



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

State of West Virginia
Contract

Order Date: 05-29-2025

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 0211 4072 GSD2400000005 3	Procurement Folder:	1165807
Document Name:	Campus Chill Water Loop / Plant Evaluation and Enhancements	Reason for Modification:	Change Order No. 2 To increase the contract.
Document Description:	Campus Chill Water Loop / Plant Evaluation and Enhancements		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094	Email:	melissa.k.pettrey@wv.gov
Shipping Method:	Best Way	Effective Start Date:	2024-01-19
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000032017 RMF ENGINEERING INC PC 5520 Research Park Drive, Suite 300 Baltimore MD 21228 US Vendor Contact Phone: 4105760505 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: David K Parsons Requestor Phone: 304-352-5486 Requestor Email: david.k.parsons@wv.gov 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
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 11 - CHILLER PLANT 218 CALIFORNIA AVE CHARLESTON WV 25305 US

CR 6-9-25

Total Order Amount: \$336,918.00

Purchasing Division's File Copy

CH 6/9/25

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya H. 6/9/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>6-16-25</i> ELECTRONIC SIGNATURE ON FILE
---	---	---

Extended Description:

Change Order

Change Order No. 2 is issued to increase the original contract to include design services for the replacement of cooling towers, cooling tower support structure, exterior piping, and exterior electrical appurtenances associated with the cooling towers.

Effective date of change March 11, 2025
Original Contract Price : \$256,630.00
Change Order 1 increase: \$ 80,288.00
Contract New Total: \$336,918.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$256,630.00
Service From	Service To	Manufacturer	Model No		
2024-01-19	2030-01-18				

Commodity Line Description: Campus Chill Water Loop / Plant Evaluation

Extended Description:

Campus Chill Water Loop / Plant Evaluation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$80,288.00
Service From	Service To	Manufacturer	Model No		
2024-01-19	2030-01-18				

Commodity Line Description: Change Order 2 - Cooling Towers

Extended Description:

per attached Change Order No. 2 proposal



March 15, 2025

West Virginia General Services
103 Michigan Avenue
Charleston WV, 25311

Attention: Mr. David Parsons
Energy Manager
david.k.parsons@wv.gov
(304) 550-9650

Reference: Campus Chill Water Loop / Plant Evaluation and Enhancements
Central Utility Plant – Cooling Tower Replacements

Dear Mr. Parsons,

RMF Engineering, Inc. (RMF) is pleased to submit this proposal to perform engineering services for the above referenced project. In general, the scope of work includes providing a design for the replacement of the two 600 ton existing cooling towers, support structure and exterior piping/electric associated with the cooling towers.

Proposed Scope of Services

The chiller plant has a total of five chillers – three at 1200 tons and two at 600 tons. Three existing 1200 ton cooling towers were recently retrofit with new fill, internals, motors, gearboxes, etc. The associated 600 ton cooling towers are original construction dating back to the early 2000s and are due for either retrofit or replacement.

As part of the study for GSD2300000007 Campus Chill Water Loop and Plant Evaluations and Enhancements, RMF compared retrofit options versus in-kind replacement options of the cooling towers. After evaluation, RMF recommended an in-kind replacement due to energy performance improvements of new cells and the existing cooling towers being past their usable life expectancy. Additionally, new cooling towers can be specified as all stainless steel construction to enhance life expectancy.

Part 1 – Technical Scope of Work

RMF will develop construction documents for the replacement of the cooling towers, cooling tower support structure (where required), exterior piping and exterior electrical appurtenances associated with the cooling tower.

Demolition will include but not be limited to the following:

- Existing cooling towers and associated appurtenances.
- Existing exterior condenser water piping, valves and appurtenances.
- Drain and other exterior piping, valves and appurtenances associated with the cooling towers.



- Exterior cooling tower and condenser water system controls.
- Exterior power/instrumentation/lighting conductors and conduit associated with the cooling towers.
- Exterior electrical appurtenances (disconnects, junction boxes, etc.) associated with the cooling towers.
- Structural support steel associated with the existing cooling towers to accept the new cooling tower. The design intent will be to maintain the same cooling tower footprint and support layout as existing.
- Existing pipe supports.

New Work will include but not be limited to the following:

- New cooling towers and associated appurtenances including electric basin heating.
- New exterior condenser water piping, valves and appurtenances. All exterior condenser water pipe shall be insulated and heat traced for freeze protection. The intent will be to maintain existing piping to the fullest extent possible.
- New drain and other exterior piping, valves and appurtenances associated with the cooling towers.
- New power/instrumentation/lighting conductors and conduit associated with the cooling towers. All exterior conduits shall be corrosion resistant (PVC coated or fiberglass).
- New exterior electrical appurtenances (disconnects, junction boxes, etc.) associated with the cooling towers.
- New structural support steel associated with the existing cooling towers to accept the new cooling tower. The design intent will be to maintain the same cooling tower footprint and support layout as existing.
- New pipe supports.
- Cooling tower fans shall be equipped with variable speed drives. Existing cooling tower drives will be reviewed for re-use and/or replacement with WV.
- The existing control system shall be used for cooling tower control. New devices and logic or programming will be required. The need for control hardware upgrades will be determined during design.

Part 2 – Project Deliverables

This effort is primarily a “replace-in-kind” project and will not require multiple early design submissions (35%, 50%, etc.) The project deliverables will include the following:

- Design Development (65%) (drawings, specifications, narrative and cost estimate)
- Pre-final (95%) (drawings, specifications, narrative and cost estimate)
- Bid Documents (drawings and specifications)



Part 3 – Project Schedule

Milestone	Duration
Design Development (65%)	45 Calendar Days
Pre-final Design (95%)	45 Calendar Days after DD approval
Bid Documents	14 Calendar Days after 100% approval

Part 4 – Engineering Fee

The engineering fee to perform the services in the scope are summarized below.

Milestone	Fee
Design Development (65%)	\$ 46,883.20
Pre-final Design (95%)	\$ 25,418.60
Bid Documents	\$ 7,987.20
Total	\$ 80,288.00

Clarifications and Exclusions:

1. RMF will utilize either AutoCAD or Revit for the design documents.
2. RMF anticipates that construction will be conducted during the non-cooling season, and we have not included design of temporary equipment. Requirements for design of temporary equipment to accommodate construction phasing will be considered an additional service.
3. Bidding and construction administration services, as well as commissioning services, are not included. These can be provided if desired.
4. RMF has not included the design of a new screen wall in the project. It is assumed that the existing screenwall is sufficient.
5. Cooling tower noise and plume modeling are not anticipated and would be considered an additional service if required.



**RMF
Engineering**

We appreciate the opportunity to work with the State of West Virginia. Please contact me if we can be of any further assistance or if you have any questions, concerns, or scoping issues at 443-341-5262.

Sincerely,

RMF ENGINEERING, INC.

Eric Chrencik PE
Project Manager

Enclosures: Encl. 1 – Fee Development Sheet

The General Services Division is in agreement with the Additional Services presented in this proposal, and wishes to proceed with this Change Order.

Proposed Fee Breakdown
Page 1 of 4

State of West Virginia
CHW Enhancements - Cooling Tower Replacements

FEE BREAKDOWN																		
Project Title WV Cooling Tower Replacements					Client Name West Virginia State Capitol Complex						Date Prepared March 15, 2025				Estimator Chrencik			
ITEMS	Associate \$ 223.60 /HR		Project Manager \$ 202.80 /HR		Project Engineer (Mech) \$ 156.00 /HR		Design Engineer (Mech) \$ 119.60 /HR		Design Engineer (Elec) \$ 119.60 /HR		Design Engineer (Struct) \$ 119.60 /HR		Designer \$ 119.60 /HR		Tech Support \$ 83.20 /HR		Total	
	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$	Hrs	\$
65% Design																		
Field Investigations					10	\$1,560.00	10	\$1,196.00	10	\$1,196.00	10	\$1,196.00					40	\$5,148.00
Project Meetings			4	\$811.20	4	\$624.00											8	\$1,435.20
DD																		
Design Narrative					8	\$1,248.00	20	\$2,392.00	8	\$956.80	4	\$478.40					40	\$5,075.20
Plans and Schematics					16	\$2,496.00	60	\$7,176.00	40	\$4,784.00	20	\$2,392.00	80	\$9,568.00			216	\$26,416.00
Equipment Selections					2	\$312.00	8	\$956.80	4	\$478.40							14	\$1,747.20
Calculations					2	\$312.00	8	\$956.80	4	\$478.40							14	\$1,747.20
Project Management			20	\$4,056.00													20	\$4,056.00
QA/QC	2	\$447.20	4	\$811.20													6	\$1,258.40
Total Engrg Services	2	\$447.20	28	\$5,678.40	42	\$6,552.00	106	\$12,677.60	66	\$7,893.60	34	\$4,066.40	80	\$9,568.00			358	\$46,883.20
TOTAL																		\$46,883.20

State of West Virginia
CHW Enhancements - Cooling Tower Replacements

[illegible]

State of West Virginia
CHW Enhancements - Cooling Tower Replacements

[illegible]

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 *SW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey 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 GSD2400000005 Ch#2 Design of Cooling Tower Replacements

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

Agency Head: Robert Kilpatrick, Director, GSD

5/28/25

Date _____

Erie Press

Cabinet Secretary/Department Head

5/29/25

Date _____

Governor's Office Representative

~~Date~~_____

Total Cost:

Change Order amount = \$80,288.00; Total Contract amount = \$336,918.00

Award/Requisition Document Number:

CCT GSD2400000005, Change Order #2

Description of Action/Purpose of Procurement

Requesting approval for Change Order #2 to the GSD's existing contract with RMF Engineering, an increase of \$80,288.00, from the current contract value of \$256,630.00 to a new value of \$336,918.00, as Additional Services to design and administer the construction project (estimated to cost approximately \$1,000,000 - a more precise estimate is to be provided as part of these services) to replace the two (2) 600-ton cooling towers serving the Central Chilled Water Plant.

Based on the assessment previously performed under this contract by RMF, both towers have outlived their useful life. Cost benefit of replacement versus retrofit was undertaken, but replacement option was determined to be most effective.

Design will take approximately 4 months after this change order's approval, with the project to perform the replacement being bid in the Fall of 2025, and completed by the Summer of 2026.

Funding: Appropriated General Revenue (capital outlay).




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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

MEMORANDUM

To: Tara Lyle, Buyer Supervisor
From: James R. Jones, Procurement Supervisor 
Date: March 18, 2025
Ref: CCT GSD2400000005 Campus Chill Water Loop/Plant Evaluation and Enhancements

Tara,

Please accept this memorandum as our explanation and justification for Change Order #1 to our contract with RMF Engineering Inc. Per the documentation attached to the header of the wvOASIS procurement document, we are requesting an increase of \$80,288.00, to cover design and construction administration to address the cooling towers at Building 11 (Central Chiller Plant).

The existing chillers, while nearing the end of their anticipated useful life, had been a long term vision of this overall project. However, an automobile accident that occurred in January of this year has necessitated putting a priority on doing this work currently. The upgrades that this portion of the project presents the Agency (and the State as a whole) is becoming more energy efficient, while also designing the equipment with an longer useful life of the new equipment.

Original Contract Total - \$256,630.00
Change Order 1 Increase - \$ 80,288.00
New Contract Total - \$336,918.00

Please make this increase effective March 15, 2025.

If you have any questions, or need additional information, please contact me via email at James.R.Jones@WV.gov, or by phone at 304-352-5517.

You are viewing this page over a secure connection. Click [here](#) for more information.

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.

RMF ENGINEERING, INC., P.C.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/13/1994		1/13/1994	Foreign	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		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
Mailing Address	5520 RESEARCH PARK DRIVE SUITE 300 BALTIMORE, MD, 212284791 USA
Notice of Process Address	NATIONAL REGISTERED AGENTS, INC 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	5520 RESEARCH PARK DRIVE SUITE 300 BALTIMORE, MD, 212284791 USA
Type	Address

Officers

Type	Name/Address
Director	JOHN P. WILLIAMSON 5520 RESEARCH PARK DRIVE SUITE 300 BALTIMORE, MD, 212284791
Director	VINCENT JARRETT 5520 RESEARCH PARK DRIVE STE 300 BALTIMORE, MD, 21228
President	KENNETH E. PITZ 5520 RESEARCH PARK DRIVE SUITE 300 BALTIMORE, MD, 212284791
Secretary	DAVID CRUTCHFIELD 194 SEVEN FARMS DRIVE SUITE G CHARLESTON, SC, 29492
Treasurer	RICHARD BORKOWICZ 5520 RESEARCH PARK DRIVE, SUITE 300 BALTIMORE, MD, 21228
Vice-President	JOHN TIMOTHY GRIFFIN 8081 ARCO CORPORATE DRIVE SUITE 300 RALEIGH, NC, 27617
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
----------	-------------	----------------	------------------

RMF ENGINEERING, INC.,
PROFESSIONAL CORPORATION

FORCED DBA

8/21/2015

DBA Name

Description

Effective Date

Termination Date

Name Changes

Date

Old Name

8/21/2015

RMF ENGINEERING, INC.

Date

Old Name

Date

Amendment

8/21/2015

NAME CHANGE: FROM RMF ENGINEERING, INC.

12/15/1997

CHANGE OF NAME FROM ROSS MURPHY FINKELSTEIN, INC. TO RMF ENGINEERING, INC.

Date

Amendment

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009
2008
2004
2003
2001
2000
1999
1998
1997
1996
1995
Date filed

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

Monday, March 10, 2025 — 2:28 PM

© 2025 State of West Virginia

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

Search Editor

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

e.g. 123456789, Smith Corp

"RMF Engineering"

Entity

Location

Zip Code

e.g. 20001

State / Territory

Select State / Territory

West Virginia

City

Select State (Optional)

Select City

Country

Select Country

Status

☒ Active

☐ InactiveReset 

No matches found

Your search did not return any results for active records.

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

[Search inactive](#)[Go back](#)[Feedback](#)

Our Website

[About This Site](#)[Our Community](#)[Release Notes](#)[System Alerts](#)

Policies

[Terms of Use](#)[Privacy Policy](#)[Restricted Data Use](#)[Freedom of Information Act](#)[Accessibility](#)

Our Partners

[Acquisition.gov](#)[USASpending.gov](#)[Grants.gov](#)[More Partners](#)

Customer Service

[Help](#)[Check Entity Status](#)[Federal Service Desk](#)[External Resources](#)[Contact](#)

WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>6/9/25</u> Solicitation No. <u>CCT CSD24 *05</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1165807
--	---

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

Crystal Hustead