



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

State of West Virginia
Purchase Order

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

Order Date: 02-27-2026

Order Number:	CPO 0211 4001 GSD2500000019 3	Change Order No:	2	Procurement Folder:	1641801
Document Name:	Building 1 House Chambers HVAC Upgrades			Reason for Modification: Change Order No. 2 - To increase contract per attached documentation.	
Document Description:	Building 1 House Chambers HVAC Upgrades				
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-08-04
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-03-02

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000189985			Requestor Name:	Patrick S O'Neill
DSO MECHANICAL LLC				Requestor Phone:	304-352-5492
515 THIRD AVE				Requestor Email:	patrick.s.oneill@wv.gov
SO CHARLESTON WV 25303				<h1>2026</h1> <p>FILE LOCATION _____</p>	
US					
Vendor Contact Phone:	3047448479	Extension:	101		
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	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

CR 3-4-26
 Purchasing Division's File Copy

Total Order Amount:	\$1,061,648.88
---------------------	----------------

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara Lyle 3/4/2026*
 ELECTRONIC SIGNATURE ON FILE

ATTN: *[Signature]*
 DATE: *3/5/2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature] 3-5-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 2 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 per the attached documentation.

Effective Date of Increase: 1/22/2026

Original Contract Price: \$1,029,500.00
Change Order 2 (Increase): \$ 32,148.88
New Contract Total: \$1,061,648.88

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	1029500.00
Service From	Service To	Manufacturer	Model No		
2025-08-04	2026-03-02				

Commodity Line Description: Building 1 House Chambers HVAC Upgrades

Extended Description:

Building 1 House Chambers HVAC Upgrades

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151201	0.00000		0.000000	32148.88
Service From	Service To	Manufacturer	Model No		
2025-08-04	2026-03-02				

Commodity Line Description: Change Order 2

Extended Description:

Building 1 House Chambers HVAC Upgrades

AIA Document G701[®] – 2017

Change Order

PROJECT: (Name and address) GSD241C WV State Capitol Complex	CONTRACT INFORMATION: Contract For: Building #1 House Chambers HVAC Upgrades Date: 06-16-2025	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: 01-08-2026
OWNER: (Name and address) WV General Services Division 103 Michigan Avenue, Charleston, WV 25305	ARCHITECT: (Name and address) ZDS Design/Consulting Services (ZDS is the Engineer of Record for this project. In all locations of this and the attached forms, delete "Architect" and add "Engineer") 135 Corporate Center Drive, Suite 532 Scott Depot, WV 25560	CONTRACTOR: (Name and address) DSO Mechanical LLC 515 Third Ave South Charleston, WV 25303

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

1. Exploratory work between floors for gas line and conduit routing. This includes the NDI inspection of the floor slabs and cutting and patching of the first-floor ceiling.
2. Extra labor and materials to demo the existing return air fan equipment pad. Remove the existing pad to a level 4 inches below the top of the finished floor. Install rebar and concrete to patch the hole and finish smooth with the existing finished floor.
3. Demolish ductwork in the return fan room that was abandoned during a previous project.
4. Grout around gas line and conduit penetrations through the first floor in the electrical shaft.
5. Replace the steam valve and actuator on the House chamber air handling unit.

The original Contract Sum was	\$ 1,029,500.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 1,029,500.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 32,148.88
The new Contract Sum including this Change Order will be	\$ 1,061,648.88

The Contract Time will be unchanged by Zero (0) days.
 The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

 ARCHITECT (Signature)	 CONTRACTOR (Signature)	 OWNER (Signature)
BY: Todd A. Zachwieja, Principal, CEO (Printed name, title, and license number if required)	BY: Mike Laughlin, Project Manager (Printed name and title)	BY: Patrick O'Neill, Construction Project Manager (Printed name and title)
1/21/2026 Date	01/21/26 Date	1/22/26 Date

DSO Mechanical LLC

515 3rd Avenue • South Charleston, WV 25303
Phone: 304-744-8479 • Fax: 304-744-8491 • Lic# WV050370
mclaughlin@dsomech.com

01/07/2026

To: General Services Division – State of West Virginia
Re: Building One House Chambers HVAC Upgrades – Response to CCD #1
Attn: Patrick O’Neill

DSO Mechanical is pleased to provide you with the following response to CCD #1. Below are itemized breakdowns of the work performed. (All applicable taxes are added to materials below)

Item #1: Exploratory work between floors for gas line and conduit routing. This includes the NDI inspection of the floor slabs and cutting and patching of the first-floor ceiling. Additional labor occurred due to alternate locations of floor penetrations during the exploration of unknown conduits location interior of the floor slabs, slab thickness, and slab layout (1st floor to 2nd floor consisted of two slabs with a void in between). These alternate locations required additional cores to be made through slab.

Labor (Supervision/Coordination/Exploratory Core Drilling):
80 Hours X \$74.64 = \$5,971.20

Subcontractors:

Wiseman Construction (access door): \$1,493.89

New River Engineers (NDI Inspection): \$4,700

Subtotal:

Labor: \$5,971.20 X 15% OH&P = \$6,866.88

Subcontractors: \$6,193.89 X 10% OH&P = \$6,813.28

Total: \$13,680.16

Item #2: Extra labor and materials to demo the existing return air fan equipment pad. Remove the existing pad to a level 4 inches below the top of the finished floor. Install rebar and concrete to patch the hole and finish smooth with the existing finished floor.

Materials:

Lowes (framing lumber, rebar, concrete) : \$493.18

White Cap (concrete) : \$615.67

Mixer, Jackhammer, Misc. Shop Materials: \$452.00

Rental - Dump Trailer (50% of attached invoice due to time onsite for this scope): \$538.22

Concrete Disposal Fee: \$187.02

DSO Mechanical LLC

515 3rd Avenue • South Charleston, WV 25303
Phone: 304-744-8479 • Fax: 304-744-8491 • Lic# WV050370
mclaughlin@dsomech.com

Labor:

90 Hours X \$74.64 = \$6,717.60

Subtotal:

Materials & Labor: \$9,003.69 X 15% OH&P = \$10,354.24

Total: \$10,354.24

Item #3: Demolish ductwork in the return fan room that was abandoned during a previous project.

Labor:

12 Hours X \$74.64 = \$895.68

Subtotal:

Labor: \$895.68 X 15% OH&P = \$1,030.03

Total: \$1,030.03

Item #4: Grout around gas line and conduit penetrations through the first floor in the electrical shaft.

Materials:

Grout and Misc. Steel: \$342.00

Labor:

10 Hours X \$74.64 = \$746.40

Subtotal:

Labor and Materials: \$1,088.40 X 15% OH&P = \$1,251.66

Total: \$1,251.66

Item #5: Replace the steam valve and actuator on the House Chamber air handling unit.

Materials:

HVAC Industrial: \$2,274.75

Hajoca (pipe and fittings): \$172.97

Labor:

15 Hours X \$74.64 = \$1,119.60

INCREASE PENALTY RIDER

BOND NO. ES00016633

To be attached and form a part of Bond No. ES00016633 dated the 2nd Day of June, 2025, executed by Everest Reinsurance Company as surety, on behalf of DSO Mechanical, LLC as current principal of record, and in favor of State of West Virginia, Department of Administration, General Services Division, as Obligee for Solicitation Number CRFQ 0211GSD2500000027 Building 1 House Chambers HVAC Upgrades, and in the amount of One Million Twenty Nine Thousand Five Hundred Dollars and 00/100 (\$1,029,500.00).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Everest Reinsurance Company hereby consents that effective from the 21st day of January 2026 said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

FROM: One Million Twenty Nine Thousand Five Hundred Dollars and 00/100 (\$1,029,500.00)

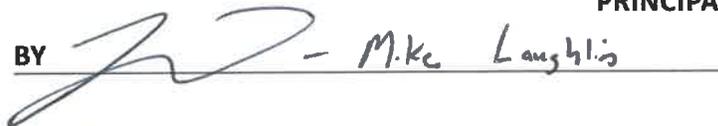
TO: One Million Sixty One Thousand Six Hundred Forty Eight Dollars and 88/100 (\$1,061,648.88)

The INCREASE of said bond penalty shall be effective as of the 21st day of January 2026, and does hereby agree that the continuity of protection under said bond subject to changes in penalty shall not be impaired hereby, provided that the aggregate liability of the above mentioned bond shall not exceed the amount of liability assumed by it at the time the act and/or acts of default were committed and in no event shall such liability be cumulative.

Signed, sealed and dated this 22nd Day of January, 2026

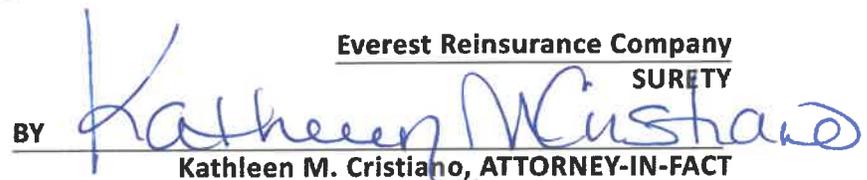
DSO Mechanical, LLC
PRINCIPAL

BY

 - Mike Laughlin

Everest Reinsurance Company
SURETY

BY

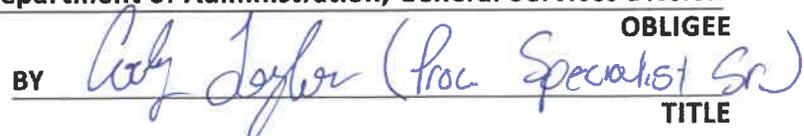

Kathleen M. Cristiano, ATTORNEY-IN-FACT

THE ABOVE BOND IS HEREBY AGREED TO AND ACCEPTED BY:

State of West Virginia, Department of Administration, General Services Division

OBLIGEE

BY

 (Proc Specialist Sr)
TITLE

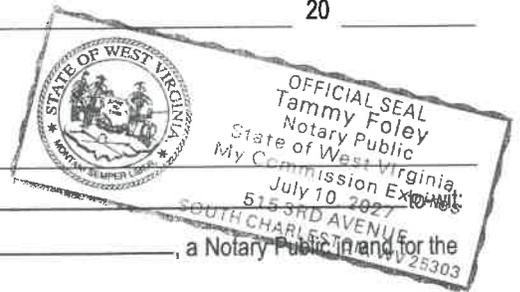
ACKNOWLEDGMENTS

Acknowledgment by Principal if individual or Partnership

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

Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Kenosha
11. I, Tammy Foley, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Mike Laughlin
13. who as, Member signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 22nd day of January 20 26
16. Notary Seal _____
17: Tammy Foley
(Notary Public)
18. My commission expires on the 10th day of July 20 27



Acknowledgment by Surety

19. STATE OF NEW JERSEY
20. County of MONMOUTH to-wit: _____
21. I, ADRIANNE SCALERA, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that KATHLEEN M. CRISTIANO
23. who as, ATTORNEY-IN-FACT signed the foregoing writing for
24. EVEREST REINSURANCE COMPANY a corporation,
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this 22ND day of JANUARY 20 26
26. Notary Seal _____
27: Adrienne Scalera
(Notary Public)
28. My commission expires on the 3RD day of FEBRUARY 20 26

Sufficiency in Form and Manner of Execution Approved

This 5th day of March 20 26

ADRIANNE SCALERA
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 02/03/2026
By: _____

Attorney General

John S. Gray
(Deputy Attorney General)



**POWER OF ATTORNEY
EVEREST REINSURANCE COMPANY**

KNOW ALL PERSONS BY THESE PRESENTS: That Everest Reinsurance Company, a corporation of the State of Delaware ("Company") having its principal office located at 100 Everest Way, Warren, New Jersey, 07059, do hereby nominate, constitute, and appoint:

Kathleen M. Cristiano, Adrienne Scalera, Joseph Dobkowski Jr., John Dougherty Hunter

its true and lawful Attorney(s)-in-fact to make, execute, attest, seal and deliver for and on its behalf, as surety, and as its act and deed, where required, any and all bonds and undertakings in the nature thereof, for the penal sum of no one of which is in any event to exceed UNLIMITED, reserving for itself the full power of substitution and revocation.

Such bonds and undertakings, when duly executed by the aforesaid Attorney(s)-in-fact shall be binding upon the Company as fully and to the same extent as if such bonds and undertakings were signed by the President and Secretary of the Company and sealed with its corporate seal.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Board of Directors of Company ("Board") on April 21, 2016:

RESOLVED, that the President, any Executive Vice President, and any Senior Vice President are hereby appointed by the Board as authorized to make, execute, seal and deliver for and on behalf of the Company, any and all bonds, undertakings, contracts or obligations in surety or co-surety with others and that the Secretary or any Assistant Secretary of the Company be and that each of them hereby is authorized to attest to the execution of any such bonds, undertakings, contracts or obligations in surety or co-surety and attach thereto the corporate seal of the Company.

RESOLVED, FURTHER, that the President, any Executive Vice President, and any Senior Vice President are hereby authorized to execute powers of attorney qualifying the attorney named in the given power of attorney to execute, on behalf of the Company, bonds and undertakings in surety or co-surety with others, and that the Secretary or any Assistant Secretary of the Company be, and that each of them is hereby authorized to attest the execution of any such power of attorney, and to attach thereto the corporate seal of the Company.

RESOLVED, FURTHER, that the signature of such officers named in the preceding resolutions and the corporate seal of the Company may be affixed to such powers of attorney or to any certificate relating thereto by facsimile, and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be thereafter valid and binding upon the Company with respect to any bond, undertaking, contract or obligation in surety or co-surety with others to which it is attached.

IN WITNESS WHEREOF, Everest Reinsurance Company has caused their corporate seals to be affixed hereto, and these presents to be signed by their duly authorized officers this 15th day of February 2023.



Everest Reinsurance Company

By: Anthony Romano, Senior Vice President

On this 15th day of February 2023, before me personally came Anthony Romano, known to me, who, being duly sworn, did execute the above instrument; that he knows the seal of said Company; that the seal affixed to the aforesaid instrument is such corporate seal and was affixed thereto; and that he executed said instrument by like order.

LINDA ROBINS
Notary Public, State of New York
No 01R06239736
Qualified in Queens County
Term Expires April 25, 2027

Linda Robins, Notary Public

I, Nicole Chase, Assistant Secretary of Everest Reinsurance Company do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporation as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATION, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company, this 22nd day of January 2023



By: Nicole Chase, Assistant Secretary

LIMITED LIABILITY COMPANY ACKNOWLEDGEMENT

STATE OF WV

COUNTY OF Kanawha

On this 22nd day of January 2026 before me personally came

Mike Laughlin to me known to be the individual who

executed the foregoing instrument, and who, being duly sworn by me, did depose

and say that he/she is (are) Member of
(Member/Manager)

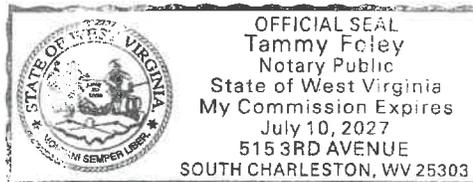
DSO Mechanical LLC a

Limited Liability Company, and that he/she has authority to sign the same and acknowledge

that he/she executed the same as the act and deed of said Limited Liability Company.


(SIGNATURE)


(NOTARY)



CORPORATE ACKNOWLEDGMENT

State of **NEW JERSEY**
County of **MONMOUTH**

On this 22nd day of January, 2026 before me personally came KATHLEEN M. CRISTIANO, to me known, who, being by me duly sworn, did depose and say that he/she resides in WESTFIELD, NEW JERSEY that he/she is the ATTORNEY-IN-FACT of the Everest Reinsurance Company the corporation described in and which executed the above instrument; that he/she knows that seal of said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said corporation, and that he/she signed his/her name thereto by like order.

(SEAL)

Adrienne Scalera

ADRIANNE SCALERA
NOTARY PUBLIC OF NEW JERSEY
My Commission Expires 02/03/2026

**EVEREST REINSURANCE COMPANY
STATEMENTS OF FINANCIAL CONDITION**

	December 31,	
	2024	2023
	Unaudited	Audited
ASSETS		
Bonds	\$ 16,820,059,808	\$ 15,480,681,617
Stocks	1,066,017,232	977,899,975
Short-term investments	4,961,894	304,102,787
Other invested assets	2,043,950,055	2,104,105,489
Cash and cash equivalents	2,836,082,929	963,116,519
Accounts receivable-premium balances	3,328,901,349	3,149,313,000
Reinsurance recoverable	1,378,665,187	1,109,380,891
Other assets	3,273,812,370	2,187,268,116
Total Assets	\$ 30,752,450,824	\$ 26,275,868,394
LIABILITIES		
Loss and loss adjustment expense reserve	\$ 15,953,433,963	\$ 12,654,219,077
Unearned premium reserve	3,622,757,537	3,406,155,545
Ceded reinsurance premium payable (net of ceding commission)	791,112,845	703,075,577
Reserve for commissions, taxes and other liabilities	2,259,426,919	2,549,054,546
Total Liabilities	\$ 22,626,731,264	\$ 19,312,504,745
SURPLUS AND OTHER FUNDS		
Common capital stock	\$ 10,000,000	\$ 10,000,000
Contributed Surplus	5,236,066,404	4,100,821,734
Unassigned surplus	2,879,653,156	2,852,541,914
Total capital and surplus	\$ 8,125,719,560	\$ 6,963,363,649
Total Liabilities and Surplus	\$ 30,752,450,824	\$ 26,275,868,394

Bonds and stocks are valued on a basis promulgated by the National Association of Insurance Commissioners

Margaret Horn

3/19/2025

Signed by Margaret Horn, Vice President

Date

DSO Mechanical LLC

515 3rd Avenue • South Charleston, WV 25303
Phone: 304-744-8479 • Fax: 304-744-8491 • Lic# WV050370
miaughlin@dsomech.com

Subcontractor:

Trane: \$1,000

Subtotal:

Labor and Materials: \$3,567.32 X 15% OH&P = \$4,102.42

Subcontractor: \$1,000 X 10% OH&P = \$1,100

Total: \$5,202.42

Totals:

Item One: \$13,680.16

Item Two: \$10,354.24

Item Three: \$1,030.03

Item Four: \$1,251.66

Item Five: \$5,202.42

Subtotal: \$31,518.51

B&O Tax (2%): \$630.37

Total Price Change Request: \$32,148.88

Please do not hesitate to call with any questions or concerns.

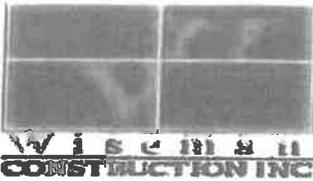
Sincerely,

Mike Laughlin

Mike Laughlin

Project Manager

ITEM 1



1157 Harmons Branch Road
 Winfield, WV 25213
 304-344-1200 p 304-344-1281 f
 TO:
 DSO Mechanical
 515 3rd Avenue
 South Charleston, WV 25303

INVOICE #90925-1

Date: 09/26/2025 Contract No.
 Job Number: 90925 Order Taken By: Andy Wiseman
 Access Panel at the State Capitol

EXTRA RENTALS DUE TO DELAYS	AMOUNT	CONTRACT WORK		
		Contract		\$ -
		form and set wingwalls no excavation or any site work included		
		Amount previously billed		\$ -
		Amount now due		\$ -
		OTHER CHARGES		
		Overhead, Small Tools, Safety		\$248.98
		TOTAL OTHER CHARGES		\$248.98
		CRAFT	HOURS	LABOR RATE
		Supervisor	7	85.59
		Laborer Foreman		64.09
		Laborer		62.73
		Cement Mason		74.75
		Ironworker Foreman		83.50
		Ironworker		79.43
		Operator		91.94
		Carpenter	8	80.95
		EQUIPMENT	DAYS/HRS/MO/MT	RATE
		Mobilization		4000.00
		Mini Excavator		500.00
		Supervisor Truck		100.00
		Dewalt Grinder		111.00
		Demobilization		4000.00
		TOTAL MATERIAL		\$0.00
				3000.00
		TOTAL MATERIAL		\$0.00
		TOTAL LABOR		\$1,244.91
		TOTAL EQUIPMENT		\$0.00
		TOTAL OTHER & CONTRACT		\$248.98
		TOTAL DUE		\$1,493.89

Prepared By:

Nikki Sydnor

nwiseman@wisemancor.com

ITEM 1

New River Engineers, Inc.

501 Eagle Mountain Road
Charleston, WV 25311

INVOICE

BILL TO:
DSO Mechanical
515 3rd Ave.
South Charleston, WV 25303
Attn: Mike Laughlin

INVOICE NUMBER: 08-25-122
INVOICE DATE: 9/12/2025
PURCHASE ORDER NO.:

REMIT TO:
New River Engineers, Inc.
501 Eagle Mountain Road
Charleston, WV 25311

TERMS: Net 30
DUE DATE: 10/12/2025
BILLING PERIOD: 08/01/25-08/31/25

PROJECT NO.	SERVICE DESCRIPTION	HOURS/RATE	TOTAL DUE
366-01	WV Capitol GPR Scanner 2 days @ 2350/day		\$ 4,700.00
			\$4,700.00

Questions concerning this invoice?
Call: (304) 342-7168

MAKE CHECKS PAYABLE TO:
New River Engineers, Inc.

\$4,700.00
PAY
THIS AMOUNT

THANK YOU FOR YOUR BUSINESS!

Item 2



Your Lowe's Receipt

Thanks for shopping at Lowe's. Use this just like you would a paper receipt for proof of purchase, record keeping, returns and more.

Transaction # : 309296701
Order # : 200616294251261178
Order Date : 10/22/2025, 07:02:28 EST
Type of Sale : Sale

Item	Price
110180 80 -lb High strength Concrete mix	\$ 223.02
Item #: 10385	
42 @ \$ 5.31 Total Discount : -\$ 11.34	
Fulfillment Type Carry With	
284648 1/2-in x 10-ft Steel #4 Rebar	\$ 49.44
Item #: 12166	
8 @ \$ 6.18	
Fulfillment Type Carry With	
PALOUT Pallet Pound(s)	\$ 21.00
Item #: 99898	
1 @ \$ 21.00	
Fulfillment Type Carry With	
HC4C2011 Bulldog Tough 4-Cutter 3-1/16-in x 6-in Alloy steel Masonry Drill Bit For SDS-plus drill	\$ 8.48
Item #: 1120222	
1 @ \$ 8.48	
Fulfillment Type Carry With	

S204SSC.1.96 2-in x 4-in x 96-in Kiln-dried Stud
Whitewood #2 Prime Stud \$ 19.25

Item #: 6005

5 @ \$ 3.85

Fulfillment Type Carry With

27172 2-in x 4-in x 10-ft #2 PREM Euro Spruce Kiln-
Dried Lumber \$ 9.30

Item #: 27172

2 @ \$ 4.65

Fulfillment Type Carry With

349 1-1/4-in x 14-ft Ratchet Strap with S-Hook 3000-
lb Break Strength 4 -Pack \$ 54.98

Item #: 148718

1 @ \$ 54.98

Fulfillment Type Carry With

HC8C2102 Bulldog Xtreme8 8-Cutter 5/8-in x 8-in
Carbide Masonry Drill Bit For SDS-plus drill \$ 19.98

Item #: 5690998

1 @ \$ 19.98

Fulfillment Type Carry With

737624 3.5-ft x 7-ft Steel Wire Mesh Sheet \$ 79.92

Item #: 353630

4 @ \$ 19.98

Fulfillment Type Carry With

Invoice 83572

Subtotal	\$ 485.37
Total Discount	-\$ 24.45
Total Tax	\$ 32.26
Total	\$ 493.18

Total # of items purchased: 9

Excludes fees, services and special order items

Payment: MLPRC ending in 1306	\$ 493.18
Order Date	10/22/2025, 07:02:28 EST
Store #	0616
Terminal #	7
Customer PO #	building 1
Sales ID #	5287889

Thank you for shopping at Lowe's.
To see our return policy, visit [Lowe's.com/returns](https://www.lowes.com/returns)

ITEM 2

WHITE CAP ON ACCOUNT



592 - WC Charleston WV (RT)
1129 Main St
Charleston, WV, 25302
(304) 345-4747

QUOTE

70006718

THIS IS A QUOTE ONLY DO NOT SHIP OR
TENDER FUNDS

Sold To: 10000527896
DSO MECHANICAL LLC
PO BOX 8482
SOUTH CHARLESTON, WV, 25303

Ship To: DSO MECHANICAL LLC 5129509,10004095445
515 3RD AVENUE
SOUTH CHARLESTON, WV, 25303
Job Site Contact: MIKE LAUGHLIN
Job Site Phone: 304-380-6197
Map #:

10:23 AM

Ordered By: MIKE LAUGHLIN

Contact Phone: 304-3806197

Quote Number		Quote Date	Valid Until	Request Date		Sales Person	
70006718		12/10/2025	01/07/2026			Chapman, J	
Terms		Shipping Method	Quote Name	Customer PO		Created By	
N30D		2. Our Truck				Lynch, W	
SEQ	Part#	Description	Ord Quantity	U/M	Price	Amount	
	H/M			Unit WT	COO		
10	433CM804K	80LB 4000PSI HIGH STRENGTH CONCRETE MIX QUIKRETE 1101-80	60	BAG	\$9.59		\$575.40
				80 LBS			

Shipped amount		\$575.40
Order charges		\$0.00
Tax amount		\$40.27
Lumber Tax rate/amount	1.00%	\$0.00
Quote total		\$615.67



**CUSTOMER COPY
ORIGINAL INVOICE**



Res/Quote Number: 57388812
PAYMENT TERMS ARE DUE UPON RECEIPT
LATE CHARGES MAY APPLY
 Customer is responsible for **FUEL, FLATS,**
DAMAGE and CLEANUP FEES.

11/04/25

Invoice Number: 35897937-001

AMOUNT DUE: \$ 1076.43

AMOUNT ENCLOSED: \$

DSO MECHANICAL LLC
 PO BOX 8482
 CHARLESTON, WV 25303-0482

CUSTOMER NUMBER: 2899828

MAIL PAYMENT TO:
 HERC RENTALS INC.
 PO BOX 938257
 ATLANTA, GA 31193

To insure accurate and timely posting, detach and send top portion with your payment

RENTED FROM:
 HERC RENTALS (126)
 2000 WISFIELD DRIVE
 ST. ALBANS, WV 25177
 Ph: 304-744-7368
 Fax: 304-744-7012

SHIPPING ADDRESS:
 WV STATE BLD 22
 1900 KANAWHA BLVD E
 CHARLESTON, WV 25305

RENTAL DAYS: 30
 INVOICE FROM DATE: 10/16/25 10:01
 INVOICE THRU DATE: 11/04/25 16:12

POI : BUILDING 1
 JOB NUMBER : 1 - WV STATE BLD 22
 RENTAL START DATE: 10/16/25 10:00
 DELIVERED BY: CUSTOMER
 ORDERED BY: CHRIS KELLOGG
 SIGNED BY: WET SIGNATURE
 SALES REP: JACOB SCHOONOVER
 CLOSED BY: BOBBY ROGERS

	Original	Adjustments	Total
RENTAL CHARGES	840.00		840.00
OTHER CHARGES	49.50		49.50
RENTAL PROTECTION	126.00		126.00
TAXABLE CHARGES	1015.50		1015.50
TAX	60.93		60.93
TOTAL CHARGES	1076.43		1076.43
NET DUE			1076.43

QTY	EQUIPMENT #	HRS/	MIN	HOOR	DAY	WEEK	4 WEEK	AMOUNT
1	TRAILER DUMP TANDEM AXLE 800199897 Make: FELLING Model: FT-10DT-GAS-G Ser #: 5FTCD1026J1003432 LICENSE: TN 749150T 6102230	4/	175.00		175.00	486.50	840.00	840.00
	EMISSIONS & ENV SURCHARGE							21.00
	VEHICLE LICENSING FEE							28.50
	RENTAL PROTECTION PLAN							126.00
1	COMBINATION HITCH PINTLE & 2 BALL 9134004	8/						N/C

Customer Number: 2899828 Res/Quote Number: 57388812 Invoice Number: 35897937-001 Invoice Date: 11/04/25

For GREAT DEALS on USED EQUIPMENT - Visit us at HercRentals.com

Operational Facilities

Item 2

Landfills

WW OPERATIONAL LANDFILLS

NO.	WASTESHED CLASS	FACILITY	PERMIT NUMBER	COUNTY	PUBLIC/PRIVATE	PHONE NO.	WEBSITE	DISPOSAL RATE BASIC	DISPOSAL RATE TOTAL *
1	A	Brooke/Valero	SWF-1013/WW0109028	Brooke	Private	304-748-0014	Brooke/Valero Landfill	\$99.46	\$49.21
2	H	Charleston	SWF-1004/WW0109070	Kanawha	Publicly Owned/Private	304-925-1182	Charleston Landfill - Waste Management	\$91.25	\$40.00
3	G	Copper Ridge	SWF-1033/WW0109068	McDowell	Publicly Owned/Private	304-436-8174	Copper Ridge Landfill	\$93.75	\$42.60
4	N	Disposal Services, Inc. (DSI)	SWF-1026/WW0109000	Putnam	Private	304-582-3262	DSI Landfill - Waste Management	\$49.41	\$35.16
5	F	Greensboro County	SWF-2088/WW0109452	Greensboro	Public	304-645-2469	Greensboro County Landfill	\$62.26	\$61.00
6	G	HAM Sanitary	SWF-2032/WW0109240	Montgomery	Private	304-753-9470	HAM Sanitary Landfill	\$95.00	\$43.75
7	E	LCS	SWF-1020/WW0109478	Barkeley	Private	304-754-9153	LCS Landfill - Waste Management	\$41.55	\$60.80
8	B	Meatbowfill	SWF-1032/WW0109193	Hamilton	Private	681-466-8668	Meatbowfill Landfill	\$98.00	\$45.35
9	G	Mercer County	SWF-7190/WW0109258	Mercer	Public	304-425-3088	Mercer County Landfill - Facebook	\$98.00	\$46.75
10	C	Northwestern	SWF-1025/WW0109410	Wood	Private	304-428-0602	Northwestern Landfill	\$95.30	\$42.05
11	F	Pocahontas County	SWF-2001/WW0109438	Pocahontas	Public - Leased Property	304-789-4199	Pocahontas County Landfill - SWA	\$84.00	\$72.75
12	G	Raleigh County	SWF-8163/WW0109118	Raleigh	Public	304-255-9335	Raleigh County Landfill - SWA	\$98.28	\$47.00
13	A	Short Creek	SWF-1034/WW0109517	Ohio	Private	304-277-2088	Republic Services	\$22.75	\$32.50
14	H	Sycamore	SWF-5808/WW0109215	Putnam	Private	304-582-3988	Republic Services	\$42.50	\$51.25
15	B	Tucker County	SWF-8285/WW0109128	Tucker	Public	304-268-4867	Tucker County Commission	\$44.55	\$53.30
16	A	Weitzel County	SWF-1021/WW0109185	Weitzel	Private	304-455-3800	Weitzel County Landfill	\$30.90	\$38.65

*Disposal Rate Total = Base Rate + Assessment Fees

Landfill Fee - \$55.16 per Ton plus 2% City Fee

3.324 Tons of Debris From Mechanical Room

Total Charge: \$187.02



Quotation

**043 HAJOCA CHARLESTON
701 W WASHINGTON ST
CHARLESTON WV 25302-1803
304-344-2556 Fax 304-343-4517**

DATE	12/10/25	QUOTE NUMBER	9037252648
QUOTED BY:		1 of 1	
043 HAJOCA CHARLESTON 701 W WASHINGTON ST CHARLESTON WV 25302-1803 304-344-2556 Fax 304-343-4517			

Printed : 10:07:46 10 DEC 2025

QUOTE TO:
DSO MECHANICAL LLC
PO BOX 8482
515 3RD AVENUE
SOUTH CHARLESTON, WV 25303-0482

SHIP TO:
DSO MECHANICAL LLC
PO BOX 8482
515 3RD AVENUE
SOUTH CHARLESTON, WV 25303-0482
304-744-8479

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
		BLG 1 C/O	House	
Pat Parziale		WC WILL CALL	2 1/2 10TH PROX NET 25TH	01/24/26 No
2ea	3465	2-3 150 FLG BOLT&NUT SET	7.950/ea	15.90
2ea	5964	2 150 SPIRALWOUND FLEX GSMT	6.590/ea	13.18
2ea	66784	2 150 CS THRD RF FLG	27.400/ea	54.80
2ea	913	2X6 XH BLK STEEL NIPPLE	13.670/ea	27.34
1ea	1992021	RW 5544AB-1 BALL VALVE IPS THRD LEAD FREE	31.820/ea	31.82
1ea	1363	1X3/4 BLK MI HEX BUSHING	2.256/ea	2.26
1ea	4072	JONES G20-003 3/4 MHTXMIIP BRASS GARDEN HOSE ADPT W/ 1/2 FIP TAP 79GH NOT FOR POTABLE WATER USE	10.580/ea	10.58
1ea	4068	JONES G20-055 3/4 FHT BRASS GARDEN HOSE CAP NOT FOR POTABLE WATER USE TAXES NOT INCLUDED	5.770/ea	5.77
Subtotal			161.65	
Bld Total			161.65	

Prices contained in this quote are the prices in effect at the time of quotation, and are subject to change at any time. We are not responsible for inaccurate quantity descriptions. Quantities should be checked against plans and specifications for accuracy. Special order material is non-cancellable. We are not responsible for delays not within our control.

ITEM 5



HVAC Industrial Controls Co.

633 Central Ave
Charleston, WV 25302

sales@hvacindustrialcontrols.com

304-345-0481

SALES ORDER

Date	Sales Order No.
12/5/2025	525-10794

Name / Address	Ship To
DSO Mechanical P.O. Box 8482 South Charleston, WV 25303 tfoley@dsomech.com	Picked Up 633 Central Ave Charleston, WV 25302 USA

Warehouse Location	P.O./Job No.	Order Date	Via	Ordered By	Contact Phone
	25502	12/3/2025		Mike Laughlin	304-380-6197

Item	Description	QTY	SHP	Price Ea.	Amount
VS011N2097/U UGVL+SVKB...	Honeywell 2" , 2-way steam valve Bellows UGVL+SVKB24-SR, universal 24v, retrofit globe valve actuator and linkage, 2 to 10 vdc control Sales Tax	1 1		1,473.42 632.51	1,473.42T 652.51T
				7.00%	148.82

Terms of Sale:

1. Net Thirty Days.
2. Minimum Billing Charge \$25.00 Per Invoice.
3. If this invoice covers equipment shipped on an Advanced Replacement basis, the defective material must be returned within Fifteen (15) days for adjustment to be made on this invoice.
4. ALL CLAIMS for shortages or errors must be made within Five (5) days of the invoice.
5. No Credit will be allowed for material returned after 30 Days of the Invoice.
6. No Credit will be allowed for material returned without our Authorization and Inspection
7. ALL items returned are subject to a minimum of 15% Restock Charge.
8. Special, Non-Stock, & Factory Built items are NOT RETURNABLE.
9. Returned items for credit against future purchases only. We will not issue a cash refund.

Total	\$2,274.75
--------------	-------------------

Signature



PROPOSED CHANGE ORDER

DATE: 12-11-2025

- **PROJECT: House Chambers DOAS**
- **NEW STEAM VALVE**

**To: DSO
ATTENTION: MIKE LAUGHLIN**

SCOPE OF WORK

This proposed change order is for the replacement of 1) Steam Valve

Control Systems and Equipment

- o Labor for wiring, configuring and checking out the new steam valve.

COMPENSATION-Trane will complete the above-described Scope of Work for the lump sum of \$1,000.00

We look forward to successfully delivering these services to you. Thank you for giving us this opportunity. If you have any questions or concerns, please call me at (423-794-6334).

Best regards,

Proposal accepted:

Authorized by: _____	Date: _____
Title: _____	PO / Contract #: _____

Terms and Conditions of the original agreement between Customer and Trane are incorporated into this Change Order.



CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV050370

CLASSIFICATION:

HVAC
PLUMBING
SPECIALTY

DSO MECHANICAL LLC
515 THIRD AVENUE
SOUTH CHARLESTON, WV 25303

DATE ISSUED

EXPIRATION DATE

JANUARY 21, 2025

JANUARY 21, 2026


Authorized Signature



Chait, West Virginia Contractor
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.



APPROVED
BY: FW DATE: 3/2/26

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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

MEMORANDUM

To: David Pauline, Senior Buyer, State Purchasing Division

From: Cody Taylor, Procurement Specialist Sr., General Services Division

Date: January 22, 2026

Ref: Change Order # 2 – CPO GSD250000019 – Building 1 House Chambers HVAC Upgrades

David:

Please accept this memorandum as our explanation and justification for our request for a Change Order #2 to our contract (CPO GSD250000019) with DSO Mechanical LLC. for Building 1 House Chambers HVAC Upgrades. The following are the Items for (CCD #1) associated with the changes requested:

Item 1 (\$13,680.16) – During demolition unknown conduit was discovered buried between layers of concrete. This item was the exploratory work, NDI inspection, and associated costs to finding the conduit line. This cost covers the inspections of the floor slabs, cores made through slabs, and cutting/patching of the first-floor ceiling. ✓

Item 2 (\$10,354.24) – Original scope was to remove the existing return fan equipment pad, once demolished, the pad reached a far greater depth than expected and required additional excavation of the floor and re-installation of concrete and rebar to make floor finish flush and smooth. ✓

Item 3 (\$1,030.03) – Agency required remove of existing ductwork and blower from previous project that was left abandoned in place. Removal of ductwork gave more space to area of current work.

Item 4 (\$1,251.66) – It was discovered during construction there were voids around areas of conduit and wiring in the first-floor electrical chase. Additional grouting was required per OSHA requirements around the gas lines and conduit penetrations through the first floor in the electrical chase because the discovered voids were greater than 2".

Item 5 (\$5,202.41) – The steam valve and actuator of an existing piece of equipment that was to be used in this project has been discovered to be faulty and needed replace for new equipment to work properly.



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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

The additional equipment and work will have a total cost of \$32,148.88.

Original Contract Price: \$1,029,500.00
Change Order 2 (Increase): \$ 32,148.88
New Contract Total: \$1,061,648.88

If you have any questions, or need additional information, please contact me via email at Cody.G.Taylor@wv.gov or by phone at (304) 352-5531.



Scheduled SAM Maintenance [Show Details](#)
Jan 20, 2026



[See All Alerts](#)

Revolutionary FAR Overhaul Impacts to SAM.gov [Show Details](#)
Aug 15, 2025



[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 (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"DSO Mechanical LLC" ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ▼
- Dates ▼

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](#)



[Feedback](#)

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

[Freedom of Information Act](#)

[Accessibility](#)

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)



WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

SAM.gov

An official website of the U.S. General Services Administration

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.

DSO MECHANICAL LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	12/6/2012		12/6/2012	Domestic	Profit			

Organization Information			
Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		Capital Stock
Charter County	Kanawha	Control Number	99Y0B
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	515 THIRD AVENUE SOUTH CHARLESTON, WV, 25303
Notice of Process Address	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
Principal Office Address	515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303 USA
Principal Office Mailing Address	515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303 USA
Type	Address

Officers	
Type	Name/Address
Manager	CAROLYN A. HOTES 515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303
Organizer	BRYAN K. PROSEK 41 SOUTH HIGH STREET, SUITE 2200 COLUMBUS, OH, 43215 USA
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	

2016
2015
2014
2013
Date filed

[File Your Current Year Annual Report Online Here](#)

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

Thursday, January 22, 2026 — 9:32 AM

© 2026 State of West Virginia



COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>3/2/2026</u>	Agency: West Virginia General Services Division
Solicitation No. <u>CPO GSD25419</u> <div style="text-align: center; margin-top: 5px;"> <u>coll 2</u> <u>increase</u> </div>	Procurement Officer Submitting Requisition: Cody Taylor
	Requisition No. CPO GSD250000019
	PF No.: 1641801

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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

For Purchasing Division Use Only:

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

Signature: _____

