



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: 05-22-2025

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 ADJ2400000010 6	Change Order No:	Procurement Folder:	1278118
Document Name:	Camp Dawson Airfield Support Facilities Renovations		Reason for Modification: Change Order No. 4- To extend contract time and to increase contract amount per the attached documentation.	
Document Description:	Camp Dawson Airfield Support Facilities Renovations			
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:	2024-01-02
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	2025-05-16

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000193013 HARBEL INC PO BOX 358  CUMBERLAND MD 21502 US Vendor Contact Phone: 3017298303 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: Philip B Schoolcraft Requestor Phone: (304) 558-2930 Requestor Email: philip.b.schoolcraft.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	MOUNTAINEER CHALLENGE PROGRAM ADJUTANT GENERALS OFFICE 1001 ARMY RD  KINGWOOD WV 26537 US

CR 5-28-25

Purchasing Division's File Copy

Total Order Amount: \$1,686,815.11

DXP 5/28/25

PURCHASING DIVISION AUTHORIZATION DATE: <u>5-28-25</u> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <u>5-30-25</u> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <u>5-30-25</u> ELECTRONIC SIGNATURE ON FILE
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5/30/2025

**Extended Description:**

CHANGE ORDER NO. 4 - To extend the contract time 75 days and to increase the contract amount for the completion of installation casework in the kitchen of the building, 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: \$1,569,850.00  
Change Order No. 2 Increase: \$101,165.75  
Change Order No. 3 Increase: \$7,798.22  
Change Order No. 4 Increase: \$8,001.14  
Contract New Total: \$1,686,815.11

EFFECTIVE DATE OF CHANGE: February 7, 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	1537350.00
Service From	Service To	Manufacturer		Model No	
2024-01-02	2025-05-16				

**Commodity Line Description:** BASE BID- Camp Dawson Airfield Support Facilities Renovation

**Extended Description:**

See the attached "Bid Form"

Contract Item #1- BASE BID- Labor & materials per the construction documents

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	32500.00
Service From	Service To	Manufacturer		Model No	
2024-01-02	2025-05-16				

**Commodity Line Description:** Alternate #1- Replace Interior Doors Building 401

**Extended Description:**

See the attached "Bid Form"

Contract Item#2- Alternate #1- Remove and replace Interior Doors in Building 401 per the contract documents.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72000000	0.00000		0.000000	101165.75
Service From	Service To	Manufacturer		Model No	
2024-08-07	2025-05-16				

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

**Extended Description:**

CHANGE ORDER NO.2- To provide and install, a new metal roof to match the existing, replace additional drywall to match existing and replace damaged sheathing discovered during demolition phase per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72000000	0.00000		0.000000	7798.22
Service From	Service To	Manufacturer		Model No	
2024-12-09	2025-05-16				

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

**Extended Description:**

CHANGE ORDER NO.3- To provide and install, new soffit on the exterior of the building per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72000000	0.00000		0.000000	8001.14
Service From	Service To	Manufacturer	Model No		
2025-02-07	2025-05-16				

**Commodity Line Description:** CHANGE ORDER NO.4- To extend & increase contract amount

**Extended Description:**

CHANGE ORDER NO.4- To provide and install, new kitchen casework per the attached documentation.



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

*Approved  
JH 4-29-25*

NGWW-FMO

28 April 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-ADJ2400000010**  
**CO#4 Camp Dawson Airfield Support Facilities Renovations**  
Harbel, Inc.

This change order request for the project noted above is to extend the contract time until May 16, 2025, and to increase the contract amount, by \$8,001.14 to a total of \$1,686,815.11 for providing construction services to provide and install kitchen casework. The letter dated March 20, 2025, from the agency project manager reflects this request for a time extension and cost increase to the contract and is attached to this submission. The submission of this request was delayed because of issues in obtaining sufficient federal funds to complete this change order, delays in the completion of Change Order #3 for this contract and staff workload.

Per this justification, we respectfully request the approval of Change Order #4 as submitted.

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

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



DEPARTMENT OF THE ARMY  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
1707 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO-TSB

20 MAR 2025

SUBJECT: Agency Justification letter for Change Order #4 (CPO-ADJ2400000010) -  
Camp Dawson Airfield Support Facilities Renovations

ATTN: Mr. David Pauline  
West Virginia Department of Administration  
Purchasing Division  
PO Box 50130  
Charleston, WV 25305-0130

Mr. Pauline,

1. Please find the following change order packet for the subject contract. This change order is to address identified needs and concerns during the Airfield Support Facilities Renovations on the Camp Dawson training facility, near Kingwood WV. A description of the services is provided below.
2. The West Virginia Army National Guard requests a courtesy call if there are any problems associated with the attached change order to have an opportunity to address any issues in a timely manner.
3. Itemized Changes:

- **Item #1 Building 401 Casework Replacement**

- Description of Work: Replace Casework in Building 401

Justification for Change:

- a. During the renovations of the Airfield Support Facilities, it was discovered that the kitchen casework of building 401 needed replacement that was not included within the original drawings. Due to this unforeseen condition, Harbel, Inc. proposed inclusion of this replacement for the building.
- b. Recommendation: The additional work is within scope of the contract and the associated costs are fair and reasonable.

- **Item #2 Time Extension**

- Description of Work: Time Extension

Justification for Change:

- a. Harbel, Inc. has requested 75 additional days for material lead times and to complete additional work regarding the casework replacement.
    - b. Recommendation: The additional time request is fair and reasonable.

4. Accounting Summary

<b><u>CONSOLIDATED PRICING OF CHANGE ORDER</u></b>		
<b><u>Description</u></b>	<b><u>Federal Funds</u></b>	<b><u>State Funds</u></b>
<b><u>Item #1:</u></b> Building 401 Casework	\$8,001.14	\$0
<b><u>Item #2:</u></b> Time Extension	\$0	\$0
<b>Total:</b>	\$8,001.14	\$0

- Total Cost of Changes: \$8,001.14
  - Funding 100% Federal

5. If you have any questions or concerns, the point of contact for this action is Mr. Phillip Cantrell, 304-550-2791, [Phillip.J.Cantrell2.nfg@mail.mil](mailto:Phillip.J.Cantrell2.nfg@mail.mil).

Sincerely,

  
PHILLIP J. CANTRELL  
NGWV-FMO-TSB  
Project Manager

# HARBEL, INCORPORATED

*General Contractors*  
"An Equal Opportunity Employer"

P.O. Box 358  
11521 Milnor Avenue  
Cumberland, MD 21501-0358

Telephone (301) 729-8303  
Fax (301) 729-0163

March 12, 2025

West Virginia Army National Guard  
1707 Coonskin Drive  
Charleston, WV 25302

**ATTN: Mr. Jonathan Neal**

**RE: *Camp Dawson- Airfield Support Facilities***

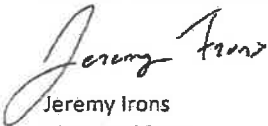
Dear Mr. Neal

Per our conversations, Harbel, Inc. is formally requesting a time extension for this project. The change is due to additional casework added to the scope of work. We are requesting a seventy five (75) day extension to the contract completion date to accommodate the lead times for the casework. Due to the nature of the work, we are not requesting any additional monies in regards to the requested extension.

Should you have any questions or require any additional information or documentation, please don't hesitate to contact me.

Sincerely,

**HARBEL, INCORPORATED**



Jeremy Irons  
Vice President

Mark Farris / File / Carl Belt, Jr. / Dave Madden





PCO #008

Harbel, Inc. - An Equal Opportunity Employer  
P.O. Box 358  
Cumberland, Maryland 21501-0358  
Phone: (301) 729-8900  
Fax: (301) 729-0163

Project: 960 - Camp Dawson Airfield Support Facilities Reno  
1001 Army Road  
Kingwood, West Virginia 26537

### Prime Contract Potential Change Order #008: Additional Casework

TO:	WV Army National Guard 1707 Coonskin Drive Charleston, West Virginia 25311-1026	FROM:	Harbel, Inc. P.O. Box 358 Cumberland, Maryland 21502
PCO NUMBER/REVISION:	008 / 0	CONTRACT:	1 - Original Contract
REQUEST RECEIVED FROM:		CREATED BY:	Paula Hite (Harbel, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	2/7/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$8,001.14

POTENTIAL CHANGE ORDER TITLE: Additional Casework

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

Additional casework as per attached.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	S Commitment	Additional Casework	\$8,001.14
Grand Total:			\$8,001.14

WV Army National Guard  
1707 Coonskin Drive  
Charleston, West Virginia 25311-1026

Harbel, Inc.  
P.O. Box 358  
Cumberland, Maryland 21502

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE 2/7/25

# Harbel, Inc

Job: Camp Dawson 401/406

Job: 868  
Last Modified: 2/7/25 12:08

No.	Description	Qty	Unit	Unit Price	Sub Cost	Unit Price	Equipment Cost	Unit Price	Material Cost	Unit Price	Labor w/burden	Notes
9	Additional Casework											
1	Carpenter Foreman	16	HR							79.88	\$ 1,278.08	
1	Carpenter	16	HR							71.93	\$ 1,150.88	
	Fasteners	1	LS				40.00		\$ 40.00			
	Ravenscraft	1	LS				4381.22		\$ 4,381.22			
	<b>Total</b>				\$ -	\$ -			\$ 4,421.22		\$ 2,428.96	\$ 6,850.18
											\$ 2,428.96	Total Labor
											\$ 4,421.22	Total Material
											\$ -	Total Equipment
											\$ -	Total Subcontractor
										6%	\$ 265.27	Sales Tax
											\$ 7,115.45	Sub Total
										15%	\$ 364.34	O&P Labor
										10%	\$ 442.12	O&P Material
										5%	\$ -	O&P Subcontractor
											\$ 7,921.92	Sub Total
										100%	\$ 79.22	Bond
											\$ 8,001.14	Grand Total

**75 South Grant Street  
Frostburg, MD 21532  
EIN 52-1979605**

Phone #	Fax #	DATE	Proposal no.
(301) 687-0380 ...	(301) 687-0378	2/1/2025	131306

NAME / ADDRESS
Harbel, Incorporated P.O. Box 0358 11521 Milnor Ave. Cumberland, MD 21501-0358

<b>PROJECT</b>
Add on casewrok Camp Dawson Airfield
<b>Contractor Signature</b>

DESCRIPTION	QTY	COST	TOTAL
Custom Casework to match Previous Camp Dawson Airfield order 2 Laminate window sills 2 Plam medicine cabinets Plam kitchenette with Laminat countertop MD 6.0% sales tax	1	4,381.22	4,381.22T
		6.00%	262.87
		<b>TOTAL</b>	\$4,644.09

The above prices, terms, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. We understand that any changes may incur added costs. Payment to be made as outlined above.

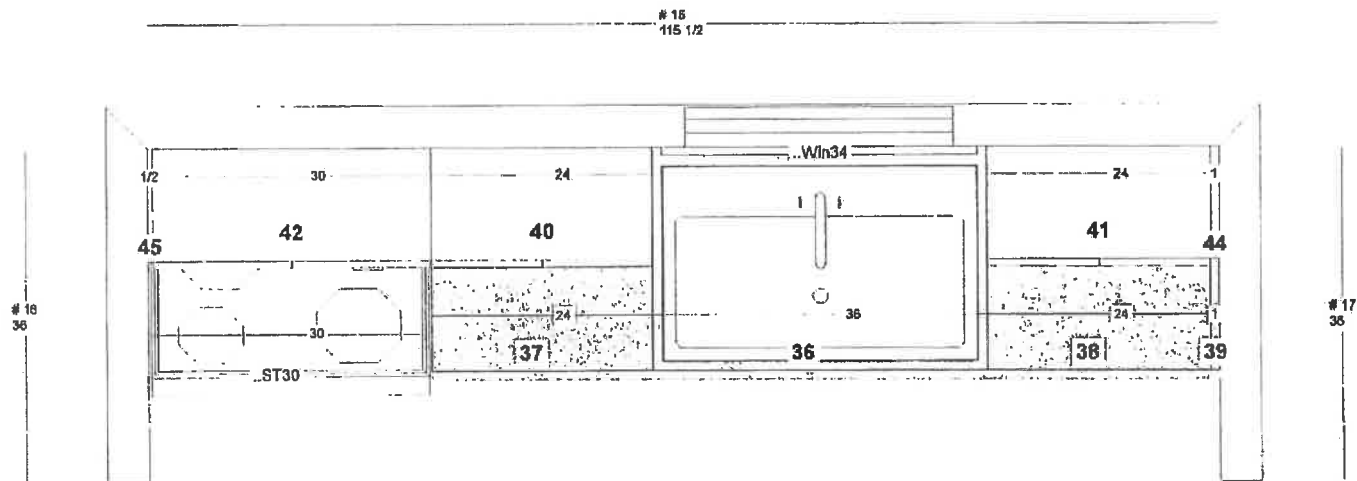
**SIGNATURE**

Ravens Craft Inc  
75 South Grant Street  
Frostburg MD 21532  
301-687-0380  
fax 301-687-0378

Airfield Support Facilities Renovations  
West Virginian Army National Guard  
Camp Dawson  
Raven's Craft Inc Shop Drawings

2/1/2025  
Add on

Not To Scale

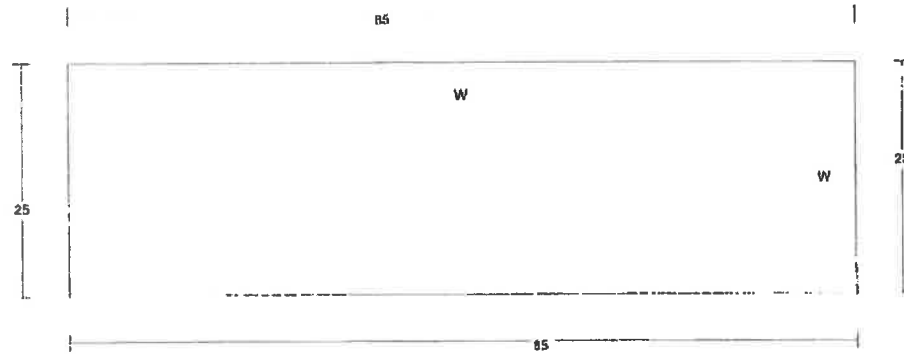


Ravens Craft Inc  
75 South Grant Street  
Frostburg MD 21532  
301-687-0380  
fax 301-687-0378

Airfield Support Facilities Renovations  
West Virginian Army National Guard  
Camp Dawson  
Raven's Craft Inc Shop Drawings

2/1/2025  
Add on

Not To Scale

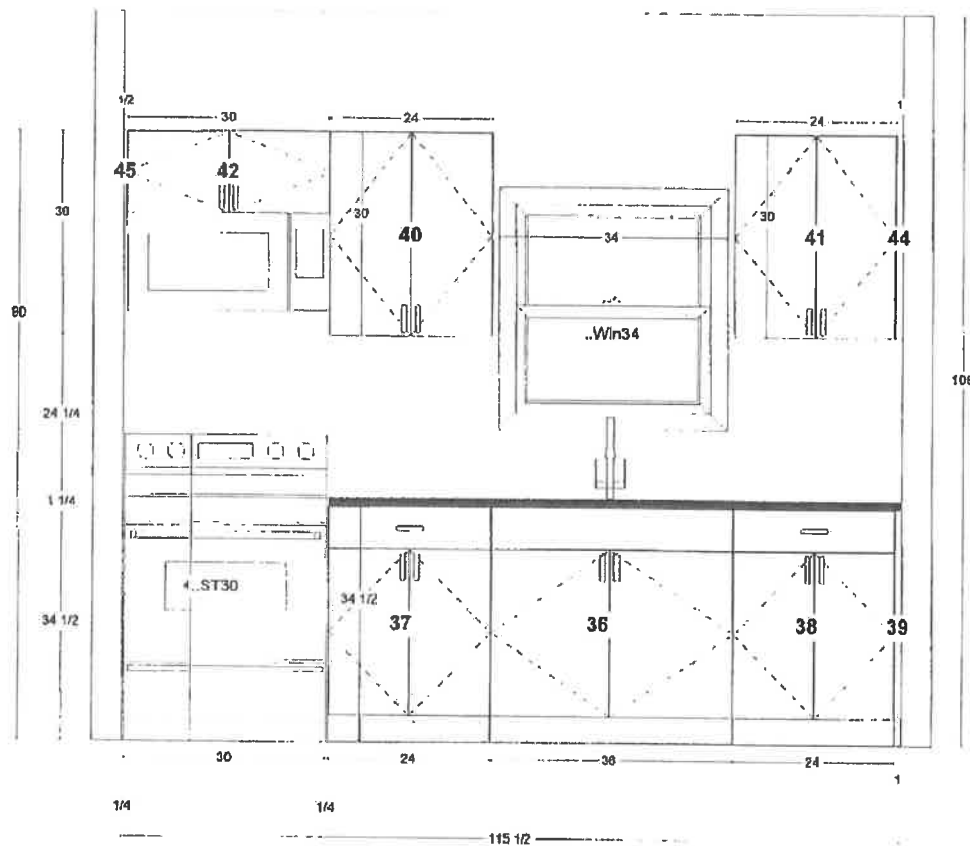


Ravens Craft Inc  
75 South Grant Street  
Frostburg MD 21532  
301-687-0380  
fax 301-687-0378

Airfield Support Facilities Renovations  
West Virginian Army National Guard  
Camp Dawson  
Raven's Craft Inc Shop Drawings

2/1/2025  
Add on - Wall 15

Not To Scale



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## West Virginia Secretary of State — Online Data Services

## Business and Licensing

## Online Data Services Help

## Business Organization Detail

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## HARBEL, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/30/1975		7/30/1975	Foreign	Profit			

<b>Organization Information</b>			
<b>Business Purpose</b>	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)	<b>Capital Stock</b>	0.0000
<b>Charter County</b>		<b>Control Number</b>	0
<b>Charter State</b>	MD	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	<input type="checkbox"/> Close
<b>At Will Term Years</b>		<b>Pa</b>	
<b>Authorized Shares</b>	0	<b>Entr</b>	

## Addresses

Type	Address
<b>Local Office Address</b>	11521 MILNOR AVE CUMBERLAND, MD, 21502
<b>Mailing Address</b>	P.O. BOX 358 CUMBERLAND, MD, 215010358 USA
<b>Notice of Process Address</b>	MARK A. FARRIS P.O. BOX 358 CUMBERLAND, MD, 21501
<b>Principal Office Address</b>	11521 MILNOR AVENUE CUMBERLAND, MD, 21502 USA
Type	Address

## Officers

Type	Name/Address
<b>Director</b>	SEAN FRADISKA 10605 PEARL VIEW PLACE LA VALE, MD, 21502
<b>Director</b>	JEREMY G. IRONS (ASST SEC) 13200 QUARRY RIDGE RD SW CUMBERLAND, MD, 21502 USA
<b>President</b>	DAVID MADDEN 13110 QUARRY RIDGE ROAD, SW CUMBERLAND, MD, 21502
<b>Secretary</b>	LESLIE RIPPEY 231 NORTHGATE TRAIL CUMBERLAND, MD, 21502
<b>Treasurer</b>	SEAN D. FRADISKA 10605 PEARL VIEW PLACE LA VALE, MD, 21502
<b>Vice-President</b>	RANDY J. CIRILLO & JARED BURKETT + MARK A. FARRIS 14725 BARTON BLVD, SW CUMBERLAND, MD, 21502
Type	Name/Address

## Annual Reports

Filed For

2025

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- ☐ Exact Phrase 

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"HARBEL INC>" 

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Excluded Entity



Federal Organizations



Exclusion Type



Exclusion Program



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Dates



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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: _____ Date: _____  Solicitation No. _____	Agency: Adjutant Generals Office <hr/> Procurement Officer Submitting Requisition: Dean Wingerd <hr/> Requisition No. CPO-ADJ24*10 Change Order #4- Price increase & time extension <hr/> PF No.: 1278118
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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:** \_\_\_\_\_