



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: 11-25-2025

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 4	Procurement Folder:	1373173
Document Name:	Liquid Asphalt Materials and Emulsions	Reason for Modification:	
Document Description:	Liquid Asphalt Materials and Emulsions	Change Order 03	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-04-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-04-14

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 2026 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 12-2-25

Total Order Amount:

Open End

Purchasing Division's File Copy

JE 12/1/25

PURCHASING DIVISION AUTHORIZATION

DATE: JJA 12-2-25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: [Signature]
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: [Signature]
ELECTRONIC SIGNATURE ON FILE

12/5/2025

Extended Description:

Change Order

Change Order No. 03 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 04/15/2026 through 04/14/2027.

Renewal Years Remaining:1

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
	Service From	Service To	Service Contract Amount		
	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
	Service From	Service To	Service Contract Amount		
	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
Service From		Service To		Service Contract Amount	
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
Service From		Service To		Service Contract Amount	
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
Service From		Service To		Service Contract Amount	
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
Service From		Service To		Service Contract Amount	
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			HOURL	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**

1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Michael J. DeMers
Deputy Secretary of Transportation

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

October 28, 2025

Asphalt Materials Inc.
13925 State Rt 7
Marietta, OH 45750

**Subject: Contract Renewal: DOT6624C034A Liquid Asphalt Materials & Emulsions
Procurement Folder: 1373173**

The West Virginia Department of Transportation 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 04/15/2026 through 04/14/2027. 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: Scott.A.Brown@wv.gov.

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

Thank you,

Scott A. Brown

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


Name/Signature

SALES REP.
Title

10/29/25
Date

PROCUREMENT USE ONLY

Amber Heath Asst Dir 11/18/2025
Signature/Title/Date

You are viewing this page over a secure connection. [Click here](#) for more information.

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

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

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

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

Date	Amendment
Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	
2007	
2006	
2005	
2004	
2002	
2001	
2000	
1999	
1998	
Date filed	

Vendor/Customer

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 From : 06/23/2023

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : AD000004

Country Phone Code : 1

Street 1 : PO BOX 933022

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : CLEVELAND

County :

State/Province : OH

County Name :

Zip/Postal Code : 44193

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

► 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](#)

Search All Words e.g. 1600N020Q02 Q

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search Search Editor

- ☐ Any Words i
- ☒ All Words i
- ☐ Exact Phrase i

Asphalt Materials Inc

x

Entity >

Location >

Status <

- ☒ Active
- ☒ Inactive

Reset ↺

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> Buyer: _____ Date: _____ Solicitation No. _____	Agency: WVDOT/DOH <hr/> Procurement Officer Submitting Requisition: Amber Heath <hr/> Requisition No. CMA DOT6624C0276 <hr/> PF No.: 1322263
---	---

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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	Insurance requirements				
	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

