



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: 10-10-2025

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

Order Number:	CPO 0211 4070 GSD2500000016 5	Change Order No:	2	Procurement Folder:	1663924
Document Name:	2025 Paving Project			Reason for Modification:	Change Order No. 2 - to increase contract per the attached documentation.
Document Description:	Parking Lots 11a, 16, 17, & 25 Paving				
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-06-30
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-08-29

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000206691 BPI INC PO BOX 7 Winfield WV 25213 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Timothy M Lee Requestor Phone: 304-352-5492 Requestor Email: timothy.m.lee@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 86 1124 SMITH ST CHARLESTON WV 25301 US

CR 10-14-25

Total Order Amount: \$534,681.64

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 10/10/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 10/21/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10-21-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 02 is issued to increase pricing per the attached documentation according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders.

Effective Date of Change: 08/18/2025

Original Contract Price: \$495,000.00

CO#1: Notice to Proceed

CO#2: Increase \$ 39,681.64

Contract New Total: \$534,681.64

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72141100	0.00000		0.000000	495000.00
Service From	Service To	Manufacturer		Model No	
2025-06-30	2025-08-29				

Commodity Line Description: Infrastructure building and surfacing and paving services**Extended Description:**

See Exhibit A Pricing Page.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72141100	0.00000		0.000000	39681.64
Service From	Service To	Manufacturer		Model No	
2025-06-30	2025-08-29				

Commodity Line Description: Infrastructure building and surfacing and paving services**Extended Description:**

See Exhibit A Pricing Page.

CCD 1

PO Box 7
Winfield, WV 25213



Telephone – (304)760-8909

July 21, 2025

The General Services Division
is in agreement with this increase.

Timothy M. Lee
Building Engineer
General Services Division

Dear Mr. Lee,

Per your request, BPI, Inc. wishes to submit the following change order proposal for the repairs to Parking Lot 17 for base failure issues, as discussed this morning on site:

Scope of Work:

- Provide all labor and equipment and materials to excavate, backfill with new clean stone, install fabric, haul off failed base materials, and pave the areas with new base paving in Parking Lot 17.

Cost Breakdown:

BPI Sub-Contractor	Repair of Base Failure Areas of Parking Lot 17 Cut Out and Removal of Failed Area (150 SY); Placement of Fabric; Rock and Crusher Run in Bottom of Excavated Area (50 Ton).	\$16,725.00	10%	\$18,397.50
BPI Labor	Misc. Labor / Cleanup (BPI - 1 Man, 4 Hours, \$55/Hour)	\$ 220.00	10%	\$ 242.00
BPI Equipment	Dump Truck / Excavator	\$ 250.00	10%	\$ 275.00
BPI Site Foreman	Site Foreman (4 Hours @ \$70/Hour)	\$ 280.00	10%	\$ 308.00
Subtotal				\$19,222.50
Bonds / Insurance	Bonds / Insurance			\$ 672.79
B&O Tax				\$ 397.91
Total Cost - ADD				\$20,293.19

J. Christian Wells
President
BPI, Inc.

CC: Dustin Legg





West Virginia Paving, Inc.
2950 Charles Avenue
Dunbar, WV 25064

T+1 (304) 768 9733
F+1 (304) 768 9384
www.wv-paving.com

To: BPI, Inc.
Attn: Christian Wells
Date: July 21, 2025

Re: Change Order #1 for Lot 17 of the Capitol Complex Project.

CHANGE ORDER DETAILS:

- Repair of Base Failure Areas of Parking Lot 17.
 - 1. Cut Out and Removal of Failed Area (approx. 150 SY).
 - 2. Placement of Fabric, Rock and Crusher Run in bottom of excavated area (approx. 50 Ton).
 - 3. Paving of Base in Base Failure Area (approx. 35 Ton).

(Unit Price Per Sq. Yd.: \$111.50/SY)

150 Sq. Yards @ \$111.50/SY - \$ 16,725.00

The above prices, specifications and conditions are satisfactory and hereby accepted by the following:

 WV Paving, Inc. Steven S. Boggs	<u>7/21/2025</u> /Date	_____	_____
		Owner	Date



Lee, Timothy M <timothy.m.lee@wv.gov>

Capitol Paving - Base Failure

6 messages

cwells bpi-gc.com <cwells@bpi-gc.com>
To: "Lee, Timothy M" <timothy.m.lee@wv.gov>
Cc: "alexbare135@yahoo.com" <alexbare135@yahoo.com>

Mon, Jul 21, 2025 at 8:47 AM

Tim,

Speaking with WV Paving and Alex on site this morning, I understand that we have some spots in the parking lot of the Finance Building that need to be cut out and built up with stone.

This work and the associated hauling, dump fees, stone, etc., is in addition to the original pricing for this project.

Please confirm your approval of this work, which will be charged at cost, plus 10%.

Christian Wells

President

BPI, Inc.



cwells@bpi-gc.com

O.(304)760-8909

Lee, Timothy M <timothy.m.lee@wv.gov>
To: "cwells bpi-gc.com" <cwells@bpi-gc.com>
Cc: "alexbare135@yahoo.com" <alexbare135@yahoo.com>

Mon, Jul 21, 2025 at 10:39 AM

I'm fine with that. 🙌

[Quoted text hidden]

cwells bpi-gc.com <cwells@bpi-gc.com>
To: "Lee, Timothy M" <timothy.m.lee@wv.gov>
Cc: "alexbare135@yahoo.com" <alexbare135@yahoo.com>

Mon, Jul 21, 2025 at 10:44 AM

WVP sent me their change order amount. I'll put it together with our costs and get that to you this afternoon.

Thanks.

Christian Wells
President
BPI, Inc.



cwells@bpi-gc.com
O.(304)760-8909

[Quoted text hidden]

Lee, Timothy M <timothy.m.lee@wv.gov>
To: "cwells bpi-gc.com" <cwells@bpi-gc.com>
Cc: "alexbare135@yahoo.com" <alexbare135@yahoo.com>

Mon, Jul 21, 2025 at 10:48 AM

That'll work!
[Quoted text hidden]

cwells bpi-gc.com <cwells@bpi-gc.com>
To: "Lee, Timothy M" <timothy.m.lee@wv.gov>
Cc: Dustin Legg <dlegg@bpi-gc.com>

Mon, Jul 21, 2025 at 2:00 PM

Tim,

Please see attached for the proposed change order for the base failure on Parking Lot 17:

Please let me know if this is acceptable.

[Quoted text hidden]

 **CHANGE ORDER PROPOSAL_BASE FAILURE_BPI_7-21-25.pdf**
355K

Lee, Timothy M <timothy.m.lee@wv.gov>
To: "cwells bpi-gc.com" <cwells@bpi-gc.com>
Cc: Dustin Legg <dlegg@bpi-gc.com>

Mon, Jul 21, 2025 at 2:38 PM

Approved. Thanks for the quick turn-around!
[Quoted text hidden]

PO Box 7
Winfield, WV 25213



Telephone – (304)760-8909

July 25, 2025

Timothy M. Lee
Building Engineer
General Services Division

Dear Mr. Lee,

Per your request, BPI, Inc. wishes to submit the following change order proposal for the repairs to Parking Lot 17 for the large base failure issues resulting in pumping and soft spots:

Scope of Work:

- Provide all labor and equipment and materials to excavate, backfill with new clean stone, install fabric, haul off failed base materials, and pave the area with concrete in Parking Lot 17. The area is approximately 32 feet wide and 50 feet in length.

Cost Breakdown:

BPI	Saw Cut and Removal of Failed Area (1250 SF); Placement of Fabric; Rock and Crusher Run in Bottom of Excavated Area (25 Ton).	\$ 2,200.00	10%	\$ 2,420.00
	4 Men, 1 Day, 10 Hrs, \$55/Hr.			
Trucking	Trucking Costs for Removal of Demo'd Materials	\$ 720.00	10%	\$ 792.00
Equipment	Excavator Rental - 1 Day	\$ 850.00	10%	\$ 935.00
Fabrick	1250 SF - Geogrid Fabric	\$ 350.00	10%	\$ 385.00
Stone	25 Tons of Stone	\$ 927.50	10%	\$ 1,020.25
Rebar	1/2" Rebar both ways, 12" On Center	\$ 1,200.00	10%	\$ 1,320.00
Concrete	24 CY of 3,500 psi Concrete	\$ 5,978.40	10%	\$ 6,576.24
BPI Concrete & Rebar Labor	Labor to Place Rebar and Place / Finish Concrete (BPI - 4 Men, 16 Hours, \$55/Hour)	\$ 3,520.00	10%	\$ 3,872.00
BPI Equipment	Walk-Behind Saw / Finishing Tools	\$ 250.00	10%	\$ 275.00
BPI Site Foreman	Site Foreman (10 Hours @ \$70/Hour)	\$ 700.00	10%	\$ 770.00
Subtotal				\$18,365.49
Bonds / Insurance	Bonds / Insurance			\$ 642.79
B&O Tax				\$ 380.17
Total Cost - ADD				\$19,388.45

J. Christian Wells
Christian Wells
President
BPI, Inc.

CC: Dustin Legg



Lee, Timothy M <timothy.m.lee@wv.gov>

Change Order Proposal - Parking Lot 17 - Pumping Issues

2 messages

cwells bpi-gc.com <cwells@bpi-gc.com>
To: "Lee, Timothy M" <timothy.m.lee@wv.gov>

Fri, Jul 25, 2025 at 10:22 AM

Tim,

Please see attached for the change order proposal for replacing the soft spots in Lot 17 with concrete:

We should be able to get on this mid next week.

Christian Wells

President

BPI, Inc.



cwells@bpi-gc.com

O.(304)760-8909



CHANGE ORDER PROPOSAL_LOT 17 PUMPING ISSUES_BPI_7-25-25.pdf
188K

Lee, Timothy M <timothy.m.lee@wv.gov>
To: "cwells bpi-gc.com" <cwells@bpi-gc.com>

Fri, Jul 25, 2025 at 12:44 PM

Approved. Thank you and happy Friday! Tim
[Quoted text hidden]

RIDER INCREASING OR DECREASING PENALTY OF BOND

To be attached to and form part of GSD2500000030: GSD Parking Lots 11a, 16, 17 and 25 Paving
(Description of Bond)

Bond No. 439991J issued on behalf of BPI, Inc.

as Principal in favor of West Virginia Department of Administration

Obligee.

Ohio Farmers Insurance Company, (hereinafter called the Company) hereby Increases

the penalty from Four Hundred Ninety-Five Thousand and 00/100 DOLLARS (\$ 495,000.00),

to Five Hundred Thirty-Four Thousand Six Hundred Eighty-One and 64/100 DOLLARS (\$ 534,681.64),

subject to the covenants and conditions of said bond, except as herein stated.

This rider becomes effective on the 18th day of August, 2025, at
twelve and one minute o'clock AM standard time.

Signed and dated this 18th day of August, 2025.

BPI, Inc.

Principal

By [Signature]

ACCEPTED

West Virginia Department of Administration

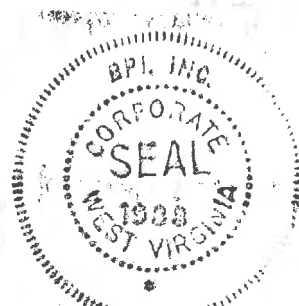
GSD
Obligee

By James R Jones

By _____

Ohio Farmers Insurance Company

By [Signature]



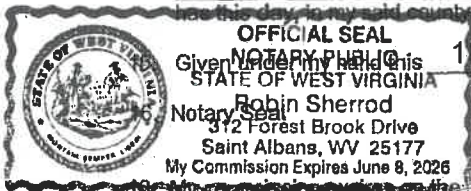
ACKNOWLEDGMENTS

Acknowledgment by Principal If Individual or Partnership

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

Acknowledgment by Principal If Corporation or Limited Liability Company

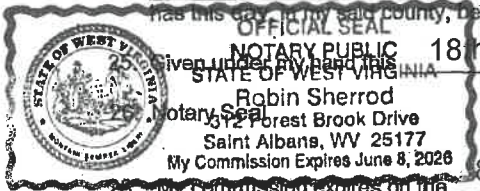
9. STATE OF West Virginia
10. County of Kanawha to-wit:
11. I, Robin Sherrod, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Christian Wells
13. who as, President signed the foregoing writing for
14. BPI Inc. a corporation/LLC,



- has this day in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation/LLC.
- Given under my hand this 18th day of August 2025.
17. Robin Sherrod
(Notary Public)
18. My commission expires on the 8th day of June 2026.

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit:
21. I, Robin Sherrod, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Jeffery O'Dell
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Ohio Farmers Insurance Company a corporation,



- has this day in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
- Given under my hand this 18th day of August 2025.
27. Robin Sherrod
(Notary Public)
28. My commission expires on the 8th day of June 2026.

Sufficiency in Form and Manner
Of Execution Approved

Attorney General

This _____ day of _____ 20____

By _____
(Assistant Attorney General)

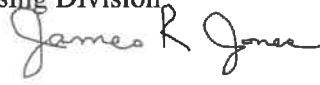


STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

MEMORANDUM

To: Tara Lyle, Buyer Supervisor, State Purchasing Division
From: Jamie Jones, Procurement Administrator 
Date: August 18, 2025
REF: CPO GSD2500000016 Parking Lots 11a, 16, 17, & 25 Paving Project CO 2

Tara:

Please accept this memorandum as our explanation and justification for our request for Change Order NO. 2 to our contract with BPI, Inc for the subject contract. As repairs were being made to lot 16 (Building 17) there were two instances where sub-surface conditions required excavation and repairs.

CCD 1 (\$20,293.19) - details additional work that was required to provide sufficient compaction to the area where the former garage (part of Building 18) was removed. This was needed to ensure that the sub-surface could withstand pavement and parking in this area.

CCD 2 (\$19,388.45) - addresses an area where the subgrade surface had deteriorated over chilled water piping in the area and had become "soft." This area required additional work to address compaction, and the use of concrete to ensure sufficient strength capacity for vehicular traffic.

Original Contract Award Amount	=	\$495,000.00
Change Order 2 Increase	=	\$ 39,681.64
New Contract Total	=	\$534,681.64

This increase will be an 8% increase to the original project cost.

Please make this increase effective immediately.

If you have any questions, or need any 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 Morrisey 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.

CPO GSD2500000016 Parking Lots 11a, 16, 17, & 25 Paving Project CO 2

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

Agency Head

Eric Householder

Cabinet Secretary/Department Head

10/6/2025

Date

10/7/25

Date

~~Governor's Office Representative~~

~~Date~~

Total Cost:

Original Contract = \$495,000; Ch 2 = +\$39,681.64; New Contract = \$534,681.64

Award Document Number:

CPO GSD2500000016 Parking Lots 11a, 16, 17, & 25 Paving Project, Ch2

Description of Action/Purpose of Procurement

Requesting approval to submit Change Order #2 for the Parking Lots 11a, 16, 17, & 25 Paving Project, and increase of \$39,681.64 to the current contract total of \$495,000.00 resulting in a new contract total of \$534,681.64. The following scope changes are needed:

CCD 1 (\$20,293.19) - details additional work that was required to provide sufficient compaction to the area where the former garage (part of Building 18) was removed. This was needed to ensure that the sub-surface could withstand pavement and parking in this area.

CCD 2 (\$19,388.45) - addresses an area where the subgrade surface had deteriorated over chilled water piping in the area and had become "soft." This area required additional work to address compaction, and the use of concrete to ensure sufficient strength capacity for vehicular traffic.

Funding: Appropriated General Revenue

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

BPI, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/22/1988		6/22/1988	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 3000.0000
Charter County	Putnam	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	10.000000
Authorized Shares	300	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	102 WIMBLETON DR. HURRICANE, WV, 25526
Mailing Address	P.O. BOX 7 WINFIELD, WV, 25213 USA
Notice of Process Address	CHRISTIAN WELLS P.O. BOX 7 WINFIELD, WV, 25213
Principal Office Address	P.O. BOX 7 WINFIELD, WV, 25213 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	OTIS G. WELLS 3301 HURRICANE CREEK RD. WINFIELD, WV, 25213 USA
President	J. CHRISTIAN WELLS 1 ALBA DR WINFIELD, WV, 25213
Secretary	BONNIE WELLS 275 DEERFIELD DRIVE WINFIELD, WV, 25213
Treasurer	TERRY WELLS 575 DEERFIELD DR WINFIELD, WV, 25213
Vice-President	DUSTIN LEGG 117 ROCKY STEP RD. SCOTT DEPOT, WV, 25560
Type	Name/Address

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

Tuesday, October 7, 2025 — 1:37 PM

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Federal Service Desk Not Open During Temporary Government Shutdown
Oct 1, 2025

As a result of the temporary government shutdown, the Federal Service Desk is not open at this time. Please visit FSD.gov for helpful knowledge articles and assistance from our virtual agent.



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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. 123456789, Smith Corp

"BPI, INC." 

Entity 

Location 

Zip Code


e.g. 20001

State / Territory

Select State / Territory 

West Virginia 

City

Select State (Optional) 

Select City

▼

Country

Select Country

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Status

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>01-12</u> Date: <u>10/10/15</u> Solicitation No. <u>CO# 2 increase</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. <u>CPO 65025416 - CO# 2</u> PF No.: 1663924
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

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

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

Tara