



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: 04-25-2025

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 0211 4035 GSD2400000014 4	Change Order No:	Procurement Folder:	1376312
Document Name:	Building 35 Cooling Tower Renovation		Reason for Modification: Change Order 2 To Extend and Increase Contract.	
Document Description:	Building 35 Cooling Tower Renovation			
Procurement Type:	Central Purchase Order			
Buyer Name:	Melissa Pettrey			
Telephone:	(304) 558-0094			
Email:	melissa.k.pettrey@wv.gov			
Shipping Method:	Best Way		Effective Start Date:	2024-11-20
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	2025-05-19

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000202408 CASTO TECHNICAL SERVICES INC 540 LEON SULLIVAN WAY CHARLESTON WV 25301 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: Timothy M Lee Requestor Phone: 304-352-5492 Requestor Email: timothy.m.lee@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 35 350 CAPITOL STREET CHARLESTON WV 25301 US

Total Order Amount: \$334,675.32

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 4/29/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 5/2/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 5-5-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 2 is issued to extend and increase the original contract to May 19, 2025 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is to provide time to make additional repairs that became apparent as work on renovation was being performed.

Effective Date of Change: 2/18/2025

Extend Contract From: 2/19/2025

To: 5/19/2025

Original Contract Price: \$ 253,140.32

Change Order 2 increase: \$ 81,535.00

New Contract Total: \$ 334,675.32

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151207	0.00000		0.000000	253140.32
Service From	Service To	Manufacturer		Model No	
2024-11-20	2025-05-19				

Commodity Line Description: Building 35 Cooling Tower Renovation**Extended Description:**

Building 35 Cooling Tower Renovation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151207	0.00000		0.000000	81535.00
Service From	Service To	Manufacturer		Model No	
2024-11-20	2025-05-19				

Commodity Line Description: Change Order 2**Extended Description:**

Building 35 Cooling Tower Renovation



March 31, 2025

James R. Jones West Virginia General Services Division Charleston, WV

Subject: Change Order Request – Cooling Tower Refurbishment at Building 35

Dear Mr. Jones,

I am writing to formally request a change order in the amount of **\$81,535.00** for the ongoing refurbishment project of the cooling tower at **Building 35**. This request is based on structural deficiencies discovered during a recent site survey and is essential to ensure the long-term integrity and safety of the system.

On **February 21, 2025**, **CAS Structural Engineering** conducted a structural assessment of the cooling tower. Their evaluation revealed significant deterioration in the main support beams. While the original project scope called for **mechanical surface preparation and painting of structural steel**, the assessment identified that the main beams are **visibly sagging** and show signs of structural failure. These conditions are clearly observable and indicate that merely restoring the surface finish will not provide the necessary life extension or safety required for continued service.

Based on CAS's recommendations, we propose **full replacement of the compromised structural steel**. This change will address current deficiencies and ensure the cooling tower remains structurally sound for years to come.

We believe this change order is not only justified but necessary to meet the operational and safety standards expected for this facility. Based upon these findings, Casto is requesting a 90 day extension resulting in a completion date of May 19, 2025.

Please let us know if you require any additional documentation or would like to discuss the details further. We're happy to provide the engineering report or meet on-site to review the conditions in person.

Thank you for your attention and continued support on this project.

Sincerely,

Craig Wilson
Service Manager Casto Technical Services
304-550-0058 / cwilson@castotech.com

February 21, 2025

Craig Wilson, Field Service Manager
Casto Technical Services
540 Leon Sullivan Way
Charleston, WV 25301



Re: Building 35 Cooling Tower Structural Report
Project No. 25006

Dear Mr. Wilson:

Per your request, we made a site visit to Building 35, located at 350 Capitol Street in Charleston, WV to determine what temporary bracing members would need to be utilized to support the existing cooling tower while support beams are being replaced.

OBSERVATIONS

The existing steel framing is deteriorated and deflecting, causing the need to replace two of the beams. It was noted that the steel had been painted but was rusted in a number of locations. **One of the beams that is to remain has evidence of rusting at the web, with significant delamination.** Photos of the existing conditions are included with this report.

RECOMMENDATIONS

After speaking with Doug Moffitt (C&L Construction Co) about the process to support the existing cooling tower to remove the steel beams, **a W8x21 steel beam can be used for a temporary support.** This beam can be placed parallel to the beam that is being replaced with jacks used to elevate the cooling tower sections from that beam. It can then be relocated to remove and replace the other beam below the cooling tower. The empty cooling tower weight is 13,600 lb, which includes the weight of both sections.

As for the delaminated web of the beam that is remaining, we recommend that a new steel plate, 6" high x 12" long x 5/16" thick be welded to the web at that location. The plate should be welded all around at that location.

We also recommend that the steel be cleaned and cold galvanizing paint be applied to increase the longevity of the structural components. The cold galvanizing paint can be applied with a brush and/or roller when the temperatures are appropriate. Prior to applying, the steel would need to be cleaned to a power tool brush level. That is also needed in the area where the steel plate will be welded.

If you have any questions or comments, please do not hesitate to contact us. We are available to assist in the repair phases of the project as needed.

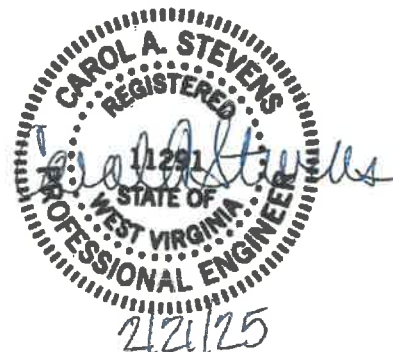
Sincerely,

CAS Structural Engineering, Inc.

A handwritten signature in blue ink that reads "Carol A. Stevens".

Carol A. Stevens, P.E., F.ASCE
President

c: Doug Moffitt – C&L Construction Co, Inc.



PO Box 469 • Alum Creek, WV 25003-0469 304-756-2564 304-756-2565 www.casstruceng.com

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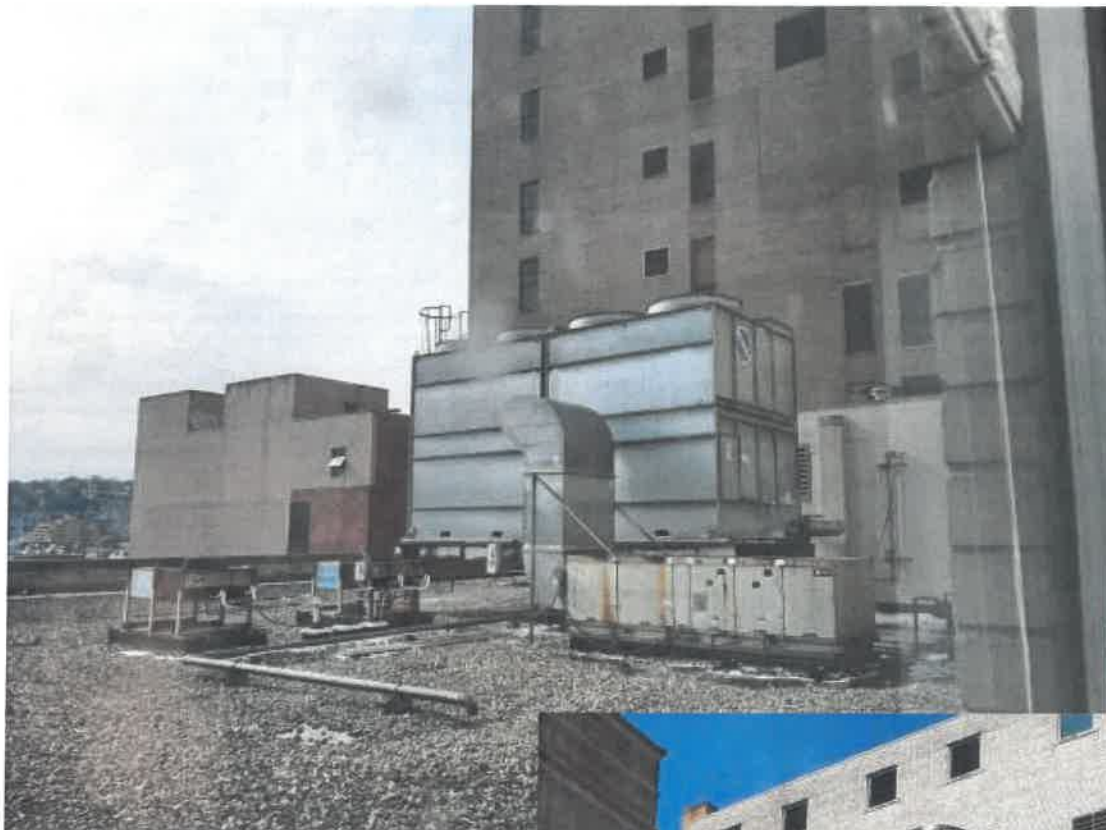


Photo 1. Overall View of Cooling Tower on Roof



Photo 2. Another View of Cooling Tower on Roof



Photo 1.



Photo 1.



Photo 3. Main Beam with Deterioration on Web



Photo 4. Close-up of Web Deterioration



Photo 7. Condition of Other Side of Beam Web

Building 35 Cooling Tower Renovation
CRFQ GSD2400000015
Order # CPO 0211 4035 GSD2400000014

Increase PENALTY RIDER

To be attached to and form part of:

Bond Number 30208473
Dated March 28, 2024
Issued by the Western Surety Company
(Surety)
On behalf of Casto Technical Services, Inc.
(Principal)
And in favor of State of West Virginia Department of Administration Purchasing Division
(Obligee)

Now therefore, it is agreed that in consideration of the premium charged, the original bond shall be amended as follows:

THE BOND PENALTY SHALL BE Increased:

TO: Three Hundred Thirty Four Thousand Six Hundred Seventy Five Dollars and 32/100
(\$334,675.32)

It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This Rider is to be Effective this 25th day of March, 2025

Signed, Sealed & Dated this 25th day of March, 2025

Casto Technical Services, Inc.
PRINCIPAL

BY: Timothy Sweeney

BY: Patricia A. Moye
Patricia A. Moye, W.V. Resident Agent
Western Surety Company
SURETY
ATTEST
WEST VIRGINIA
STATE DEPARTMENT OF TREASURY
OFFICE OF THE COMPTROLLER
OF PUBLIC ACCOUNTS

ACKNOWLEDGMENTS

Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____ to-wit:
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20 _____
6. Notary Seal _____ 7: _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Kanawha
11. I, Christina Smith, to-wit:
12. county and state aforesaid, do hereby certify that Timothy Snearinger
13. who as, _____ 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 27 day of March 20 25
16. Notary Seal OFFICIAL SEAL
NOTARY PUBLIC
STATE OF WEST VIRGINIA
Christina Smith
117 Knights Court
Scott Depot WV 25560
My Commission Expires July 14, 2026
17: _____
(Notary Public)
18. My commission expires on the 14 day of 20 26

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha
21. I, Kimberly J. Wilkinson, to-wit:
22. county and state aforesaid, do hereby certify that Patricia A. Moye
23. who as, Attorney-in-fact and WV Resident Agent
24. Western Surety Company signed the foregoing writing for
_____ 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 _____ day of March 20 25
26. Notary Seal Notary Public, State of West Virginia
Kimberly J. Wilkinson
McGriff Insurance Services
300 Summers Street, Suite 650
Charleston, WV 25301
My Commission Expires July 24, 2027
27: _____
(Notary Public)
28. My commission expires on the 24th day of July 20 27

Sufficiency in Form and Manner of Execution Approved

This 2nd day of May 20 25

By: _____ Attorney General
(Deputy Attorney General)

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Kimberly J Wilkinson, Gregory T Gordon, Patricia A Moye, Jeremy B Stanley, Terri L Dodrill, Individually

of Charleston, WV, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 17th day of October, 2022.



WESTERN SURETY COMPANY

Paul T. Bruflat

Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 17th day of October, 2022, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent

M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 25th day of March, 2025.



WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary




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, WV Purchasing Division
From: James R. Jones, Procurement Administrator 
Date: March, 31, 2025
Ref: Change Order #2 – CPO GSD2400000014 Building 38 Cooling Tower Renovation

Tara:

Please accept this memorandum as our explanation and justification for our request for Change Order #2 to the subject contract with Casto Technical Services, for an increase and extension. As work commenced on this project, a structural assessment was performed on the steel framing support structure of the cooling tower. This assessment was performed due to "sagging" of the existing support system that was observed as the structure was being cleaned and prepped for painting of the structure. The assessment concluded that the structure had rusting at the web, with significant delamination. The Engineer recommended new steel plating be installed, and utilizing cold galvanizing paint to increase the longevity of the structural components. Vendor is also requesting an extension of 90 days to complete the work

Original Contract Award Amount: \$ 253,140.32
Change Order 2 increase request: \$ 81,535.00
New Contract Total: \$ 334,675.32

This change order results in an overall increase of the contract of 32.2%, but the level of deterioration was not apparent until work had commenced. For the safety of the equipment, and overall project, it would not be prudent to solicit for another vendor to perform this work through a separate solicitation.

Please make this increase effective February 18, 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.

Total Cost:

\$334,675.32 total contract amount (Change Order Increase of \$81,535.00)

Award/Requisition Document Number:

CPO 0211 GSD2400000014 Procurement Folder 1376315

Description of Action/Purpose of Procurement

Requesting approval to proceed with Change Order 2, which increases the contract for the Diamond Building (Bldg 35) Cooling Tower Overhaul Project by \$81,535.00, from its original value of \$253,140.32 to a new total of \$334,675.32. Though the project's original specifications required the vendor (Casto Technical) to prep and paint the tower's structural steel base, a post-award structural engineering investigation revealed extensive deterioration and sagging. This change order would provide for full support beam replacement, ensuring safe construction. The additional work results in a contract extension of ninety (90) days.

Funding: Appropriated General Revenue (Capital Outlay)

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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.

CASTO TECHNICAL SERVICES, INC.

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	9/21/1973		9/21/1973	Domestic	Profit			

Organization Information

Business Purpose	8113 - Other Services (except Public Administration) - Repair and Maintenance - Commercial and Industrial Machinery and Equipment (exe Auto and Elec) Repair and Maintenance	Capital Stock	50000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.100000
Authorized Shares	500000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
Mailing Address	P.O. BOX 627 CHARLESTON, WV, 25322 USA
Notice of Process Address	CHRISTINA SMITH 540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
Principal Office Address	540 LEON SULLIVAN WAY CHARLESTON, WV, 25301 USA
Type	Address

Officers	
Type	Name/Address
Director	TIMOTHY SNEERINGER PO BOX 627 CHARLESTON, WV, 25322
President	TIMOTHY SNEERINGER PO BOX 641 GREAT BARRINGTON, MA, 01230
Secretary	CHRISTINA SMITH 540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
Type	Name/Address

Date	Amendment
11/12/2020	<p>B4WV Other Change: AMENDED AND RESTATED ARTICLES OF INCORPORATION OF CASTO TECHNICAL SERVICES, INC. I. Name. The name of the corporation is Casto Technical Services, Inc. (the "Corporation"). II. Address. The address of the principal office of the Corporation is 540 Leon Sullivan Way, Charleston, WV 25301, or at some other place within the United States, as the board of directors from time to time shall designate. III. Mailing Address. The mailing address of the above location is P. O. Box 627, Charleston, WV 25322. IV. Email Address. The email address where informational notices and reminders of annual filings may be sent is csmith@castotech.com. V. Existence. The existence of the Corporation is perpetual. VI. Authorized Shares. The Corporation is authorized to issue only one class of stock consisting of not more than 500,000.00 shares with par value of (\$0.10) per share. The Corporation shall issue all of the shares without certificates. VII. Purposes. The purpose of the Corporation engage in any or all lawful business or activity for which corporation. incorporated in West Virginia. VIII. Incorporator. The name and address of the original incorporators of the Corporation are Harry N. Casto and W. E.</p>

Mohler, neither of whom are affiliated with the Corporation as of the date of these Amended and Restated Articles of Incorporation and are deceased. IX. Agent. The name and address of the person (agent) to whom notice of process may be sent is Christina Smith, 540 Leon Sullivan Way, Charleston, WV 25301. X. Directors. The Corporation shall have a board of directors consisting of one (1) to five (5) directors. The directors shall be elected at each annual meeting of the shareholders. Directors need not be shareholders of the corporation nor residents of the State of West Virginia. The board of directors may not increase or decrease the number of directors. XI: Limitation on Director Liability. Directors shall have no personal liability to the Corporation or its stockholders for monetary damages for breach of fiduciary duty as a Director: Provided, this Article shall not eliminate or limit the liability of a Director: (A) for any breach of the Director's duty of loyalty to the Corporation or its stockholders; (B) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; (C) for unlawful distributions as described in the Act; or (D) for any transaction from which the Director derived an improper personal benefit. XII: Indemnification of Directors. The Corporation shall indemnify a Director for liability, as that term is defined W. Va. Code § 31D-8-850, to any person for any action taken, or any failure to take any action, as a Director except liability for: (A) receipt of a financial benefit to which he or she is not entitled; (B) an intentional infliction of harm on the Corporation or its shareholders; (C) for unlawful distributions as described in the Act; or (D) an intentional violation of criminal law.

10/21/2010	AMENDMENT FILED (CHANGES TO STOCK & SHARES)...SEE IMAGE
2/3/1983	CHANGE OF NAME FROM CASTO-TRANE SERVICE AGENCY, INC.
Date	Amendment

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

Monday, April 28, 2025 — 12:43 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TC-05</u> Date: <u>4/28/25</u> Solicitation No. <u>Cat 2</u> <u>Extend / Increase</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1376312
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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 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 checked="" 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 checked="" 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: _____

Tara