEF MEDICAL EXAMINER 619 VIRGINIA ST WEST CHARLESTON WV 25302 US	PURCHASING DIRECTOR 304-356-4116 HEALTH AND HUMAN RESOURCES BUREAU FOR PUBLIC HEALTH OFFICE CHIEF MEDICAL EXAMINER 619 VIRGINIA ST W CHARLESTON WV 25302 US

4/10/25 bc

Purchasing Division's File Copy

Total Order Amount: \$105,598.21

PURCHASING DIVISION AUTHORIZATION DATE: Tana 4/10/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 4/16/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 4-17-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 1

Change Order 1 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders. First year funds are being unencumber due to no services being received.

Effective date of renewal 11/1/2024 through 10/31/2025

Renewal Years Remaining: 2

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	41100000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2023-11-01	2024-10-31				

Commodity Line Description: UPCPORG 1PM SVC12M

Extended Description:

UPCPORG 1PM SVC12M
Reference # 176600011

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	41100000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2023-11-01	2024-10-31				

Commodity Line Description: UPCPORG 1PM SVC12M

Extended Description:

UPCPORG 1PM SVC12M Item 400
Reference # 176600011

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	41100000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2023-11-01	2024-10-31				

Commodity Line Description: MassLynx Software 1 Year Plan

Extended Description:

MassLynx Software 1 Year Plan Item 500 Reference # 740002548

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	41100000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2023-11-01	2024-10-31				

Commodity Line Description: Maint 1Yr: UNIFI Workstation Software

Extended Description:

Maint 1Yr: UNIFI Workstation Software Item 600 Reference # 740004262

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	41100000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer	Model No		
2023-11-01	2024-10-31				

Commodity Line Description: UNIFI G2-S 1PM-12M

Extended Description:

UNIFI G2-S 1PM-12M Item 100 Reference #176600010

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	41100000	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer	Model No		
2023-11-01	2025-10-31				

Commodity Line Description: Xevo TQ-S 1PM 12M

Extended Description:

Xevo TQ-S 1PM 12M Item 200 Reference # 176600010

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	41100000	0.00000		0.000000	\$54,140.40
Service From	Service To	Manufacturer	Model No		
2024-11-01	2025-10-31				

Commodity Line Description: UNIFI G2-S 1PM-12M

Extended Description:

UNIFI G2-S 1PM-12M Item 100 Reference #176600010

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	41100000	0.00000		0.000000	\$51,457.81
Service From	Service To	Manufacturer	Model No		
2024-11-01	2025-10-31				

Commodity Line Description: Xevo TQ-S 1PM 12M

Extended Description:

Xevo TQ-S 1PM 12M Item 200 Reference # 176600010



Tonya Mitchell
State of West Virginia
Office of Chief Medical Examiner
619 Virginia St W
CHARLESTON WV 25302-2027
USA

Waters Global Services

QUOTATION 23872713 is valid until May 30 2025

Dear Mitchell,

Please find attached our quotation for your Waters Service Plan agreement.

We would ask that you check the document thoroughly and contact your local Service Sales Representative to discuss any changes required.

Please note that this offer is subject to receiving your Purchase Order prior to the expiry date/contract start date and full acceptance of Waters Terms & Conditions.

Please ensure your correspondence contains the **Quotation Reference Number 23872713** to ensure prompt confirmation that your support is valid.

Waters Corporation

Andrew Tumolo

Phone:

Email: andrew_tumolo@waters.com

Agreed

Heather White

Quotation number : 23872713
Account number : 702432
Quotation Valid From : Nov 14 2024
Quotation Valid Until : May 30 2025

QUOTATION 23872713
Coverage from November 01 2024 to October 31 2025
State of West Virginia

Price in US dollars

Waters™ FlexCHOICE™: mySystem Coverage Waters™ FlexCHOICE™ offers personalized, flexible support, maintenance, and service options to meet the unique requirements of your laboratory.

- Performance Maintenance (PM) is a proactive maintenance that keeps your system operating at peak performance. One or more PM visits may be included as specified within the quote. A PM visit is a combination of Waters Quality Parts, including documented standardized protocols, delivered by a Waters Certified Field Service Specialist.
- A more detailed description of coverage and additional options are available in our Statement of Coverage, available upon request.
- Pricing contained in this quote is for Service Plan Coverage only. Taxes may be applied at time of invoicing where applicable.
- All pricing on this quotation is subject to change, unless otherwise noted in a signed agreement. Pricing on this quotation is valid through date stated as "Quotation Valid Until". Payment Terms are subject to Credit Review.
- Please reference this quotation number when issuing your purchase order. Thank you for choosing Waters FlexCHOICE mySystem coverage to protect your investment. We look forward to providing the customized level of service and support that's right for your laboratory, while maintaining the performance you have come to trust with Waters.

Gross Price	117,331.35	Customer number : 702432
Discount	11,733.14	Invoicing Terms : Annual
Total Net with Discount	105,598.21	Payment Terms : NET 30 DAYS

Andrew Tumolo
Account Manager (US & Canada) – Service Sales &
Clinical & Forensics Business Unit
Email: Andrew_Tumolo@Waters.com
Phone: 800-252-4752 ext 8740



Quotation number : 23872713
Account number : 702432
Quotation Valid From : Nov 14 2024
Quotation Valid Until : May 30 2025

QUOTATION 23872713
Coverage from November 01 2024 to October 31 2025
State of West Virginia

Additional Notes

In lieu of a billable pre-inspection, a Performance Maintenance (PM) visit will be performed to at the beginning of the service agreement coverage period. This initial service event will fulfill the PM entitlement under the contract. If any parts, or additional labor and travel, not included in the PM service, are required they will be billed at our current list price outside of the contract

The total column reflects a 10% volume discount.

This volume discount has been based on the products listed below. Any addition or deletion of equipment may increase, reduce or eliminate the discount.

****Payment Terms Subject to Credit Review****

All pricing on this quotation is subject to change, unless otherwise noted in a signed agreement.

Pricing on this quotation is valid through date stated as "Quotation Valid Until"

****PLEASE REFERENCE THIS QUOTE NUMBER ON YOUR PURCHASE ORDER ****

Base year 11/1/2023 - 10/31/2024: \$100,569.73
Option Year 1 11/1/2024 - 10/31/2025: \$105,598.21 ****
Option Year 2 11/1/2025 - 10/31/2026: \$116,422.03
Option Year 3 11/1/2026 - 10/31/2027: \$134,770.14

Quotation number : 23872713
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 Quotation Valid Until : May 30 2025

QUOTATION 23872713
Coverage from November 01 2024 to October 31 2025
State of West Virginia

Price in US dollars

Item No	Reference	System Description	Coverage	Unit Price	Qty	Discount in %	Net Price
100	176600010	UNIFI G2-S	1PM 12M	60,156.00	1	10.00%	54,140.40
200	176600010	Xevo TQ-S	1PM 12M	57,175.35	1	10.00%	51,457.81
Total State of West Virginia							105,598.21
Total Net Amount							105,598.21

Quotation number : 23872713
Account number : 702432
Quotation Valid From : Nov 14 2024
Quotation Valid Until : May 30 2025

QUOTATION 23872713
Coverage from November 01 2024 to October 31 2025
State of West Virginia

Price in US dollars

Tonya Mitchell
Tel : 3347590225
Email : tonyahau91@gmail.com

LABORATORY State of West Virginia

Serial number	Description	Contract Start	Contract End	Unit Price	Quoted Price
UNIFI G2-S					
176600010	1PM 12M FlexCHOICE™ Coverage: 12 Months No. of Performance Maintenance Visits: 1 Service Level: Standard Response Time: Standard			60,156.00	54,140.40
YDA425	XEVO G2S QTOF(*)	11/01/2024	10/31/2025		
D14BUR043M	UPLC I BIN SOL MGR	11/01/2024	10/31/2025		
H19CPO742H	UPLC CP SAMPLE ORG	11/01/2024	10/31/2025		
L13USM364G	UPLC I SMP MGR-FTN	11/01/2024	10/31/2025		
UN4CA01522	SW Benefits UNIFI	11/01/2024	10/31/2025		
*Limited Support Coverage					

System Total Amount

54,140.40

Xevo TQ-S

176600010	1PM 12M FlexCHOICE™ Coverage: 12 Months No. of Performance Maintenance Visits: 1 Service Level: Standard Response Time: Standard			57,175.35	51,457.81
WAB1113	XEVO TQS	11/01/2024	10/31/2025		
C14BUR023M	UPLC I BIN SOL MGR	11/01/2024	10/31/2025		
H19CPO760H	UPLC CP SAMPLE ORG	11/01/2024	10/31/2025		
L13USM363G	UPLC I SMP MGR-FTN	11/01/2024	10/31/2025		

Quotation number : 23872713
Account number : 702432
Quotation Valid From : Nov 14 2024
Quotation Valid Until : May 30 2025

QUOTATION 23872713
Coverage from November 01 2024 to October 31 2025
State of West Virginia

Price in US dollars

Tonya Mitchell
Tel : 3347590225
Email : tonyahau91@gmail.com

LABORATORY State of West Virginia

Serial number	Description	Contract Start	Contract End	Unit Price	Quoted Price
MS4CA01729	S/W Benefits MLYNX	11/01/2024	10/31/2025		

System Total Amount **51,457.81**

Laboratory Total Amount (except taxes) **105,598.21**



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
CENTRAL FINANCE OFFICE

Arvin Singh, EdD, MBA, MPH, MS, FACHE
Health Secretary

TO: OSA- Purchasing

FROM: Courtney Buskirk
WV Department of Health, Procurement Specialist Senior

DATE: March 17, 2025

RE: Late Justification CCT CME2400000001 CO1

We are being asked to justify the late submission of the above-mentioned CCT renewal. We had to make multiple attempts to get a signed vendor memo. Once the new quote was received we had to sent the documents to the Governor's office for review and signature of the \$100,000 memo.

We respectfully ask for consideration of this request. Thank you.

Thank you,

A handwritten signature in black ink that reads "Courtney Buskirk".

Courtney M Buskirk

DH CFU Purchasing

A handwritten signature in blue ink, likely a stamp or signature, that reads "Buskirk" and "Office".

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CCT CME24*01 CO1

The Accompanying Request has been reviewed and approved by the following:

[Signature]
Agency Head

Heather White

1/28/25
Date

[Signature]
Cabinet Secretary/Department Head

1/29/25
Date

[Signature]
Governor's Office Representative

2/25/2025
Date



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Christopher Itson, Procurement Associate
Department of Health and Human Resources**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
HR004822 CCT 0506 2937 CME24*01 IS&C NUMBER: 2024-8188**

DATE: November 6, 2023

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.




After conducting a review of your request for Direct Award for Waters Technologies Flex Choice Support and Maintenance, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at Consulting.Services@wv.gov.

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

e.g. 123456789, Smith Corp

"WATERS TECHNOLOGIES CORPORATION"



Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



Exclusion Program



Location



Dates



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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.

WATERS TECHNOLOGIES CORPORATION

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/5/1994		8/5/1994	Foreign	Profit			

Organization Information			
Business Purpose	3345 - Manufacturing - Computer and Electronic Product Manufacturing - Navigational/Measuring/Electromedical/Control Instruments Mfg. (electromedical, electrotherapeutic, search, detection, navigation, guidance, aeronautical & nautical system & instruments, automatic environmental controls, instruments for measuring, displaying & controlling industrial processes, totalizing fluid meter, analytical lab instruments, testing instruments)	Capital Stock	0.0000
Charter County		Control Number	0
Charter State	DE	Excess	0
At Will Term			
At Will Term Years			

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Authorized
Shares 0

Young
Entrepreneur Not Specified

Addresses

Type	Address
Mailing Address	34 MAPLE STREET MILFORD, MA, 01757 USA
Notice of Process Address	KATHLEEN M. WHITE 34 MAPLE STREET MILFORD, MA, 01757
Principal Office Address	34 MAPLE ST MILFORD, MA, 01757 USA
Type	Address

Officers

Type	Name/Address
Director	AMOL CHAUBAL 34 MAPLE STREET MILFORD, MA, 01757
Director	UDIT BATRA 34 MAPLE STREET 22 ELM PLACE, 3RD FLOOR MILFORD, MA, 01757
President	UDIT BATRA 34 MAPLE ST. MILFORD, MA, 017573696
Secretary	KEELEY A. ALEMAN 34 MAPLE STREET MILFORD, MA, 01757
Treasurer	JOHN LYNCH 34 MAPLE ST. MILFORD, MA, 01757
Vice-President	KATHLEEN WHITE 34 MAPLE ST. MILFORD, MA, 01757
Type	Name/Address

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DBA

DBA Name	Description	Effective Date	Termination Date
WATERS	TRADENAME	7/9/1996	
DBA Name	Description	Effective Date	Termination Date

Mergers

Merger Date	Merged	Merged State	Survived	Survived State
8/4/2011	TA INSTRUMENTS, INC.	DE	WATERS TECHNOLOGIES CORPORATION	DE
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
8/4/2011	MERGER: MERGING TA INSTRUMENTS, INC., A QUALIFIED DE CORPORATION WITH AND INTO WATERS TECHNOLOGIES CORPORATION, A QUALIFIED DE CORPORATION, THE SURVIVOR
6/10/1996	CHANGE OF NAME TO WATERS TECHNOLOGIES CORPORATION FROM WATERS CORPORATION.
Date	Amendment

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

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Date filed

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

Thursday, December 19, 2024 — 2:08 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>3/31/25</u> Solicitation No. <u>CCT CME24*01 CO 1</u>	Agency: BPH-Office of Chief Medical Examiner <hr/> Procurement Officer Submitting Requisition: Heather White <hr/> Requisition No. CCT CME24*01 CO 1 <hr/> PF No.: 969608
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

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

Christopher Husted