



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

State of West Virginia Contract

Order Date: 09-23-2025

CORRECT ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES, AND
SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CCT 0211 4070 GSD2500000010 2	Procurement Folder:	1420036
Document Name:	Satellite Buildings Security Systems Upgrades Project	Reason for Modification:	Change Order 1 To increase the contract.
Document Description:	Satellite Buildings Security Systems Upgrades Project		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Vendor	Effective Start Date:	2024-10-16
Free on Board:		Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000208495 ZDS LIMITED LIABILITY COMPANY 135 CORPORATE CENTER DR STE 532 SCOTT DEPOT WV 25560 US Vendor Contact Phone: 304-755-0075 Extension:	Requestor Name: Robert P Kilpatrick Requestor Phone: 304-352-5491 Requestor Email: robert.p.kilpatrick@wv.gov																				
Discount Details:	2026 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
		Discount Allowed	Discount Percentage	Discount Days																	
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#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	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

CR 10-6-25

Purchasing Division's File Copy

Total Order Amount: \$313,025.00

PURCHASING DIVISION AUTHORIZATION DATE: 10/3/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 10/8/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10-8-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No.1 is issued to increase the original contract for design, bidding, and construction administration of this project.

Effective date of change: September 22, 2025

Original Contract Price: \$ 99,960.00

Change Order 1 increase: \$213,065.00

New Contract Total: \$313,025.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$99,960.00
Service From	Service To	Manufacturer		Model No	
2024-10-16	2034-10-15				

Commodity Line Description: Architectural engineering**Extended Description:**

Satellite Buildings Security Systems Upgrades Project

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$213,065.00
Service From	Service To	Manufacturer		Model No	
2024-10-16	2034-10-15				

Commodity Line Description: Change Order 1 - Design, Bid, CA**Extended Description:**

Satellite Buildings Security Systems Upgrades Project

Exhibit “C” – Amendment to Scope of Engineering Services

DOA Satellite Buildings Security Systems Upgrade

This Service Order is made a part of the General Provisions attached to the AIA B101 Agreement made on October 16, 2024, between the OWNER (WV General Services Division or GSD) and the ENGINEER (ZDS Design/Consulting Services or ZDS) providing for the following professional engineering services.

PROJECT LOCATION

The project locations and sizes are listed below.

Building 34 (39,010 SF), located at 100 Municipal Plaza, Weirton, WV.

Building 53 (79,524 SF), located at 153 W Main Street, Clarksburg, WV.

Building 54 (65,435 SF), located at 400 Adams Street, Fairmont, WV.

Building 55 (53,202 SF), located at 103 Stratton Street, Logan, WV.

PROJECT DESCRIPTION

ENGINEER (ZDS Design/Consulting Services or ZDS) proposes to perform the following professional architectural/engineering Planning for the Work associated with this Project and will serve as OWNER's professional representative. Refer to the Agreement dated October 16, 2024, for additional definitions of services associated with Professional services.

Part I - Planning Phase: no additional services to Part 1.

Part II—Design, Bidding, Construction Administration: Develop bidding documents based on the scope determined during the planning phase, as directed by the owner. Construction is to occur during the 2026 calendar year and potentially into the 2027 calendar year, depending upon the notice to proceed date and decisions made during the process. ZDS will provide design documents, bidding, and construction administration services to install new equipment and implement new systems into the existing building infrastructure. Additional stakeholder meetings will be held at each site to determine the specific security needs for each building. Any supplemental equipment deemed necessary will be incorporated into the construction documents as directed by the Owner.

- A. Work included in the construction documents will be based on the 5/30/2025 report with an opinion of construction costs at \$2,305,000.00 that will be refined during the design phase of the project, as follows:
 - 1. Prepare the Project documents for Bidding using the State of WV procurement procedures (incorporating AIA construction documents into the bidding documents) and for performing Construction Administration services during the construction process.
 - 2. Develop documents for demolition and construction Work.
 - 3. Selection, scheduling, and specifications for security equipment and integration of the new equipment into existing building systems as determined by the ENGINEER/Owner.
 - 4. Related work associated with the security upgrades.
 - 5. All designs will take into consideration the impact of construction activities and will be developed to cause as little disruption to the facility activities as possible.
- B. The overall scope includes the following:
 - 1. Design and specify access control and video surveillance systems for the public areas of the buildings.

Exhibit C – Amendment to Scope of Engineering Services June 13, 2025

2. Evaluate, design, and specify an acceptable method for installing equipment in occupied buildings.
 3. Recognize that the availability of the site for the Contractor to perform construction activities can impact budgetary costs significantly (i.e., construction only occurs during normal working hours, after regular working hours, overtime, extent of testing/observations to be performed, etc.) The intent is for the OWNER to assist in providing reasonable guidelines for construction activities. These guidelines will be refined during the project's design phase and incorporated into the construction documents.
- C. Provide up to two (2) complete sets of drawings and specifications for OWNER review/bidding. All documents will be provided electronically (i.e., PDF). Bidding documents may be issued through a printer of the OWNER's selection, with the OWNER paying for the costs directly or delegating the costs to the Bidders. All fees or costs for the review of the design, by the State Fire Marshal or any other agency, shall be paid for directly by the OWNER to the reviewing authority or be reimbursable expenses pursuant to §11.8.1.3 or §11.8.1.11 of the B101 Agreement.
- D. **BIDDING SERVICES:** Provide bidding services pursuant to §3.5 of the B101 Agreement for the proposed upgrades.
- E. **CONSTRUCTION ADMINISTRATION SERVICES:** Provide Construction Administration services pursuant to §3.6 of the B101 Agreement that includes up to sixteen (16) site visits total (assumed four per facility) during construction. These include substantial/final punch lists, Construction Observation visits, and Construction Progress meetings. Meeting minutes and project updates will be provided (via e-mail is acceptable). Review submittals/shop drawings for compliance with the Construction Documents. Prime Contractor will be required to meet more frequently to coordinate with the OWNER during construction.

Reviews/Meetings/Site Visits

A. Part II Design, Bidding, Construction Administration

1. **Design:** Assume up to four (4) (one per facility) stakeholder meetings to discuss additional security needs at each site, (1) meeting at Design Development Owner Review to approve moving into construction document phase after direction is received from stakeholder meetings, and (1) 95% owner review meeting that are assumed to be in Charleston. The design phase is assumed to be four months plus 30 days for stakeholder meetings and a 30-day final GSD comment period/agency approvals before bidding.
2. **Bidding and Construction Administration:** Assume up to four (4) pre-bid meetings (one per facility or one central Prebid with site walk-throughs to each facility scheduled through the Owner by the Bidders), and up to eight (8) construction observation visits/progress meetings (virtual meetings or central meetings in Charleston acceptable for some), four (4) substantial completion walkthroughs, based on an assumed 8-month construction period from notice to proceed for construction to substantial completion. The expectation is that not all four buildings will be under construction at the same time, and site meetings will be staggered based on the progress made at each building. Each building is anticipated to take from 3 to 5 months for on-site work. Site meetings at each building are not included in the monthly scope because, at most, two sites will be under construction at a time.

Contract Clarifications to Article 4.1: The contract intends to allow the OWNER, through additional services, to add any of the Article 4 additional services via a change order during the contract term, as mutually agreed upon between the OWNER and ENGINEER.

4.1.2 Multiple Preliminary Designs – The intent is to provide flexibility in the contract for the OWNER to add as additional services for the ENGINEER to provide multiple preliminary designs.

Exhibit C – Amendment to Scope of Engineering Services June 13, 2025

4.1.4 Existing facility surveys – If existing facility surveys are required, they can be added as an additional service and are not included in the fees outlined in this proposal.

4.1.11 Detailed cost estimating—All opinions of cost estimate services are in accordance with Article 6 of the B101 agreement. If an independent, detailed cost estimate is requested, it may be added as an additional service and is not included in the fees outlined in this proposal.

Electronic Documents: Refer to Exhibit A, which also applies to this Exhibit.

Electrical Service Power Quality: Refer to Exhibit A, which also applies to this Exhibit.

Standard of Care: Refer to Exhibit A, which also applies to this Exhibit.

Indemnity: Refer to Exhibit A, which also applies to this Exhibit.

FEE BASIS

Part II – Design, Bidding, and Construction Administration:

ENGINEER shall perform the services listed above, which include the preparation of construction bidding documents and providing Construction Administration services. The Project is based on a single prime bid that includes work required for all disciplines and the continuous flow of construction. The design scope for the tasks will be determined before completing the Design Development phase documents, and the OWNER will provide direction for any changes in scope or approach during that time. Design direction changes made/requested by the OWNER after the design development phase, during development of the Construction Documents and preparation of the bid packages, may result in the ENGINEER being compensated for Additional Services.

1. Design through Construction Documents Phase:	<u>\$128,330.00</u>
2. Bidding Phase:	<u>\$17,135.00</u>
3. Construction Administration Phase:	<u>\$53,800.00</u>

Total proposed lump sum fee for Professional Services labor is **\$199,265.00**

The Total Proposed lump sum fee for Professional Services labor is \$199,265.00 plus \$13,800 for estimated expenses for a total of **\$213,065.00**

OWNER REQUIREMENTS

Refer to the AIA B101 Agreement for the additional definition of OWNER Requirements associated with this Project. In addition to items described elsewhere, the OWNER shall:

- A. Responsible for designating a Project Manager who will assist in communicating construction activities to the ENGINEER during the project, which is identified as Mr. Aaron Armstrong, Engineer, as of the date of the proposal. The OWNER agrees that only the “official designated representative” previously identified can impact the progress of the work during the planning process. The OWNER’s representative shall be determined in writing to the ENGINEER. The OWNER also agrees that all building occupants, employees, and agents of the OWNER will abide by this process and submit any petitions through the proper channels whereby the “official designated representative” will provide the ENGINEER direction for any action.
- B. Provide clear and timely direction and scope clarification at the level of detail requested for the ENGINEER’s service to maintain the schedule throughout the Project, including the subsequent bidding and construction schedules. Provide available information related to the Project and keep the ENGINEER informed of issues raised through the OWNER.
- C. Provide the ENGINEER with access to areas/buildings included in the performance of services, including, but not limited to, identification/access cards for ENGINEER personnel.
- D. Provide personnel to remove all ceiling tiles/obstructions, move loose materials (i.e., easily moved

Exhibit C – Amendment to Scope of Engineering Services June 13, 2025

items blocking access/sight for investigation/scanning), and provide ladders for the engineer to observe and/or scan.

- E. Provide external hard drives or thumb drives to store electronic files developed by the ENGINEER.
- F. Pay directly to the printer selected by the OWNER for all costs to scan and create electronic PDF files of historical drawings selected by the ENGINEER from available information, and for all hard copies requested by the OWNER. Provide copies of the electronic drawings to the ENGINEER.
- G. Provide parking at no cost to the ENGINEER for at least one vehicle per site visit at the project location for use by the ENGINEER.
- H. Provide all available reports, record drawings, as-builts, submittals, etc., that impact the engineering evaluation of the facilities and grounds impacting the proposed work.
- I. Pay directly for all Agency review costs (i.e., State Fire Marshal fees, etc.), or make them reimbursable.
- J. Provide asbestos abatement services associated with the performance of the services and be responsible for all costs encountered with hazardous material, i.e., asbestos, lead paint, and PCBs. Hire others for abatement/hazardous materials work and pay them directly. The ENGINEER is not responsible for asbestos or hazardous materials.
- K. Coordinate with occupants and the public to make areas available for design, evaluation, and engineering activities. Define time frames or any limitations that could impact the Contractor's costs for access or use of the facility during construction (i.e., all work must occur after hours or other factors that may limit Contractor access and impact construction costs).
- L. Coordinate with occupants and the public to allocate designated staging areas for the Contractor's work agreed upon during the design and construction process.

W:\SIP\PGSD-242-C\10. Contracts\10A. IGSD242C_2025-06-13_Exhibit_C_Amendment to Scope of Engineering Services.docx

The General Services Division
is in agreement with this increase.





135 CORPORATE CENTER DR STE 532 / SCOTT DEPOT, WV 25560
(304) 755-0075 / www.ZDSDesign.com

MECHANICAL • ELECTRICAL • INDOOR AIR QUALITY • ENERGY • COMMISSIONING • FORENSIC

Exhibit "D" Amendment to ZDS Standard Billing Rate Schedule

2025 Standard Billing Rate Schedule

Principal, Account Executive	\$225.00 per hour
Associate/3D Design	\$205.00 per hour
Sr. Engineer	\$190.00 per hour
Sr. Designer	\$180.00 per hour
Field Eng., Senior Technical Analyst	\$170.00 per hour
Designer, Technical Analyst	\$160.00 per hour
Technical Assistant	\$110.00 per hour

2026 Standard Billing Rate Schedule

Principal, Account Executive	\$230.00 per hour
Associate/3D Design	\$210.00 per hour
Sr. Engineer	\$195.00 per hour
Sr. Designer	\$185.00 per hour
Field Eng., Senior Technical Analyst	\$175.00 per hour
Designer, Technical Analyst	\$165.00 per hour
Technical Assistant	\$115.00 per hour

2027 Standard Billing Rate Schedule

Principal, Account Executive	\$240.00 per hour
Associate/3D Design	\$215.00 per hour
Sr. Engineer	\$200.00 per hour
Sr. Designer	\$190.00 per hour
Field Eng., Senior Technical Analyst	\$180.00 per hour
Designer, Technical Analyst	\$170.00 per hour
Technical Assistant	\$120.00 per hour




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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

MEMORANDUM

To: Tara Lyle, Buyer Supervisor
From: James R. Jones, Procurement Supervisor 
Date: September 23, 2025
Ref: CCT GSD2500000010 Satellite Buildings Security Systems Upgrades Project

Tara,

Please accept this memorandum as our explanation and justification for Change Order #1 to our contract with ZDS Limited Liability Company. Per the documentation attached to the header of the wvOASIS procurement document, we are requesting an increase of \$213,065.00, to cover design and construction administration to address the security system upgrades at GSD Buildings 34, 53, 54, and 55.

Original Contract Total - \$ 99,960.00
Change Order 1 Increase - \$213,065.00
New Contract Total - \$313,025.00

Please make this increase effective September 23 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.



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

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

MEMORANDUM

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

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

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

CCT 0211 GSD250000010, Ch#1 Satellite Security Project - Design

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

[Signature]

Agency Head
[Signature]

Cabinet Secretary/Department Head

9/10/25

Date
9/22/25

Date

~~Governor's Office Representative~~

Date

Total Cost:

Current Contract: \$99,960.00; CO1: \$213,065.00; New Contract Total: \$313,025.00

Award Document Number:

CCT 0211 GSD2500000010, Change Order 1

Description of Action/Purpose of Procurement

Request for approval to submit Change Order #1 to CCT GSD2500000010, the design services contract to design and administer the construction of upgrades to security systems in four (4) satellite GSD facilities (Clarksburg, Fairmont, Weirton and Logan). The requested change order is an increase of \$213,065.00, for design services for a project which is estimated to cost approximately \$2M total, for all four buildings.

Each of these four buildings is experiencing consistent outages of its card access and video surveillance security systems, all of whose installation dates back to the construction of the facilities. Weirton and Logan are relying on antiquated security software which cannot be updated any longer. But, all the buildings are experiencing hardware failures as well, as the equipment is anywhere from 10-25 years old.

Funding: Appropriated General Revenue

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Online Data Services Help

Business Organization Detail

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ZDS LIMITED LIABILITY COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	8/8/1994		8/8/1994	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		
Charter County	Putnam	Control Number	0
Charter State	WV	Excess Acres	
At Will Term	T	Member Managed	MBR
At Will Term Years	30	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	135 CORPORATE CENTER DRIVE SUITE 532 SCOTT DEPOT, WV, 25560
Mailing Address	135 CORPORATE CENTER DRIVE SUITE 532 SCOTT DEPOT, WV, 25560 USA
Notice of Process Address	LORI ZACHWIEJA 135 CORPORATE CENTER DRIVE SUITE 532 SCOTT DEPOT, WV, 25560
Principal Office Address	135 CORPORATE CENTER DRIVE SUITE 532 SCOTT DEPOT, WV, 25560 USA
Type	Address

Officers

Type	Name/Address
Member	LORI ZACHWIEJA 1072 CRESTMONT ROAD HURRICANE, WV, 25526
Member	TED A. ZACHWIEJA 1072 CRESTMONT ROAD HURRICANE, WV, 25526
Member	TED A. ZACHWIEJA, III 1055 CRESTMONT ROAD HURRICANE, WV, 25526
Organizer	TED A. ZACHWIEJA 102 SMILEY DR SAINT ALBANS, WV, 25177 USA
Organizer	SANDRA L ZACHWIEJA 102 SMILEY DRIVE SAINT ALBANS, WV, 25177 USA
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
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ZACHWIEJA FINE ART	TRADENAME	11/6/2002	
ZDS	TRADENAME	10/11/1994	
ZDS DESIGN/CONSULTING SERVICES	TRADENAME	1/30/1995	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
5/19/2023	B4WV Other Change: Change from term LLC to at will LLC
Date	Amendment

Annual Reports
Filed For
2025
2024
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Date filed

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

Tuesday, September 23, 2025 — 7:52 AM

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"zds limited liability company" 

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Location 

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- ☐ Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>RT-OT</u> Date: <u>10/3/15</u> Solicitation No. <u>Cot# 1</u> <u>Increase</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1420036
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____