



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

State of West Virginia
Contract

Order Date: 02-19-2026

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

Order Number:	CCT 0211 4029 GSD2400000010 2	Procurement Folder:	1384606
Document Name:	Building 29 (Hangar) Renovations	Reason for Modification:	Change Order 1 To increase the contract
Document Description:	Building 29 (Hangar) Renovations		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-07-12
Free on Board:		Effective End Date:	

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000204787	Requestor Name:	Timothy M Lee	
THE THRASHER GROUP INC 600 WHITE OAKS BLVD		Requestor Phone:	304-352-5492	
BRIDGEPORT WV 26330 US		Requestor Email:	timothy.m.lee@wv.gov	
Vendor Contact Phone:	304-624-4108	<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Extension:				
Discount Details:				
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	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

CR 2-26-26

Total Order Amount:	\$111,013.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION <i>T. Waffle</i> DATE: <i>2/26/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>3/2/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cody Rose</i> DATE: <i>3-3-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 1 is issued to increase the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of change: February 12, 2026

Original Contract Price: \$ 12,000.00
Change Order 1 Increase: \$ 99,013.00
New Contract Total: \$111,013.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	\$12,000.00
Service From	Service To	Manufacturer	Model No		
2024-07-12	2034-07-11				

Commodity Line Description: Professional engineering services

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81100000	0.00000		0.000000	\$99,013.00
Service From	Service To	Manufacturer	Model No		
2024-07-12	2034-07-11				

Commodity Line Description: Change Order 1

Extended Description:



Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
Building 29 Hangar Renovations
located at Yeager Airport

AGREEMENT INFORMATION:
Date:
July 12, 2024

AMENDMENT INFORMATION:
Amendment Number:
01
Date:
January 14, 2026

OWNER: *(name and address)*
WV Department of Administration
Building 4, 6th Floor 112 California
Avenue
Charleston, WV 25305
304-558-4331

ARCHITECT: *(name and address)*
The Thrasher Group, Inc.
1000 Corporate Landing
Charleston, WV 25311

The Owner and Architect amend the Agreement as follows:

- Revise Thrasher address to 1000 Corporate Landing, Charleston, WV 25311
- 1.1.3 Revise to include the information for the budget of One million dollars (\$1,000,000.00)
- 1.1.4 Revise to include the design and construction milestone: Anticipated Design Schedule The following is the proposed design schedule for the development of the Contract Documents: Schematic Level Submission to GSD March 2026 95% Construction Documents to GSD and the WV State Fire Marshal May 2026 Final Construction Documents and Specifications to GSD June 2026
- 1.1.7 Revise WV Dept of Administration address to current location
- 1.1.9.2 Add Civil Engineer as consultant The Thrasher Group, Inc. 600 White Oaks Blvd. Bridgeport, WV 26330 Phone: 304-624-4108
- 1.1.10 Revise original B101 from Craig Baker to Amanda Chevront as new representative.
- 4.1.1.3 Revise Supplemental and Additional Services for Measured drawings responsibility of the Architect
- 4.1.1.8 Revise Supplemental and Additional Services for Civil Engineering to responsibility of the Architect
- 4.1.2.1 Revise to read "Measured drawings - as required to develop plans. Civil Engineering - Asphalt paving"
- 4.2.3 .1 - One (1) review of each shop drawing, product data item, sample and similar submittals of the Contractor
- .2 - Nine (9) visits to the site by the Architect during construction
- .3 - One (1) inspections for any portion of the Work to determine whether such portion of the Work substantially complete in accordance with the requirements of the Contract Documents
- .4 - One (1) inspections for any portion of the Work to determine final completion.
- 11.1.1 .1 increased scope of work Stipulated Sum \$99,013.00
- 11.5 Include the percentage of the fees per phase as follows: Schematic Design - 0%; Design Development Phase - 20%; Construction Documents Phase - 40%; Procurement Phase - 15%; Construction Phase - 25%
- 13.2 .3 Exhibits - Revise to The Thrasher Group, Inc. 2026 Standard Hourly Rates Schedule

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:
\$99,013.00

Schedule Adjustment:
Anticipated Design Schedule The following is the proposed design schedule for the development of the Contract Documents:
Schematic Level Submission to GSD March 2026
95% Construction Documents to GSD and the WV State Fire Marshal May 2026
Final Construction Documents and Specifications to GSD June 2026



ARCHITECT *(Signature)*

BY: Amanda J Cheuvront, AIA, NCARB, Project
Manager

(Printed name, title, and license number if required)

01.14.26
Date

OWNER *(Signature)*

(Printed name and title)

Date



2026 Rate Schedule

DESCRIPTION	RATE	UNIT
Engineering Services		
Principal Engineer	\$295.00	HOUR
Senior Project Manager	\$240.00	HOUR
Project Manager II	\$210.00	HOUR
Project Manager I	\$180.00	HOUR
Assistant Project Manager	\$160.00	HOUR
Senior Project Engineer	\$190.00	HOUR
Project Engineer II	\$175.00	HOUR
Project Engineer I	\$145.00	HOUR
Staff Engineer	\$125.00	HOUR
Project Coordinator	\$135.00	HOUR
Senior Engineering Technician	\$140.00	HOUR
Engineering Technician II	\$120.00	HOUR
Engineering Technician I	\$100.00	HOUR
Senior Designer	\$175.00	HOUR
Designer II	\$155.00	HOUR
Designer I	\$135.00	HOUR
CADD Technician II	\$115.00	HOUR
CADD Technician I	\$95.00	HOUR
Senior Structural Engineer	\$240.00	HOUR
Structural Engineer II	\$220.00	HOUR
Structural Engineer I	\$200.00	HOUR
Senior Structural Designer	\$175.00	HOUR
Structural Designer	\$155.00	HOUR
Structural Technician II	\$135.00	HOUR
Structural Technician I	\$115.00	HOUR

Architectural Services		
Principal Architect	\$280.00	HOUR
Senior Architect	\$255.00	HOUR
Architect	\$210.00	HOUR
Project Architect II	\$190.00	HOUR
Project Architect I	\$170.00	HOUR
Staff Architect	\$150.00	HOUR
Senior Project Designer	\$200.00	HOUR
Design Professional III	\$130.00	HOUR
Design Professional II	\$115.00	HOUR
Design Professional I	\$100.00	HOUR
Construction Admin Specialist	\$165.00	HOUR
Architecture Technician	\$75.00	HOUR
Senior Landscape Architect	\$160.00	HOUR
Landscape Architect	\$140.00	HOUR
Landscape Designer II	\$125.00	HOUR
Landscape Designer I	\$110.00	HOUR

DESCRIPTION	RATE	UNIT
Environmental Services		
Senior Environmental Project Manager	\$220.00	HOUR
Licensed Remediation Specialist	\$220.00	HOUR
Environmental Project Manager III	\$195.00	HOUR
Environmental Project Manager II	\$170.00	HOUR
Environmental Project Manager I	\$150.00	HOUR
Environmental Scientist II	\$130.00	HOUR
Environmental Scientist I	\$115.00	HOUR
Environmental Technician II	\$95.00	HOUR
Environmental Technician I	\$80.00	HOUR
Professional Geologist	\$210.00	HOUR
Staff Geologist II	\$135.00	HOUR
Staff Geologist I	\$115.00	HOUR
Asbestos Manager	\$160.00	HOUR

Survey Services		
Principal Survey Manager	\$280.00	HOUR
Senior Survey Manager	\$185.00	HOUR
Survey Project Manager	\$150.00	HOUR
Assistant Survey Project Manager	\$130.00	HOUR
Survey Coordinator	\$115.00	HOUR
Senior 1-Person Crew	\$130.00	HOUR
1-Person Survey Crew	\$105.00	HOUR
2-Person Survey Crew	\$160.00	HOUR
Senior Mapping Project Manager	\$250.00	HOUR
Mapping Project Manager	\$170.00	HOUR
Assistant Mapping Project Manager	\$135.00	HOUR
Stereo Compiler II	\$115.00	HOUR
Stereo Compiler I	\$95.00	HOUR
GIS Specialist	\$140.00	HOUR
GIS Analyst	\$125.00	HOUR
GIS Technician II	\$110.00	HOUR
GIS Technician I	\$95.00	HOUR

Construction Services		
Senior Construction Manager	\$195.00	HOUR
Construction Manager	\$135.00	HOUR
Senior Project Representative	\$110.00	HOUR
Project Representative II	\$100.00	HOUR
Project Representative I	\$90.00	HOUR
Material Testing Tech	\$85.00	HOUR
Senior Laboratory Manager	\$155.00	HOUR
Laboratory Manager	\$140.00	HOUR
Laboratory Supervisor	\$100.00	HOUR
Laboratory Technician	\$80.00	HOUR
I&I Manager	\$115.00	HOUR
UII Coordinator	\$105.00	HOUR
UII Team Lead	\$95.00	HOUR
UII Technician II	\$85.00	HOUR
UII Technician I	\$75.00	HOUR
2 Person I & I Crew (Includes equipment)	\$275.00	HOUR
E&S/SWPPP Documentation	\$100.00	HOUR

DESCRIPTION	RATE	UNIT
Laboratory Testing		
Standard Proctor (ASTM D698)	\$225.00	EACH
Modified Proctor (ASTM D1557)	\$300.00	EACH
Atterberg Limits (ASTM D4318)	\$150.00	EACH
Hydrometer Analysis (ASTM D422)	\$300.00	EACH
Compression Testing (Concrete / Grout / Mortar Cubes / Co)	\$22.00	EACH
Gradation	\$120.00	EACH
Complete Soils Classification (ASTM D2487)	\$575.00	EACH
Floor Flatness Equipment	\$150.00	DAY
Asphalt/Concrete Core Drill	\$350.00	DAY

Marketing Services		
Marketing Director	\$200.00	HOUR
Marketing Manager	\$165.00	HOUR
Marketing Specialist	\$100.00	HOUR
Marketing Assistant	\$80.00	HOUR

Administrative		
Administrative	\$70.00	HOUR
Accounting	\$100.00	HOUR
Intern	\$70.00	HOUR

Reproduction of Drawings		
Printed Copies (11" x 17")	\$0.50	SHEET
Printed Copies (22" x 34")	\$1.10	SHEET
<i>* Reproduction in excess of the normal project requirement of three (3) sets of final construction drawings</i>		

Equipment		
Robot-GPS	\$125.00	DAY
ATV/UTV (FourWheeler)	\$50.00	DAY
Drone	\$80.00	DAY

Miscellaneous Notes

- 1) Overtime rate of 1.5x applies after 40 hours and weekends, Overtime rate of 2.0x on Holidays.
- 2) Fees will be billed per schedule above for time the work is performed. Out of pocket expenses will be reimbursed at cost, necessary mileage will be reimbursed at the federal rate in effect at the time the work is performed plus 15% and per diem will be reimbursed at the federal rate in effect at the time work is performed.
- 3) Expert Witness Testimony required by Client will be billed at an hourly rate plus 20% for the Classification required.
- 4) Engineering Subconsultants (ie, Geotechnical, Land & Right of Way Acquisition, Specialized Inspection Services, Environmental, Historical & Cultural Surveys, Timber Appraisals, etc.) will be billed on a cost plus 15% basis.
- 5) Projects bid as lump sum, or not to exceed, are based on a scope of work provided by respective project managers for the Client and agreed upon by both Parties. Rates may differ from the rate schedule provided, due to specific details outlined in the project scope. All out of scope work will be invoiced based on the rate schedule provided.
- 6) Rates are subject to periodic revision.

Approved
Tyle



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

Eric Householder
Cabinet Secretary

Robert K. Kilpatrick
Director

MEMORANDUM

To: Tara Lyle, Buyer Supervisor, State Purchasing Division

From: Jamie Jones, Procurement Administrator, General Services Division

Date: February 12, 2026

Ref: Change Order #1 – CCT GSD240000010 – Building 29 (Hangar) Renovations

Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#1) to the subject contract with The Thrasher Group (the “Engineer”) for Building 29 Renovation Project. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$99,013.00, to proceed from Assessment Phase services to Schematic, Design Development, Bid Document and Construction Administration services.

Original Contract Award Amount =	\$ 12,000.00
Change Order #1 Increase =	\$ 99,013.00
New Contract Amount =	\$111,013.00

Please make this increase effective as of February 12, 2026.

If you have any questions or need additional information, please contact me via email at James.R.Jones@wv.gov or by phone at (304) 352-5517.



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
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.

CCT 0211 GSD240000010 Bldg. 29 (Hangar) Renovations CO 1

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



Agency Head


Cabinet Secretary/Department Head

2/18/26

Date
2/19/26

Date

~~_____
Governor's Office Representative~~

~~_____
Date~~

Total Cost:

Original: \$12,000.00, Increase: \$99,013.00, New Total: \$111,013.00

Award Document Number:

CCT 0211 GSD240000010, Change Order #1

Description of Action/Purpose of Procurement

Request permission to proceed with Change Order No.1, in the amount of \$99,013.00 (which will increase the original contract to over \$100k total), to our contract with The Thrasher Group Inc. for design of renovations to the State Hangar facility, to proceed from assessment phase into Schematic Design, Design Development, Bid Document Development, and Construction Phase services.

The initial assessment phase indicated a need to replace the failing roof (metal panels with insulation); to replace the existing, dated fire alarm system and install a new sprinkler system; to make repairs to the exterior stem wall system, replace the exterior door and frame, and replace the failing porch canopy; to pave and improve drainage on the parking lot; and to abate the asbestos-containing roof coating on the building.

Anticipate construction/bidding documents in June of 2026. The estimated construction budget is approximately \$1M, so the design fee is considered reasonable at approximately 10%.

It is typical for the Agency to originate contracts with designers for assessment phase only, then to negotiate for the cost of design services, to be added by subsequent change orders of this nature, once a scope of repair is defined.

Funding: Appropriated General Revenue (capital outlay)



Scheduled SAM Maintenance

Feb 25, 2026

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Business Organization Detail

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THE THRASHER GROUP, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/2/1983		6/2/1983	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock 25000.0000
Charter County	Harrison	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.050000
Authorized Shares	500000	Young Entrepreneur	Not Specified

Addresses

Type	Address
Notice of Process Address	CLAYTON C WHITE PO BOX 940 BRIDGEPORT, WV, 26330
Principal Office Address	600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330 USA
Principal Office Mailing Address	PO BOX 940 BRIDGEPORT, WV, 26330 USA
Type	Address

Officers

Type	Name/Address
Director	HENRY W THRASHER 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Director	CHAD M RILEY 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Incorporator	HENRY A. THRASHER 203 HICKMAN STREET CLARKSBURG, WV, 26301 USA
President	HENRY WOOD THRASHER 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Secretary	CLAYTON C. WHITE 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Treasurer	CLAYTON C. WHITE 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Vice-President	CHAD M. RILEY 600 WHITE OAKS BLVD BRIDGEPORT, WV, 26330
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date

BLUE MOUNTAIN AERIAL MAPPING	TRADENAME	4/1/2019	
BLUE MOUNTAIN ENGINEERING	TRADENAME	4/1/2019	
BLUE MOUNTAIN SURVEYING	TRADENAME	4/1/2019	
BLUE MOUNTAIN, INC.	TRADENAME	8/31/2018	
PENTREE, INC.	TRADENAME	7/25/2014	
DBA Name	Description	Effective Date	Termination Date

Name Changes

Date	Old Name
3/26/2013	THRASHER GROUP, INC.
3/18/2013	THRASHER ENGINEERING, INC.
Date	Old Name

Mergers

Merger Date	Merged	Merged State	Survived	Survived State
12/27/2012	BERKELEY ASSOCIATES, INC.	WV	THRASHER ENGINEERING, INC.	WV
12/27/2012	GUSTAFSON & ASSOCIATES, INC.	WV	THRASHER ENGINEERING, INC.	WV
12/27/2012	THRASHER ENVIRONMENTAL, INC.	WV	THRASHER ENGINEERING, INC.	WV
3/5/2013	GEOMETRICS GPS, INC.	WV	THRASHER ENGINEERING, INC.	WV
5/14/2014	RESOURCE ENGINEERING GROUP, INC.	WV	THE THRASHER GROUP, INC.	WV
7/25/2014	PENTREE, INC.	WV	THE THRASHER GROUP, INC.	WV
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
10/29/2018	STOCK CHANGES, SEE IMAGES
12/21/2017	CHANGED CAPITAL STOCK
7/25/2014	MERGER: MERGING PENTREE, INC., A QUALIFIED WV CORP WITH AND INTO THE THRASHER GROUP, INC., A QUALIFIED W. CORPORATION, THE SURVIVOR

5/14/2014	MERGER: MERGING RESOURCE ENGINEERING GROUP, INC., A QUALIFIED WV CORPORATION WITH AND INTO THE THRASHER GROUP, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR
3/26/2013	NAME CHANGE: FROM THRASHER GROUP, INC.
3/18/2013	NAME CHANGE: FROM THRASHER ENGINEERING, INC.
3/5/2013	MERGER: MERGING GEOMETRICS GPS, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR
12/27/2012	MERGER: MERGING BERKELEY ASSOCIATES, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR. THE EFFECTIVE DATE OF MERGER IS 1/1/2013
12/27/2012	MERGER: MERGING THRASHER ENVIRONMENTAL, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR. THE EFFECTIVE DATE OF MERGER IS 1/1/2013.
12/27/2012	MERGER: MERGING GUSTAFSON & ASSOCIATES, INC., A QUALIFIED WV CORPORATION WITH AND INTO THRASHER ENGINEERING, INC., A QUALIFIED WV CORPORATION, THE SURVIVOR. THE EFFECTIVE DATE OF MERGER IS 1/1/2013
8/6/1999	INCREASE IN AUTH. CAP. STK FROM \$10,000 WITH 100 SHARES AT \$100.00 PAR TO \$25,000 WITH 25,000 SHARES AT \$1.00 PAR VALUE.
11/3/1983	CHANGE OF NAME: FROM H & T ENGINEERING CO.
Date	Amendment

Annual Reports

Filed For

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

Wednesday, February 25, 2026 — 1:45 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: _____ Solicitation No. ^{CCT} <u>GSD 24*10</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. <u>GSD 24000000 10</u> PF No.: 1384606
--	---

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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

Jessica Riley