



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: 06-06-2025

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 0603 0603 ADJ2400000001 5	Change Order No:	3	Procurement Folder:	1237724
Document Name:	Buckhannon Readiness Center Renovations & Addition			Reason for Modification: Change Order No. 3- To increase contract amount & extend contract time per the attached documentation.	
Document Description:	Buckhannon Readiness Center Renovations & Addition				
Procurement Type:	Central Purchase Order				
Buyer Name:	David H Pauline				
Telephone:	304-558-0067				
Email:	david.h.pauline@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2023-09-14
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-12-02

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000201494 CITY CONSTRUCTION COMPANY INC 284 FACTORY ST STE 101  CLARKSBURG WV 26301 US Vendor Contact Phone: 304-624-9457 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: Charles A Bowman Requestor Phone: (304) 561-6654 Requestor Email: charles.a.bowman26.nfg@army.mil  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR  CHARLESTON WV 25311 US	BUILDING TRADES SPECIALIST BUCKHANNON READINESS CTR 929 BRUSHY FORK RD  BUCKHANNON WV 26201-2497 US

6/12/25 6L

Total Order Amount:	\$20,084,925.18
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Purchasing Division's File Copy

DHP 6/11/25

PURCHASING DIVISION AUTHORIZATION DATE: 6-11-25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 6-11-25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 6-17-25 ELECTRONIC SIGNATURE ON FILE
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6/17/2025

**Extended Description:**

CHANGE ORDER NO. 3 - To increase the contract amount by \$127,806.48 and extend the contract time to allow for the completion of the items outlined in the attached AIA Document G701-2017, according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. The contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Original Contract Price: \$19,242,003.00  
 Change Order No. 2 Increase: \$715,115.70  
 Change Order No. 3 Increase: \$127,806.48  
 Contract New Total: \$20,084,925.18

To Extend Contract completion date to December 2, 2025.

EFFECTIVE DATE OF CHANGE: March 19, 2025

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	14445103.00
Service From	Service To	Manufacturer	Model No		
2023-09-14	2025-12-02				

**Commodity Line Description:** Buckhannon Readiness Center Renovations- BASE BID

**Extended Description:**

BASE BID-Buckhannon Readiness Center Renovations & Addition per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	129950.00
Service From	Service To	Manufacturer	Model No		
2023-09-14	2025-12-02				

**Commodity Line Description:** Alternate Bid No. 1- Concrete Sidewalks and paving

**Extended Description:**

Alternate Bid No. 1- To provide concrete sidewalks, heavy-duty paving, and entrance pads as indicated on the Drawings and as specified.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72000000	0.00000		0.000000	4650000.00
Service From	Service To	Manufacturer	Model No		
2023-09-14	2025-12-02				

**Commodity Line Description:** Alternate Bid No. 2- Provide Maintenance Building

**Extended Description:**

Alternate Bid No. 2- To provide Maintenance Building Area 'D' as indicated on the Drawings and as specified.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72000000	0.00000		0.000000	16950.00
Service From	Service To	Manufacturer	Model No		
2023-09-14	2025-12-02				

**Commodity Line Description:** Alternate Bid No. 3- Add Security Fencing & Gates

**Extended Description:**

Alternate Bid No. 3- To increase the chain link fabric height of the security fencing and gates associated with the Military Equipment Parking Areas to eight (8) feet as indicated on the Drawings and as specified.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72000000	0.00000		0.000000	715115.70
Service From	Service To	Manufacturer	Model No		
2023-12-14	2025-12-02				

**Commodity Line Description:** CHANGE ORDER NO. 2- To increase contract amount & extend

**Extended Description:**

Change Order No. 2- To extend contract time and to increase contract amount for the over excavation of the motor pool area because of poor soil conditions, per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	72000000	0.00000		0.000000	127806.48
Service From	Service To	Manufacturer	Model No		
2025-03-19	2025-12-02				

**Commodity Line Description:** CHANGE ORDER NO. 3- To increase contract amount & extend

**Extended Description:**

Change Order No. 3- To extend contract time and to increase contract amount for the items outlined in the AIA Document G701-2017 and attached documentation.



DEPARTMENT OF THE ARMY  
ADJUTANT GENERAL'S OFFICE  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
1707 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1026

*Approved  
JGA 6-11-25*

NGWW-FMO

27 May 2025

**TO:** Mr. David Pauline, Senior Buyer  
West Virginia Division of Purchasing

**FROM:** Mr. Dean Wingerd, Procurement Analyst  
Office of the Adjutant General, State of West Virginia

**RE:** Change Order Justification  
**CPO-ADJ2400000001**  
**CO#3 Buckhannon Readiness Center Renovations & Addition**  
City Construction Company, Inc.

This change order request for the project noted above is to increase the contract amount by \$127,806.48 per the attached documentation, and to extend the contract time to December 2, 2025. The AIA Document G701-2017 (Change Order) signed by all parties is attached to this submission. The letter dated March 11, 2025, from the agency project manager reflects this request for a cost increase and time extension to the contract and is attached to this submission. The submission of this request was delayed because of obtaining federal funds to complete this change order from the National Guard Bureau, the receipt of a properly executed Bond Rider and staff workload.

Per this justification, we respectfully request the approval of Change Order #3 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at [clauded.wingerd.nfg@army.mil](mailto:clauded.wingerd.nfg@army.mil).

Dean Wingerd  
Procurement Analyst  
WV Military Authority  
Construction & Facilities Management Office

**West Virginia Army National Guard  
Construction & Facilities Management Office**

1703 Coonskin Drive  
Charleston, West Virginia, 25311-1085

FMO-OTR-

11 March 2025

Mr. Pauline,

Please find the following change order packet for the subject contract (CPOADJ2400000001). This change order is for Construction services of the Buckhannon Readiness Center Addition / Alteration Readiness Center. The project is in Buckhannon, West Virginia. A description of the services is provided below.

We request a courtesy call if there are any problems associated with the attached change order so that we may have an opportunity to address the issue in a timely manner. The point of contact for this change order is Paul Richards at (304) 561-6548.

1. Itemized Changes:

**a. Item #1: Information Technology Requirements for the Buckhannon Readiness Center Addition / Alteration**

1. Description of work: Information Technology Infrastructure additions to the facility.

2. Justification for Change:

(a) Facts: The project was designed prior to new regulations requirements published in 2024. Requirements are listed within UFC-3-580-01-2024. The National Guard Bureau has given authorization to proceed.

(b) Recommendation: Approve change order per National Guard Bureau's requirement.

**b. Item #2 Gas Line Welding.**

3. Description of work: Welding all Gas Lines above grade on the outside of Buckhannon Readiness Center Addition / Alteration.

4. Justification for Change:

- (a) Facts: New requirement by the local natural gas provider discovered during their field inspection.
- (b) Recommendation: Approve change order to meet the Natural Gas Provider's requirements as approved by the National Guard Bureau.

**c. Item #3 Crane Rail**

5. Description of work: Crane Rail Installation.

6. Justification for Change:

- (c) Facts: Original specification crane rail has been discontinued. Replacement rail has an associated cost increase.
- (d) Recommendation: Approve change order for the newly recommended crane rail as approved by the National Guard Bureau.

**d. Item #4 Freezer Upsize**

7. Description of work: Increase Freezer Size

8. Justification for Change:

- (e) Facts: Unforeseen condition. Space behind freezer was not being utilized that allowed the freezer to be up-sized within the scope of the project.
- (f) Recommendation: Approve change order to increase freezer size as approved by the National Guard Bureau.

**9. Item #5 No Cost time Extension**

9. Description of work: No Cost time Extension (60 Days)

10. Justification for Change:

- (g) Facts: Inclement Weather conditions has prohibited work from being performed.
- (h) Recommendation: Approve a no cost time extension change order to increase the contract by 60 days as approved by the National Guard Bureau.

Funding: 100% Federal

Accounting Summary:

CONSOLIDATED PRICING OF CHANGE ORDER		
Description	Federal Funds	State Funds
Item #1: Information Technology Requirements for the Buckhannon Readiness Center Addition / Alteration	\$ 71,823.26	\$0
Item #2 Gas Line Welding.	\$ 30,834.64	\$0
Item #3 Crane Rail	\$ 11,631.70	\$0
Item #4 Freezer Upsize	\$ 13,516.88	\$0
Item #5 No Cost time Extension	\$0	\$0
<b>TOTAL</b>	<b>\$127,806.48</b>	<b>\$0</b>

Respectfully



PAUL RICHARDS  
Project Manager

Concurrence,

Cc:

COL Hodges, FMO

Attachments:

1. City Construction Cost proposal.





# AIA® Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
WVARNG Buckhannon Readiness Center

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: 09-14-2023

**CHANGE ORDER INFORMATION:**  
Change Order Number: 003  
Date: 03-19-2025

**OWNER:** *(Name and address)*  
WV Army National Guard  
1704 Coonskin Drive  
Charleston, WV 25302

**ARCHITECT:** *(Name and address)*  
ZMM LLC  
222 Lee Street West  
Charleston, WV 26651

**CONTRACTOR:** *(Name and address)*  
City Construction Company, Inc.  
Rt. 2 Box 285  
Clarksburg, WV 26301

### 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.)*

Provide all labor, materials and equipment necessary to complete the following:

CP #6: Crane Rail \$11,631.70  
CP #10: Larger Freezer \$13,516.88  
CP #12: Welding Gas Line \$30,834.64  
CP #14: Data Cabling \$71,823.26  
CP #17: 60 Addition Days

Total: \$127,806.48 Add 60 Days

The original Contract Sum was	\$ 19,242,003.00
The net change by previously authorized Change Orders	\$ 715,115.70
The Contract Sum prior to this Change Order was	\$ 19,957,118.70
The Contract Sum will be increased by this Change Order in the amount of	\$ 127,806.48
The new Contract Sum including this Change Order will be	\$ 20,084,925.18

The Contract Time will be increased by Sixty (60) days.  
The new date of Substantial Completion will be December 02, 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.**

Nathaniel Spencer  
ARCHITECT *(Signature)*

BY: Nathaniel Spencer, Project  
Manager

*(Printed name, title, and license  
number if required)*

3/19/2025

Date

[Signature]  
CONTRACTOR *(Signature)*

BY: \* Beau Henderson, President  
*(Printed name and title)*

4/7/2025  
Date

[Signature]  
OWNER *(Signature)*

BY: \* CFMO  
*(Printed name and title)*

11 Apr 25  
Date

# *City Construction Company, Inc.* *West Virginia Proud Since 1965*

GENERAL CONTRACTING • REMODELING • COMMERCIAL • CITYCONSTRUCTIONCO@CCCWV.US  
284 FACTORY STREET - SUITE 101, CLARKSBURG, WEST VIRGINIA 26301 • PHONE 304-623-2573 • FAX 304-326-2069

March 12th, 2025

**Zmm Architects Engineers**  
222 Lee Street, West  
Charleston, WV 25302

Re: Buckhannon Readiness Center  
Attn: Nathaniel Spencer

#### Cost Proposal

Please except this cost proposal to add 60 days to our contract for inclement weather. Also please accept this proposal to include CP 6, CP 10, CP 12, CP 14, and CP 17.

I.	CP #6 Crane Rail	\$	11,631.70
	CP #10 Larger Freezer	\$	13,516.88
	CP #12 Welding Gas Line	\$	30,834.64
	CP #14 Data Cabling	\$	71,823.26
	CP #17 60 Additional Days	\$	-
<b>Subtotal</b>		<b>\$</b>	<b>127,806.48</b>

**Total Cost Proposal** **\$** **127,806.48**

All of these issues are extremely time sensitive due to cost increase, please respond in a timely fashion.  
Prices subject to change without notice until firm order or directive are given.

Please add the following number of days to contract completion date for this work: 60

Thanks,  
Jason McQuain, Project Manager

# *City Construction Company, Inc.* *West Virginia Proud Since 1965*

GENERAL CONTRACTING • REMODELING • COMMERCIAL • CITYCONSTRUCTIONCO@CCCWV.US  
284 FALLOUT STREET SUITE 101 CLARKSBURG WEST VIRGINIA 26301 • PHONE 304 623-2573 • FAX 304-326 2069

February 1st, 2024

Zmm Architects Engineers  
222 Lee Street, West  
Charleston, WV 25302

Re: Buckhannon Readiness  
Attn: Nathaniel Spencer

Cost Proposal #6

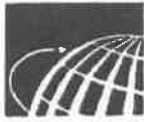
Please except this cost proposal for increasing the crane rail sizes during the submittal process.

I.	Charleston Steel (See Attached)	\$	9,533.70
II.		\$	-
III.		\$	-
<b>Subtotal</b>		<b>\$</b>	<b>9,533.70</b>
GC Mark-Up	15%	\$	1,430.00
Additional Bonds and Insurance	5%	\$	477.00
B&O Tax	2%	\$	191.00
<b>Total Cost Proposal 6</b>		<b>\$</b>	<b>11,631.70</b>

All of these issues are extremely time sensitive due to cost increase, please respond in a timely fashion.  
Prices subject to change without notice until firm order or directive are given.

Please add the following number of days to contract completion date for this work: 0

Thanks,  
Jason McQuain, Project Manager



**Charleston Steel**  
Warehouse and Fabrication

511 28<sup>th</sup> Street | PO Box 547 | Dunbar, WV 25064 | phone 304.766.6601 | fax: 304.766.1095

**Quotation E23-246**

**December 29, 2023**

City Construction Company / JM  
Rt. 2 Box 285

Clarksburg, WV 26301  
1-304-623-2573 Fax 1-304-326-2069

Attention Jason McQuain

Allow us to tender our quotation on the project

Buckhannon Readiness Center

Subject to the following Exclusions, Terms and Conditions:

*Scope of Work*

We are bidding per a full set of drawings, (excluding mechanical, plumbing, and electrical) division 5 of specifications and addendum # 1. Quote includes detail drawings, engineering calcs as required, prime painting unless noted otherwise, and delivery.

24 pcs 8" sch. 40 standard steel pipe bollards per C226.  
Galvanized curb angle @ Loading Ramp per C221.  
Two galvanized roof ladders.  
Two roof hatch ladders.  
Galvanized jamb angles, plates and anchors at door 138 per detail 20/A511.  
27 pcs Vault Anchor Rings per detail 1/A560.  
Galvanized nosing angles @ door 138 per detail 3/A336.  
Beams scattered throughout.  
Lintels, galvanized at exterior locations.  
Galvanized Scupper plate lintels and conductor plate lintels per details 13,15/A152.  
Canopy Framing for two canopies.  
Vault steel framing per 1/S210, including embed connections.  
Edge angles at Vault per 1,2,3/S322.  
Roof opening Frames, including roof drain frames.  
Joist reinforcing angles.  
Perimeter angles including epoxy bolts.  
Galvanized bearing plates.  
Top of wall bracing per details 9,10,13, and 14/S521.  
98 Bar joist ( 24.85 tons including bridging )  
9 sqs. 2" FD22ga. G60 Gray Bottom Form Deck.  
4 sqs. 1 1/2" B18ga. G60 Gray Top & Bottom Roof Deck.  
134 sqs. 1 1/2" B22ga. G60 Gray Top & Bottom Roof Deck.  
63 ss. 3" N Acoustic G60 Gray Top & Bottom Roof Deck.

Charleston Steel

511 28<sup>th</sup> Street Dunbar, WV 25064 Ph: 304.766.6601 Fx: 304.766.6603

Cell closures and side lap screws only.

*This offering excludes the following:*

Stainless steel bollards. See alternates section for adds.

Brick Shelf angle per detail 11/S521. We cannot locate anywhere on the drawings.

*Terms and Conditions:*

Ten (10%) percent with placement of order. Twenty-five (25%) percent with submittal of shop detail drawings. Net thirty (30) days including all partial shipments.

All taxes and fees imposed in respect to this quotation shall be for the account of the buyer. Cancellation is not permissible after work is in progress. Contingencies beyond our control shall be sufficient excuse for any delay in delivery.

We agree to furnish only materials listed at price quoted. Standard AISC terms to govern this proposal.

We propose to provide this project as described above, with an estimated weight of **43,718.48#**  
for the lump sum price excluding tax.

*Alternates*

Alternate Add #2, Building D:

16 pcs of 8" sch 40 pipe bollards 8'-0 long, prime painted.

One ladder to roof hatch.

Galvanized door jamb angles, plates and anchors for doors 302,308,319,322, and 324 per detail 20/A511.

Galvanized curb angles for the same doors listed above per detail 1/A336.

Lintels, galvanized at exterior locations.

Roof opening frames.

Perimeter angles including epoxy anchors.

Beams and columns, ASCE rails and all accessories, at four column lines.

Galvanized bearing plates. ( double plates at crane rail beam bearings )

Galvanized grating and grating support angles at trenches.

Galvanized H20 grating and grating support angles at POL Storage rooms.

16 pcs Bar Joist ( 19.17 tons including bridging )

98 sqs 3" N Acoustic G60 Gray Top & Bottom Roof Deck.

Side lap screws only.

*Charleston Steel*

511 28th Street Dunbar, WV 25064 Ph: 304.766.6601 Fx: 304.766.6603

12/29/23: Change Order Add for revised Crane Rail Beams, changed during approval.

This includes cost of steel beams, revised connections, Design Engineering and Detailing cost.

Adds 8910.00 plus tax

With Tax \$9,533.70

Voluntary alternate for Stainless Steel Bollards that are subject to Architects approval.

We are not quoting exactly what is shown as we cannot make these bollards. We are quoting bollards by Shaw Fab, that serve the same purpose.

Eight removable 8" stainless steel bollards replacing detail 1/C220: \$ 31,925.00 plus tax

Unit price for "Two Only" 12" stainless steel bollard replacing detail 3/C223:

\$ 9005.00 plus tax

NOTE: We cannot locate any of these on the plans.

We are quoting two because it is the minimum we can purchase.

Thank you for the opportunity to quote on this project.

Sincerely,

Kent Williams

Charleston Steel



Charleston Steel

511 28th Street Dunbar, WV 25064 Ph: 304.766.6601 Fx: 304.766.6603

# *City Construction Company, Inc.* *West Virginia Proud Since 1965*

GENERAL CONTRACTING • REMODELING • COMMERCIAL • CITYCONSTRUCTIONCO@CCCWV.US  
234 FACTORYS BLVD SUITE 100 CLARKSBURG WEST VIRGINIA 26401 • PHONE 304-621-2573 • FAX 304-226-2060

September 5th, 2024

Zmm Architects Engineers  
222 Lee Street, West  
Charleston, WV 25302

Re: Buckhannon Readiness  
Attn: Nathaniel Spencer

## Cost Proposal #10

Please see cost proposal to increase the size of the walk in freezer and refridgerator in the kitchen area. Also a disposer had to be added to the 3 bowl sink and another faucet.

I.	Tri Mark (See Attached)	\$	11,078.88
II.		\$	-
III.		\$	-
<b>Subtotal</b>		<b>\$</b>	<b>11,078.88</b>
GC Mark-Up	15%	\$	1,662.00
Additional Bonds and Insurance	5%	\$	554.00
B&O Tax	2%	\$	222.00
<b>Total Cost Proposal 10</b>		<b>\$</b>	<b>13,516.88</b>

All of these issues are extremely time sensitive due to cost increase, please respond in a timely fashion.  
Prices subject to change without notice until firm order or directive are given.

Please add the following number of days to contract completion date for this work: 5

Thanks,  
Jason McQuain, Project Manager

# TriMark Change Order

SS KEMP

05/01/2024



**To:**  
 City Construction Company West  
 Virginia  
 Beau Henderson  
 284 Factory Street, Suite 101  
 Clarksburg, WV 26301  
 304-623-2573 (Contact)

**Project:**  
 Buckhannon Readiness Center  
 Renovations and Additions -  
 Buckhannon WV - CO #1  
 929 Brushy fork Road  
 BUCKHANNON, WV 26201

**From:**  
 TriMark SS Kemp  
 Rob Dorsey  
 4567 Willow Parkway  
 Cleveland, OH 44125-1041  
 216-271-7700  
 216-271-7700 (Contact)

Job Reference Number: 181484

*Notwithstanding anything set forth in the Standard Terms and Conditions, TriMark will use commercially reasonable efforts to hold above prices for 30 days, however pricing may change due to manufacturer cost increases. TriMark reserves the right to make any corrections or adjustments due to cost increases, errors, market fluctuations, supply chain disruptions, tariffs, third party supplier changes in cost, or any other factors outside of TriMark's control. TriMark will provide reasonable written notice in the form of a final NSO quote to customer and/or the franchisee at the time of franchisee payment and signed quote. TriMark reserves the right to cancel or refuse any orders based on incorrect pricing or availability.*

Item	Qty	Description	Sell	Sell Total
5	1 ea	<b>DISPOSER</b>  InSinkErator Model No. SS-200-5-CC202 SS-200™ Complete Disposer Package, sink mount system, with #5 adaptor for 3.5" to 4" sink opening, 2 HP motor, stainless steel construction, includes syphon breaker, solenoid valve, flow control valve, CC-202 control center, auto reversing, adjustable leg kit 1 ea (1) year parts & labor warranty from date of installation (standard) 1 ea Standard height disposer body 1 ea 460v/60/3-ph, 2.2 amps 1 ea SYPHON STD Syphon breaker standard, 1/2" (11477)	\$3,376.00	\$3,376.00
			<b>ITEM TOTAL:</b>	<b>\$3,376.00</b>
6	1 ea	<b>PRE-RINSE FAUCET ASSEMBLY, WITH ADD ON FAUCET</b>  T&S Brass Model No. B-0133-12-CR-B EasyInstall Pre-Rinse Unit, spring action gooseneck, 8" wall mount, spray valve (B-0107), 12" add-on faucet, wall bracket, quarter-turn Cerama cartridges, low lead	\$465.80	\$465.80
	1 kt	B-0230-K Installation Kit, (2) 1/2" NPT nipples, lock nuts &	\$34.60	\$34.60

Buckhannon Readiness Center  
 Renovations and Additions -

City Construction Company West Virginia

Initial: \_\_\_\_\_  
 Page 1 of 5



Item	Qty	Description	Sell	Sell Total
		washers, (2) short "EII" 1/2" NPT female x male		
			ITEM TOTAL:	\$500.40
30	-1 ea	<b>WALK-IN COMBO COOLER AND FREEZER, SELF CONTAINED</b> Leer Inc. Model No. WALK-IN COMBO COOLER AND FREEZER, SELF CONTAINED WALK-IN COMBO COOLER AND FREEZER, SELF CONTAINED  Dimensions And Basic Description 11' 7" x 7' 9" x 8' 6-1/4" (4.25" Polyurethane) Freezer (4.25" Polyurethane) Cooler COMBO *INDOOR* Approx. Wt: 2,714 lbs. 5' 9-1/2"x7' 9" Freezer ; 5' 9-1/2"x7' 9" Cooler Floor(s) FREEZER Floor (4.25" Floor) 16 Ga Stnls No Under/Overlay * Suitable for Heavier Foot Traffic and Hand Carts COOLER Floor (4.25" Floor) 16 Ga Stnls No Under/Overlay * Suitable for Heavier Foot Traffic and Hand Carts Finishes *26 Ga Stucco Galv (STD) Acrylic Coating Exterior *26 Ga Stucco Galv (STD) Acrylic Coating Interior FREEZER *26 Ga Stucco Galv (STD) Acrylic Coating Interior COOLER Doors Door Freezer, 36x78, Left Hand, Interior SameAsWall, Exterior, SameAsWall 1 Door Cooler, 36x78, Left Hand, Interior SameAsWall, Exterior, SameAsWall 1 Accessories INCLUDES UL Labels 17 (LIN FT) Corner Trim(*26 Ga Stucco Galv (STD) Acrylic Coating) REFRIGERATION GROUP(1) (CCH0022LCACZA0000) Scroll 2 HP 208/230/3 Outdoor; Liquid Line Kit( -10 Deg. Hold ) (CEL0080BS6EEAB0300) COIL LOW PROF QRC ELEC DEF. 8,150 BTU 208/1 V( -10 Deg. Hold )  REFRIGERATION GROUP(2) (CCH0008MCACZA0000) Scroll .75 HP 208/230/3 Outdoor; Liquid Line Kit; LPC( 35 Deg. Hold ) (CEL0060AS6AMAB0300) COIL LOW PROF QRC AIR DEF. 5,850 BTU 115 V( 35 Deg. Hold )	\$26,538.00	\$-26,538.00
	-1 ea	<b>WARRANTIES WARRANTIES</b>  (1304967) _SCROLL_2_HP;WAR EXTD 4YR SCROLL COMP 2 HP	\$1,802.00	\$-1,802.00

Item	Qty	Description	Sell	Sell Total
		(ESA-LC002) LEER 1 YR LOCAL LABOR WARRANTY 2 HP - REFRIGERATION ONLY (1305004) _SCROLL_1_HP;WAR EXTD 4YR SCROLL COMP (ESA-LC001) LEER 1 YR LOCAL LABOR WARRANTY 1 HP - REFRIGERATION ONLY		
			ITEM TOTAL:	\$-28,340.00
30	1 ea	WALK-IN COMBO COOLER AND FREEZER, SELF CONTAINED Leer Inc. Model No. WALK-IN COMBO COOLER AND FREEZER, SELF CONTAINED WALK-IN COMBO COOLER AND FREEZER, SELF CONTAINED  Dimensions And Basic Description 15' 5" x 9' 8" x 8' 6-1/4" (4.25" Polyurethane) Freezer (4.25" Polyurethane) Cooler COMBO *INDOOR* Approx. Wt: 3,825 lbs. 7' 8-1/2"x9' 8" Freezer ; 7' 8-1/2"x9' 8" Cooler Floor(s) FREEZER Floor (4.25" Floor) 16 Ga Stnls No Under/Overlay * Suitable for Heavier Foot Traffic and Hand Carts COOLER Floor (4.25" Floor) 16 Ga Stnls No Under/Overlay * Suitable for Heavier Foot Traffic and Hand Carts Finishes *26 Ga Stucco Galv (STD) Acrylic Coating Exterior *26 Ga Stucco Galv (STD) Acrylic Coating Interior FREEZER *26 Ga Stucco Galv (STD) Acrylic Coating Interior COOLER Doors 1 Door Freezer, 36x78, Left Hand, Interior SameAsWall, Exterior, SameAsWall 1 Door Cooler, 36x78, Left Hand, Interior SameAsWall, Exterior, SameAsWall Accessories INCLUDES UL Labels 2 1810 4ft LED Light Fixture – Inc. Bulb 17 (LIN FT) Corner Trim(*26 Ga Stucco Galv (STD) Acrylic Coating)  REFRIGERATION GROUP(1) 1 (CCH0022LCBCZA0000) SCROLL CU - LOW TEMP 2 HP 208/230V 3 PH OUTD 1 (CELO080BS6EEAB0200) LOW PROF COIL E DEF. 8,150 BTU 208/1 V  REFRIGERATION GROUP(2) 1 (CCH0008MCACZA0000) SCROLL CU - MED TEMP .75 HP 208/230V 3 PH OUTD 1 (CELO060AS6AMAB0200) LOW PROF COIL A DEF. 5,850 BTU 115 V	\$32,382.83	\$32,382.83
	1 ea	WARRANTIES WARRANTIES	\$1,876.80	\$1,876.80

Item	Qty	Description	Sell	Sell Total
		1 (1304967) _SCROLL_2_HP;WAR EXTD 4YR SCROLL COMP 2 HP		
		1 (ESA-LC002) LEER 1 YR LOCAL LABOR WARRANTY 2 HP - REFRIGERATION ONLY		
		1 (1305004) _SCROLL_1_HP;WAR EXTD 4YR SCROLL COMP		
		1 (ESA-LC001) LEER 1 YR LOCAL LABOR WARRANTY 1 HP - REFRIGERATION ONLY		
		<b>ITEM TOTAL:</b>		<b>\$34,259.63</b>
E	-1 ea	<b>WALK-INS/REFRIGERATION</b>	\$2,730.00	\$-2,730.00
		Refrigeration Installation Model No. INSTALL - SUB		
		<b>ITEM TOTAL:</b>		<b>\$-2,730.00</b>
E	1 ea	<b>WALK-INS/REFRIGERATION</b>	\$3,288.06	\$3,288.06
		Refrigeration Installation Model No. INSTALL - SUB		
		<b>ITEM TOTAL:</b>		<b>\$3,288.06</b>
		Merchandise		\$10,354.09
		Tax 7%		\$724.79
		<b>Total</b>		<b>\$11,078.88</b>

**Standard Terms & Conditions**

All quotations are subject to approval by TriMark SS Kemp. The above listed prices shall be firm for 45 days, except as otherwise indicated by the company. Prices shown in this quotation are for specific items, quantities, and lead times indicated.

Prices are subject to change if all of the items are not ordered, if quantities ordered differ, or if adequate lead-time is not allowed.

The prices shown in this quotation DO NOT include freight charges which will be added to our invoice. This quotation does not include any fees for local permits or licenses that may be required by your municipality or state.

The prices shown in this quotation DO NOT include applicable taxes, which will be added to our invoice unless a valid certificate of exemption is provided by you. Please be advised that, under state law, some items may still be taxable. In states where TriMark SS Kemp is not registered to collect sales tax, it is the buyer's responsibility to pay any applicable Use Tax due to the state.

Pricing in this quote does not include any plumbing, mechanical or electrical final connections to equipment unless otherwise noted.

Payment terms are 50% due at time of order, 45% due prior to delivery and 5% due based on customer terms. We impose a surcharge on credit cards that is not greater than our cost of acceptance. Please be advised that a FINANCE CHARGE of 1.5% per month/18% per annum (or, if less, the maximum amount permitted by applicable law) will begin to accrue upon expiration of the above payment terms..

It is our understanding that you are requesting delivery of the items on this order during the week of (T.B.D.) If this date is not correct or is missing, please provide us with a scheduled delivery date

\_\_\_\_\_. If an alternative date is not provided, the date specified above is considered confirmed. In the event that the delivery date is delayed by you, or any party other than TriMark SS Kemp, for more than two (2) weeks from the agreed upon date, you hereby agree that TriMark SS Kemp. will bill you for "stored materials". You also agree that any payments originally due "upon delivery" will become immediately due and payable.

This Quote shall be subject to the Terms of Sale (<http://www.trimarkusa.com/terms-of-sale>), which are incorporated herein by reference and shall govern. The parties specifically agree that no signature shall be required in order for this Quote or its applicable terms and conditions to be deemed legally binding and enforceable on customer where the intent to be so bound can be inferred (including by acceptance or retention of products or services), notwithstanding contrary requirements under any law. In the event a purchase order or similar document or agreement issued by customer seeks to incorporate terms or conditions that are inconsistent or conflict with the terms and conditions set forth herein or referenced hereby, or with any other terms and conditions specified by TriMark, the terms and conditions set forth herein or referenced hereby will govern.

If you are in agreement with the aforementioned terms, prices, specifications and conditions, please sign a copy of this contract and return it to the undersigned at our offices, accompanied by any required advance payment.

Thank you for the opportunity to offer our quotation. We look forward to receiving your valued order.

Acceptance \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Company Name \_\_\_\_\_

Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Project Grand Total: \$11,078.88

# *City Construction Company, Inc.* *West Virginia Proud Since 1965*

GENERAL CONTRACTING • REMODELING • COMMERCIAL • CITYCONSTRUCTIONCO@CCCWV.US  
284 FAIRBANKS STREET • SUITE 101 • CHARLESTON, WV 25301 • PHONE 304-743-2570 • FAX 304-226-2800

December 17th, 2024

**Zmm Architects Engineers**  
222 Lee Street, West  
Charleston, WV 25302

Re: Buckhannon Readiness  
Attn: Nathaniel Spencer

**Cost Proposal #12**

Please see cost proposal for the added work of welding all gas line above grade on the outside of the building.

I.	City Mechanical (See Attached)	\$	25,274.64
II.			
III.			
<b>Subtotal</b>		<b>\$</b>	<b>25,274.64</b>
GC Mark-Up	15%	\$	3,791.00
Additional Bonds and Insurance	5%	\$	1,264.00
B&O Tax	2%	\$	505.00
<b>Total Cost Proposal 12</b>		<b>\$</b>	<b>30,834.64</b>

All of these issues are extremely time sensitive due to cost increase, please respond in a timely fashion.  
Prices subject to change without notice until firm order or directive are given.

Please add the following number of days to contract completion date for this work: 25

Thanks,  
Jason McQuain, Project Manager

## INVOICE

Blue and Gold Contracting  
335 Howard Run Rd  
Clarksburg, WV 263016679

mfedio@b-gcontracting.com  
+1 (304) 641-1020



### Bill to

City Mechanical  
1496 Milford street Clarksburg wv 26301

### Ship to

City Mechanical  
1496 Milford street Clarksburg wv 26301

### Invoice details

Invoice no.: 1079  
Terms: Due on receipt  
Invoice date: 11/08/2024  
Due date: 11/08/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1		Service	Buckhannon Readiness Job Change Order to Weld All Gas Line with socket weld fittings	1	\$23,844.00	\$23,844.00
2		Service	Butt welding adder to butt weld all small bore instead of socket weld	0	\$2,450.00	\$0.00
Subtotal						\$23,844.00
Sales tax						\$1,430.64
Total						<b>\$25,274.64</b>
Overdue						11/08/2024

# *City Construction Company, Inc.* *West Virginia Proud Since 1965*

GENERAL CONTRACTING • REMODELING • COMMERCIAL • CITYCONSTRUCTIONCO@CCCWV.US

January 21, 2025

**Zmm Architects Engineers**  
222 Lee Street, West  
Charleston, WV 25302

Re: Buckhannon Readiness  
Attn: Nathaniel Spencer

Cost Proposal #14  
Please accept this cost proposal for additional IT and data work.

I.	Burdette Electric (See Attached)	\$	58,871.26
II.		\$	-
III.		\$	-
<b>Subtotal</b>		<b>\$</b>	<b>58,871.26</b>
GC Mark-Up	15%	\$	8,831.00
Additional Bonds and Insurance	5%	\$	2,944.00
B&O Tax	2%	\$	1,177.00
<b>Total Cost Proposal 14</b>		<b>\$</b>	<b>71,823.26</b>

All of these issues are extremely time sensitive due to cost increase, please respond in a timely fashion.  
Prices subject to change without notice until firm order or directive are given.

Please add the following number of days to contract completion date for this work: 20

Thanks,  
Jason McQuain, Project Manager

# Burdette Electric

## CHANGE PROPOSAL

6444 Sissonville Dr. Siss. W.V. 25320  
PHONE 304-984-0123 FAX 304-984-0124

Job name: Buckhannon Readiness Center

Date: 1/14/2025

Change Proposal # 2 (Revised per IT Coordination)

Description of Work: IT Coordination Extras

Description of work.	Material	Labor/Equipment	Total
IT Coordination extras per attached	\$ 31,320.00	\$ 17,680.00	
<b>Material Cost</b>	\$ 31,320.00		
<b>7% Sales tax</b>	\$ 2,192.40		
<b>Cost including sales tax</b>	\$ 33,512.40		
<b>Material with 15% Admin Cost</b>	\$ 38,539.26		
		\$ 17,680.00	
<b>Labor 15% Admin Cost</b>		\$ 2,652.00	
<b>EXCLUSIONS:</b>			
<i>Anything not specifically referenced in attachment.</i>			
<b>Total:</b>			<b>\$ 58,871.26</b>



1. All communications cabling Cat 6 instead of the specified Cat 6E.
  - o Correct, CAT 6 is the requirement.
2. Specified multi-mode fiber is ok for running to the addition data room.
  - o Our preference is to have both fibers, and this is normal at all of our sites:
    - 12 strand OM-3 multimode fiber terminated with UPC LC connectors, and
    - 12 strand OS-1 single-mode fiber terminated with UPC LC connectors.
  - o Both fibers can be installed in the same LIU on different adapter plates. See question 5 below for specifics.
3. Fiber that will be ran to the maintenance building will need to be switched to single-mode.
  - o See question 2, 12 strand of each fiber type is a normal installation, with UPC LC connectors.
4. 1 run of 25 pair Cat 3 phone cable will need to be ran to both IT closets.
  - o Correct. There is already a 110-style punchdown block in the MDF closet with unused areas towards the bottom of the block. New cables can be installed and labeled accordingly using the existing block.
  - o A 50 pair 110-style block can be installed in each IDF room either wall or rack mounted, no preference on the mounting location.
5. Fiber lines will need LC connectors.
  - o Correct, Connector colors should match (or nearly match) existing MMF/SMF connectors found in the MDF and existing IDF closets. Aqua/Light Blue for MM and Dark Blue for SingleMode.
6. Contractor will pull as many data lines into each conduit in the classrooms.
  - o Incomplete statement, but we settled on basically 20 drops per classroom, even though there are 30 student desks.
  - o This should also include 2 drops for the Instructor desk at the front of each room if there is room in the conduit for them.

7. Data cabinets will need to be 19" 42-u lockable units.

- This applies to the IDF (room 106) in the new construction, an example is "apc netshelter sx, server rack enclosure, 42u". Part Number: AR3100
- The Unit Maintenance Building can have a standard 19" 45U rack (not a cabinet). Example: "NetShelter 2 Post Rack 45U #12-24 Threaded Holes".

8. Cabling will need to be ran for 1 WAP in the mechanical room of the maintenance building.

- Outlet location should be in Office 303 or 317 (no preference) on any wall above the drop ceiling.
- Outlets should match the fixture schedule on E540, Detail #8, with or without extended conduit.

9. Cabling will need to be ran for 1 WAP in each classroom space.

- Correct.
- This can be mounted directly to the wall shared with the hallway and the classroom, above the drop ceiling.
- Outlets should match the fixture schedule on E540, Detail #8, with or without extended conduit.



GENERAL CONTRACTING • REMODELING • COMMERCIAL • CITYCONSTRUCTIONCO@CCCWV.US  
284 FACTORY STREET SUITE 101 CLARKSBURG WEST VIRGINIA 26301 • PHONE 304-623 2573 • FAX 304-326 2069

February 25th, 2025

Zmm Architects Engineers

222 Lee Street, West

Charleston, WV 25302

Re: Buckhannon Readiness Center

Attn: Nathaniel Spencer

**Cost Proposal #17**

Please except this cost proposal to add 60 days to our contract for inclement weather. The cold temperatures have delayed masons from laying block and or brick for multiple weeks. Other trades such as Site contractor have also been delayed due to the cold weather. Please add 60 dyas to our contract.

I, City Construction Company

No Cost

**Subtotal**

**No Cost**

**Total Cost Proposal 17**

**No Cost**

All of these issues are extremely time sensitive due to cost increase, please respond in a timely fashion.  
Prices subject to change without notice until firm order or directive are given.

Please add the following number of days to contract completion date for this work:

60

Thanks,

Jason McQuain, Project Manager

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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.

CITY CONSTRUCTION COMPANY, INC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	8/16/1966		8/16/1966	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 10000.0000
Charter County	Harrison		Control Number 0
Charter State	WV		Excess Acres 0
At Will Term	Member Managed		
At Will Term Years			Par Value 100.000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	284 FACTORY STREET SUITE 101 CLARKSBURG, WV, 26301
Mailing Address	284 FACTORY STREET SUITE 101 CLARKSBURG, WV, 26301 USA
Notice of Process Address	BEAU HENDERSON 1109 CORBIN BRANCH ROAD 1109 CORBIN BRANCH ROAD BRIDGEPORT, WV, 26330
Principal Office Address	284 FACTORY STREET SUITE 101 CLARKSBURG, WV, 26301 USA
Type	Address

Officers	
Type	Name/Address
Director	BEAU HENDERSON 1109 CORBIN BRANCH ROAD BRIDGEPORT, WV, 26330
Incorporator	ORAL HENDERSON JR. 790 LOCUST STREET CLARKSBURG, WV, 26301 USA
Incorporator	MARY JANET HENDERSON 790 LOCUST STREET CLARKSBURG, WV, 26301 USA

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<b>President</b>	BEAU HENDERSON 1109 CORBIN BRANCH ROAD BRIDGEPORT, WV, 26330
<b>Secretary</b>	SCOTT HENDERSON 107 ST. JAMES DRIVE CLARKSBURG, WV, 26301
<b>Treasurer</b>	BEAU HENDERSON 1109 CORBIN BRANCH ROAD BRIDGEPORT, WV, 26330
<b>Vice-President</b>	SCOTT HENDERSON 107 ST. JAMES DRIVE CLARKSBURG, WV, 26301
<b>Type</b>	<b>Name/Address</b>

DBA			
DBA Name	Description	Effective Date	Termination Date
CITY MECHANICAL	TRADENAME	7/6/2017	
CITY ROOFING	TRADENAME	2/15/2021	
CITY WINDOW & CONSTRUCTION	TRADENAME	3/27/2013	
CITY WINDOW SYSTEMS	TRADENAME	3/27/2013	
DBA Name	Description	Effective Date	Termination Date

Name Changes	
Date	Old Name
12/30/2008	CITY WINDOW COMPANY
Date	Old Name

Date	Amendment
12/30/2008	AMENDMENT FILED CHANGING NAME FROM CITY WINDOW COMPANY
Date	Amendment

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
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For more information, please contact the Secretary of State's Office at 304-558-8000.


Wednesday, June 11, 2025 — 2:48 PM

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May 21, 2025



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Mar 8, 2025

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All Words

e.g. 1606N020Q02


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Simple Search


Search Editor

☐ Any Words 


☐ All Words 


☐ Exact Phrase 

e.g. 1606N020Q02

"City Construction company" 

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Enter Code or Name 



Status

☒ Active

☐ Inactive

Reset 

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Wage Determinations

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

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1 of 2

6/11/2025, 2:50 PM

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>6/11/25</u>  Solicitation No. <u>CPO ADJ24*01</u>	Agency: Guard <hr/> Procurement Officer Submitting Requisition: Dean Wingerd <hr/> Requisition No. CPO ADJ24*01 <hr/> PF No.: 1237724
---	--

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

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



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

#### FOR CHANGE ORDERS/RENEWALS:

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