



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

# State of West Virginia Master Agreement

Order Date: 10-08-2025

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:         | CMA 0803 0085 DOT2200000079 4                            | Procurement Folder:      | 1010758                                     |
| Document Name:        | 8522C2031 TYPE III BARRICADES AND REPLACEMENT COMPONENTS | Reason for Modification: | CHANGE ORDER NUMBER 03<br>TO RENEW CONTRACT |
| Document Description: | TYPE III BARRICADES AND REPLACEMENT COMPONENTS           |                          |                                             |
| Procurement Type:     | Central Master Agreement                                 |                          |                                             |
| Buyer Name:           |                                                          |                          |                                             |
| Telephone:            |                                                          |                          |                                             |
| Email:                |                                                          |                          |                                             |
| Shipping Method:      | Best Way                                                 | Effective Start Date:    | 2022-06-15                                  |
| Free on Board:        | FOB Dest, Freight Prepaid                                | Effective End Date:      | 2026-06-14                                  |

| VENDOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | DEPARTMENT CONTACT |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|---------------------|---------------|----|----|--------|---|----|----|--|--|----|----|--|--|----|----|--|--|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vendor Customer Code: 000000172507<br>A & A SAFETY INC<br>1126 FERRIS RD<br><br>AMELIA OH 45102<br>US<br>Vendor Contact Phone: 513-943-6100 Extension:<br><br>Discount Details:<br><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>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table> |                    | Discount Allowed    | Discount Percentage | Discount Days | #1 | No | 0.0000 | 0 | #2 | No |  |  | #3 | No |  |  | #4 | No |  |  | Requestor Name: Bruce F Miller<br>Requestor Phone: (304) 558-9454<br>Requestor Email: bruce.f.miller@wv.gov<br><br><b>2026</b><br>FILE LOCATION _____ |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Discount Allowed   | Discount Percentage | Discount Days       |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                                                       |
| #1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                 | 0.0000              | 0                   |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                                                       |
| #2                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                                                       |
| #3                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                                                       |
| #4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | No                 |                     |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |                                                                                                                                                       |

| INVOICE TO                                                                          | SHIP TO                                                                                             |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| VARIOUS AGENCY LOCATIONS<br>AS INDICATED BY ORDER<br><br>No City WV 99999<br><br>US | STATE OF WEST VIRGINIA<br>VARIOUS LOCATIONS AS INDICATED BY ORDER<br><br>No City WV 99999<br><br>US |

CR 10-16-25

Total Order Amount: Open End

Purchasing Division's File Copy

JE 10/15/25

PURCHASING DIVISION AUTHORIZATION  
DATE: 10.15.25  
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

**Extended Description:**

CHANGE ORDER NO 3

TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICING, AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

EFFECTIVE: 06/15/2025 THROUGH 06/14/2026

RENEWALS REMAINING: 0

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 | Manufacturer | Model No                | Unit | Unit Price |
|--------------|----------------|--------------|-------------------------|------|------------|
| 1            | 46151501       |              |                         | EA   | 240.000000 |
| Service From |                | Service To   | Service Contract Amount |      |            |
|              |                |              | 0.00                    |      |            |

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS**Extended Description:**

COMPLETE 4' BARRICADE, ONE SIDED RAILS, STRIPES SLOPING DOWN AND TO THE LEFT.

| Line         | Commodity Code | Manufacturer | Model No                | Unit | Unit Price |
|--------------|----------------|--------------|-------------------------|------|------------|
| 2            | 46151501       |              |                         | EA   | 240.000000 |
| Service From |                | Service To   | Service Contract Amount |      |            |
|              |                |              | 0.00                    |      |            |

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS**Extended Description:**

COMPLETE 4' BARRICADE, ONE SIDED RAILS, STRIPES SLOPING DOWN AND TO THE RIGHT.

| Line         | Commodity Code | Manufacturer | Model No                | Unit | Unit Price |
|--------------|----------------|--------------|-------------------------|------|------------|
| 3            | 46151501       |              |                         | EA   | 280.000000 |
| Service From |                | Service To   | Service Contract Amount |      |            |
|              |                |              | 0.00                    |      |            |

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS**Extended Description:**

COMPLETE 4' BARRICADE, TWO SIDED RAILS, STRIPES SLOPING DOWN AND TO THE LEFT ON THE FRONT, AND DOWN AND TO THE RIGHT ON THE BACK.

| Line         | Commodity Code | Manufacturer | Model No                | Unit | Unit Price |
|--------------|----------------|--------------|-------------------------|------|------------|
| 4            | 46151501       |              |                         | EA   | 320.000000 |
| Service From |                | Service To   | Service Contract Amount |      |            |
|              |                |              | 0.00                    |      |            |

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS**Extended Description:**

COMPLETE 8' BARRICADE, ONE SIDED RAILS, STRIPES SLOPING DOWN AND TO THE LEFT.

| Line         | Commodity Code | Manufacturer | Model No | Unit                    | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 5            | 46151501       |              |          | EA                      | 320.000000 |
| Service From |                | Service To   |          | Service Contract Amount |            |
|              |                |              |          | 0.00                    |            |

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**

COMPLETE 8' BARRICADE, ONE SIDED RAILS, STRIPES SLOPING DOWN AND TO THE RIGHT.

| Line | Commodity Code | Manufacturer | Model No                | Unit | Unit Price |
|------|----------------|--------------|-------------------------|------|------------|
| 6    | 46151501       |              |                         | EA   | 395.000000 |
|      | Service From   | Service To   | Service Contract Amount |      |            |
|      |                |              | 0.00                    |      |            |

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**

COMPLETE 8' BARRICADE, TWO SIDED RAILS, STRIPES SLOPING DOWN AND TO THE LEFT ON THE FRONT AND DOWN AND TO THE RIGHT ON THE BACK.

| Line         | Commodity Code | Manufacturer | Model No | Unit                    | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 7            | 46151501       |              |          | EA                      | 75.000000  |
| Service From |                | Service To   |          | Service Contract Amount |            |
|              |                |              |          | 0.00                    |            |

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**

REPLACEMENT 4' BARRICADE PANEL, ONE SIDED WITH STRIPES SLOPING DOWN AND TO THE LEFT.

| Line | Commodity Code | Manufacturer | Model No                | Unit | Unit Price |
|------|----------------|--------------|-------------------------|------|------------|
| 8    | 46151501       |              |                         | EA   | 75.000000  |
|      | Service From   | Service To   | Service Contract Amount |      |            |
|      |                |              | 0.00                    |      |            |

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**

REPLACEMENT 4' BARRICADE PANEL, ONE SIDED WITH STRIPES SLOPING DOWN AND TO THE RIGHT.

| Line         | Commodity Code | Manufacturer | Model No | Unit                    | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 9            | 46151501       |              |          | EA                      | 115.000000 |
| Service From |                | Service To   |          | Service Contract Amount |            |
|              |                |              |          | 0.00                    |            |

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**

REPLACEMENT 4' BARRICADE PANEL, TWO SIDED WITH STRIPES SLOPING DOWN AND TO THE LEFT ON THE FRONT AND DOWN AND TO THE RIGHT ON THE BACK.

| Line         | Commodity Code | Manufacturer | Model No | Unit                    | Unit Price |
|--------------|----------------|--------------|----------|-------------------------|------------|
| 10           | 46151501       |              |          | EA                      | 175.000000 |
| Service From |                | Service To   |          | Service Contract Amount |            |
|              |                |              |          | 0.00                    |            |

**Commodity Line Description:** TYPE III BARRICADES AND REPLACEMENT COMPONENTS

**Extended Description:**

REPLACEMENT 8' BARRICADE PANEL, ONE SIDED WITH STRIPES SLOPING DOWN AND TO THE LEFT.

| Line         | Commodity Code | Manufacturer | Model No                | Unit | Unit Price |
|--------------|----------------|--------------|-------------------------|------|------------|
| 11           | 46151501       |              |                         | EA   | 175.000000 |
| Service From |                | Service To   | Service Contract Amount |      |            |
|              |                |              |                         | 0.00 |            |

Commodity Line Description: TYPE III BARRICADES AND REPLACEMENT COMPONENTS

Extended Description:  
REPLACEMENT 8' BARRICADE PANEL, ONE SIDED WITH STRIPES SLOPING DOWN AND TO THE RIGHT.

| Line         | Commodity Code | Manufacturer | Model No                | Unit | Unit Price |
|--------------|----------------|--------------|-------------------------|------|------------|
| 12           | 46151501       |              |                         | EA   | 195.000000 |
| Service From |                | Service To   | Service Contract Amount |      |            |
|              |                |              |                         | 0.00 |            |

Commodity Line Description: TYPE III BARRICADES AND REPLACEMENT COMPONENTS

Extended Description:  
REPLACEMENT 8' BARRICADE PANEL, TWO SIDED WITH STRIPES SLOPING DOWN AND TO THE LEFT ON THE FRONT AND DOWN AND TO THE RIGHT ON THE BACK.

| Line         | Commodity Code | Manufacturer | Model No                | Unit | Unit Price |
|--------------|----------------|--------------|-------------------------|------|------------|
| 13           | 46151501       |              |                         | EA   | 115.000000 |
| Service From |                | Service To   | Service Contract Amount |      |            |
|              |                |              |                         | 0.00 |            |

Commodity Line Description: TYPE III BARRICADES AND REPLACEMENT COMPONENTS

Extended Description:  
REPLACEEMNT PLASTIC BARRICADE UPRIGHT



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

**Stephen T. Rumbaugh, P. E.**  
Secretary of Transportation  
Commissioner of Highways

7/10/25

A&A Safety, Inc  
1126 Ferris Rd  
Amelia, OH 45102

**Subject Contract Renewal: DOT22\*79 8522C2031 Type III Barricades**  
**Procurement folder: 1010758**

Mr. Boerio

**The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.**

**The renewal dates are 6/15/25 through 6/14/26 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to [bruce.f.miller@wv.gov](mailto:bruce.f.miller@wv.gov)**

**Please contact the email listed above if you have any questions.**

**Thank you,**

Bruce Miller

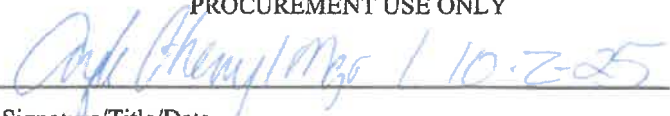
WVDOH

**We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.**

  
\_\_\_\_\_  
**Name/Signature**

7/11/25  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Sales Representative**  
\_\_\_\_\_  
**Title**

|                                                                                      |  |
|--------------------------------------------------------------------------------------|--|
| PROCUREMENT USE ONLY                                                                 |  |
|  |  |
| _____<br><b>Signature/Title/Date</b>                                                 |  |



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

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Stephen T. Rumbaugh, P. E.  
Secretary of Transportation  
Commissioner of Highways

October 2, 2025

*OK 10-15-25*

**To: John Estep, Senior Buyer**

**From: Tina Withrow, Procurement Specialist II**

**Subject: CMA DOT2200000079 – Type III Barricades**

The Agency acknowledges that the renewal is past the expiration date. The necessary documents were sent to the Procurement Division by email from Traffic and Engineering via DocuSign. We did not receive these documents and as a result we only learned of their existence during a status inquiry on October 1, 2025.

Please accept this letter of backdate as justification to proceed with this Change Order to Renew Contract.

Thank you for your attention to this matter.

Tina Withrow



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

File

Stephen T. Rumbaugh, P. E.  
Secretary of Transportation  
Commissioner of Highways

July 29, 2025

MEMORANDUM

TO: CB  
FROM: OS  
THRU: HO

SUBJECT: Purchase Requisition No 8522C2031 – DOT22\*79  
Type III Barricades

| Originated By: <u>BM</u> |           |         |
|--------------------------|-----------|---------|
| Date: <u>7/29/25</u>     |           |         |
| NAME                     | INITIAL   | DATE    |
|                          |           |         |
| TW                       | <u>TW</u> | 8/21/25 |
|                          |           |         |
| DY                       | <u>DY</u> | 8/18/25 |
|                          |           |         |
| BM                       | <u>BM</u> | 7/29/25 |
|                          |           |         |
|                          |           |         |
|                          |           |         |

Attached is a Purchase Requisition and transmittal letter for the renewal of the subject Contract with A&A Safety, Inc. for Type III Barricades. If acceptable, please sign and date where indicated, and return to Traffic Engineering Division (OS) for further handling.

Please note, this request was not submitted within 20 days after the expiration date of the Contract, as normally required, due to delays receiving the renewal paperwork from the vendor.

Should you have any questions, please contact Bruce Miller of our office at (304) 414-7355.

TJW:BM:c

Enclosures

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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.*

A & A SAFETY, INC.

| Organization Information |                |                  |             |         |        |          |                  |                    |
|--------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|
| Org Type                 | Effective Date | Established Date | Filing Date | Charter | Class  | Sec Type | Termination Date | Termination Reason |
| C   Corporation          | 8/14/2006      |                  | 8/14/2006   | Foreign | Profit |          |                  |                    |

| Organization Information |                                                                                                                  |                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------|----------------------------------|
| Business Purpose         | 2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty) |                                  |
| Capital Stock            |                                                                                                                  |                                  |
| Charter County           | Control Number                                                                                                   | 87440                            |
| Charter State            | OH                                                                                                               | Excess Acres                     |
| At Will Term             | Member Managed                                                                                                   |                                  |
| At Will Term Years       | Par Value                                                                                                        |                                  |
| Authorized Shares        | 0                                                                                                                | Young Entrepreneur Not Specified |



| Addresses                 |                                                                             |
|---------------------------|-----------------------------------------------------------------------------|
| Type                      | Address                                                                     |
| Mailing Address           | 1126 FERRIS ROAD<br>AMELIA, OH, 45102<br>USA                                |
| Notice of Process Address | REGISTERED AGENT SOLUTIONS, INC.<br>200 CAPITOL ST<br>CHARLESTON, WV, 25301 |
| Principal Office Address  | 1126 FERRIS ROAD<br>AMELIA, OH, 45102<br>USA                                |
| Type                      | Address                                                                     |

| Officers       |                                                          |
|----------------|----------------------------------------------------------|
| Type           | Name/Address                                             |
| President      | WILLIAM LUTTMER<br>1126 FERRIS ROAD<br>AMELIA, OH, 45102 |
| Secretary      | FRANCIS LUTTMER<br>1126 FERRIS ROAD<br>AMELIA, OH, 45102 |
| Vice-President | CECE DYKAS<br>1126 FERRIS ROAD<br>AMELIA, OH, 45102      |
| Type           | Name/Address                                             |

| Annual Reports |  |
|----------------|--|
| Filed For      |  |
| 2025           |  |
| 2024           |  |
| 2023           |  |
| 2022           |  |
| 2021           |  |
| 2020           |  |
| 2019           |  |
| 2018           |  |

|            |
|------------|
| 2017x      |
| 2017       |
| 2016       |
| 2015       |
| 2014       |
| 2013       |
| 2012       |
| 2011       |
| 2010       |
| 2009       |
| Date filed |

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

Wednesday, October 15, 2025 — 8:48 AM

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Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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Simple Search

Search Editor

- ☐ Any Words <sup>i</sup>
- ☒ All Words <sup>i</sup>
- ☐ Exact Phrase <sup>i</sup>

e.g., 1/3456789, Smith Corp

Entity

Entity Name

e.g., ABC Inc

A&A Safety Inc.

Unique Entity ID

e.g., HT89GVJHKSJL

CAGE / NCAGE

Enter CAGE / NCAGE Code

Location

Status

- ☒ Active
- ☒ Inactive

## No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|                                                                                 |  |                                                             |
|---------------------------------------------------------------------------------|--|-------------------------------------------------------------|
| <i>Purchasing Division Use:</i><br>Buyer: <u>J. ESTEP</u> Date: <u>10/15/25</u> |  | Agency:<br>WVDOT                                            |
| Solicitation No. <u>CMA DOT 22*79</u><br><u>COT# 3</u>                          |  | Procurement Officer Submitting Requisition:<br>TINA WITHROW |
|                                                                                 |  | Requisition No.<br>CMA DOT2200000079                        |
|                                                                                 |  | PF No.:<br>1010758                                          |

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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Use of correct specification template                                                                                                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Use of correct requisition type<br>[CRQS → CCT or CPO] or [CRQM → CMA]                                                                             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Use of most current terms and conditions<br>( <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 checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Maximum budgeted amount in wvOASIS                                                                                                                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Suggested vendors in wvOASIS                                                                                                                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Capitol Building Commission pre-approval                                                                                                           | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Financing (Governor's Office) pre-approval                                                                                                         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Fleet Management Division pre-approval                                                                                                             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

