



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: 09-16-2025

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 0066 DOT6624C034A 3	Procurement Folder:	1373173
Document Name:	Liquid Asphalt Materials and Emulsions	Reason for Modification:	
Document Description:	Liquid Asphalt Materials and Emulsions	Change Order 02	
Procurement Type:	Central Master Agreement	To Update Commodity Codes	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-04-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-04-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000177682 ASPHALT MATERIALS INC 13925 STATE RT 7  MARIETTA OH 45750 US Vendor Contact Phone: 740-374-5100 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>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: Careasa M Nichols Requestor Phone: 304-414-3212 Requestor Email: careasa.m.nichols@wv.gov  <b>2026</b> 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 AS INDICATED BY ORDER  No City WV 99999 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US

CR 9-18-25

Purchasing Division's File Copy

Total Order Amount:

Open End

### PURCHASING DIVISION AUTHORIZATION

DATE:

ELECTRONIC SIGNATURE ON FILE

### ATTORNEY GENERAL APPROVAL AS TO FORM

DATE:

ELECTRONIC SIGNATURE ON FILE

### ENCUMBRANCE CERTIFICATION

DATE:

ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 02 is issued for administrative purposes only and is intended to discontinue the original commodity lines and introduce new commodity lines reflecting corrected commodity codes to align with current WVDOT inventory requirements. All other terms, conditions, pricing, specifications, and prior change orders under the original contract remain unchanged and in full force and effect.

Effective Date of Change: 09/16/2025

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	12161804			GL	0.000000
Service From		Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** HFMS-2 - FOR DELIVERY**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	12161804			GL	0.000000
Service From		Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** RS-2 - FOR DELIVERY**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	12161804			GL	0.000000
Service From		Service To		Service Contract Amount	
Commodity Ln Discontinued				0.00	

**Commodity Line Description:** Polymer Modified RS-2P - FOR DELIVERY**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	12161804			GL	0.000000
Service From		Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** SS-1H (Diluted) FOR DELIVERY**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	12161804			GL	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** SS-1H (Undiluted) FOR DELIVERY

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	12161804			GL	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** Polymer Modified CRS-2P FOR DELIVERY

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	12161804			GL	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** " AEP, E1-Prime, IE-1, or equivalent" FOR DELIVERY

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	12161804			HOUR	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** Demurrage FOR DELIVERY

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	12161804			GL	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** HFMS-2 - FOR PICKUP

**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	12161804			GL	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** RS-2 - FOR PICKUP

**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	12161804			GL	0.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** Polymer Modified RS-2P - FOR PICKUP

**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	12161804			GL	0.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** SS-1H (Diluted) FOR PICKUP

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	12161804			GL	0.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** SS-1H (Undiluted) FOR PICKUP

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	12161804			GL	0.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** Polymer Modified CRS-2P FOR PICKUP

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	12161804			GL	0.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

**Commodity Line Description:** " AEP, E1-Prime, IE-1, or equivalent" FOR PICKUP

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	30111500			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** HFMS-2 - FOR DELIVERY

**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	30111500			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** RS-2 - FOR DELIVERY

**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	30111500			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Polymer Modified RS-2P - FOR DELIVERY

**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	30111500			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** SS-1H (Diluted) FOR DELIVERY

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	30111500			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** SS-1H (Undiluted) FOR DELIVERY

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	30111500			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Polymer Modified CRS-2P FOR DELIVERY

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	30111500			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** " AEP, E1-Prime, IE-1, or equivalent" FOR DELIVERY

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	30111500			HOUR	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Demurrage FOR DELIVERY

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	30111500			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** HFMS-2 - FOR PICKUP

**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	30111500			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** RS-2 - FOR PICKUP

**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	30111500			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Polymer Modified RS-2P - FOR PICKUP

**Extended Description:**

see attached pricing page attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	30111500			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** SS-1H (Diluted) FOR PICKUP

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	30111500			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** SS-1H (Undiluted) FOR PICKUP

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	30111500			GL	0.000000
	Service From	Service To	Service Contract Amount		
			0.00		

**Commodity Line Description:** Polymer Modified CRS-2P FOR PICKUP

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	30111500			GL	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** " AEP, E1-Prime, IE-1, or equivalent" FOR PICKUP

**Extended Description:**

see attached pricing page - attachment A, for actual cost to enter bid price



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

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

Michael J. DeMers  
Deputy Secretary of Transportation

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

09/16/2025

ASPHALT MATERIALS INC  
13925 STATE RT 7  
MARIETTA, OH 45750

To whom it may concern,

This letter serves as a formal notice and agreement between the **West Virginia Department of Transportation** and **Asphalt Materials Inc.** regarding a modification to the commodity code associated with the open-ended contract referenced below. Please note that this modification will only impact the following commodity lines:  
**All Commodity Lines**

Contract Number: DOT6624C034A  
Original Commodity Code: 12161804 Emulsions  
New Commodity Code: 30111500 Concrete and mortars  
Effective Date of Change: 09/16/2025

This change is required to ensure alignment with the proper classification of goods/services for WVDOT inventory purposes. The nature, scope and terms of the goods or services provided under the contract remain unchanged. Only the commodity code designation has been updated for administrative and classification purposes.

By signing below, both parties acknowledge and agree to the above change. All other terms and conditions of the original contract remain in full force and effect. Please review, sign, and return a copy of this letter to indicate your acceptance and acknowledgement of this modification.

Sincerely,

**Jeromie Lanham**

JOSHUA B. GRABORY  
Printed Name

[Signature]  
Signature

SALES REP.  
Title

9/16/25  
Date

PROCUREMENT USE ONLY
<u>[Signature]</u> <u>09/21/25</u>
Signature/Title/Date

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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.*

#### ASPHALT MATERIALS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/26/1965		7/26/1965	Foreign	Profit			

Organization Information								
<b>Business Purpose</b>	3241 - Manufacturing - Petroleum and Coal Products Manufacturing - Petroleum and Coal Products Manufacturing (petroleum refineries, asphalt paving, roofing, block, shingle & coating materials)			<b>Capital Stock</b>	0.0000			
<b>Charter County</b>				<b>Control Number</b>	0			
<b>Charter State</b>	IN			<b>Excess Acres</b>	0			
<b>At Will Term</b>				<b>Member Managed</b>				
<b>At Will Term Years</b>				<b>Par Value</b>	0.000000			
<b>Authorized Shares</b>	0			<b>Young Entrepreneur</b>	Not Specified			

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	P.O. BOX 68123 5400 W. 86TH STREET INDIANAPOLIS, IN, 46268
<b>Mailing Address</b>	5400 W 86TH ST INDIANAPOLIS, IN, 46268 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
<b>Principal Office Address</b>	5400 W 86TH ST INDIANAPOLIS, IN, 46268 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	JAMES C. FEHSENFELD 5400 W 86TH ST INDIANAPOLIS, IN, 46268
<b>Director</b>	FRED M. FEHSENFELD, JR. 5400 W 86TH ST INDIANAPOLIS, IN, 46268
<b>President</b>	HAROLD T. RAY 5400 W 86TH ST INDIANAPOLIS, IN, 46268
<b>Secretary</b>	DAVID L. FRANZ 5400 W 86TH ST INDIANAPOLIS, IN, 46268
<b>Vice-President</b>	THOMAS DEFELICE 5400 W 86TH ST INDIANAPOLIS, IN, 46268
<b>Type</b>	<b>Name/Address</b>

<b>Date</b>	<b>Amendment</b>
<b>1/13/1988</b>	ARTICLES OF RESTATEMENT FILED TO THE ARTICLES OF INCORPORATION.
<b>6/30/1987</b>	CHANGE OF NAME; FROM ASPHALT MATERIAL AND CONSTRUCTION, INC. A QUAL INDIANA CORP.
<b>Date</b>	<b>Amendment</b>

Annual Reports	
Filed For	
2025	
2024	
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1998	
Date filed	

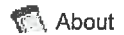
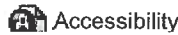
For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, September 17, 2025 — 2:42 PM

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Jump to: VCUST



Close

Vendor/Customer

Vendor/Customer

✓ Address

Address Information

Prenote/EFT

Remittance Advice

Contact Information

Contact Address  
Information

Geographic Designation

Change Management

Business Type

Service Area

Commodity

W-8 Form

Authorized Dept.

Prevent Spending

Prevent Orders

Certification

Disclosures

Vendor User Information

Vendor Attachments

Address

	Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
	Payment	PO BOX 933022	CLEVELAND	OH	44193	
✓	Payment	13925 STATE RT 7	MARIETTA	OH	45750	JOSH GREGORY
	Ordering	13925 STATE RT 7	MARIETTA	OH	45750	JOSH GREGORY

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000177682

ASPHALT MATERIALS INC

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending : ☐

Default Currency : USD - US Dollar

Active Fro

Active 1

Default Recor

Mail Returne

Active Address

▼ Address Information

Address ID : CV10001

Street 1 : 13925 STATE RT 7

Street 2 :

City : MARIETTA

State/Province : OH

Zip/Postal Code : 45750

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Country Phone Code : 1

Phone : 740-374-5100

Phone Extension :

County :

County Name :

Country : US

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management




[Top](#)[Modify Existing Record](#) [Add New Address](#)[Master Address](#)[Master Contacts](#)[Languages](#)[Vendor Transaction History](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)**Search**

All Words

e.g. 1606N020Q02

**Filter By****Keyword Search**For more information on how to use our keyword search, visit our [help guide](#)**Simple Search****Search Editor**

- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"ASPHALT MATERIALS, INC." Entity Location Status 

- ☒ Active
- ☐ Inactive

Reset [Entity Information ^](#)[All Entity Information](#)[Entities](#)[Disaster Response Registry](#)[Responsibility / Q](#)

## No matches found

Your search did not return any results for active records.  
Would you like to include inactive records in your search results?

[Search Inactive](#)[Go Back](#)

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12</u> Date: <u>9/17/25</u>  Solicitation No. <u>C0#2</u>	Agency: WVDOT/DOH  Procurement Officer Submitting Requisition: Careasa Nichols  Requisition No. CMA DOT6624C034A  PF No.: 1373173
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

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

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

### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> n/a
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> n/a
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> n/a
<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: \_\_\_\_\_

*[Handwritten Signature]*