



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

# State of West Virginia Purchase Order

Order Date: 02-25-2026

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

|                              |                               |  |            |                            |         |
|------------------------------|-------------------------------|--|------------|----------------------------|---------|
| <b>Order Number:</b>         | CPO 0613 9905 VNF2500000002 2 | <b>Change Order No:</b>                        | 1          | <b>Procurement Folder:</b> | 1669507 |
| <b>Document Name:</b>        | Nurse Call System Upgrades    | <b>Reason for Modification:</b>                |            |                            |         |
| <b>Document Description:</b> | Nurse Call System Upgrades    | Change Order No. 1 to issue Notice to Proceed. |            |                            |         |
| <b>Procurement Type:</b>     | Central Purchase Order        |  |            |                            |         |
| <b>Buyer Name:</b>           | David H Pauline               |  |            |                            |         |
| <b>Telephone:</b>            | 304-558-0067                  |  |            |                            |         |
| <b>Email:</b>                | david.h.pauline@wv.gov        |  |            |                            |         |
| <b>Shipping Method:</b>      | Best Way                      | <b>Effective Start Date:</b>                   | 2025-11-05 |                            |         |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid     | <b>Effective End Date:</b>                     | 2026-04-24 |                            |         |

| VENDOR                       |                         |                            |                      | DEPARTMENT CONTACT  |                            |
|------------------------------|-------------------------|----------------------------|----------------------|---|----------------------------|
| <b>Vendor Customer Code:</b> | 000000205173            |                            |                      | <b>Requestor Name:</b>  | Michael A Clevenger        |
| DANHILL CONSTRUCTION COMPANY |                         |                            |                      | <b>Requestor Phone:</b>   | 304-626-1600               |
| PO BOX 685                   |                         |                            |                      | <b>Requestor Email:</b>   | michael.a.clevenger@wv.gov |
| <b>GAULEY BRIDGE</b>         | WV                      | 250850685                  |                      | <div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="font-weight: bold; margin: 0;">FILE LOCATION _____</div> |                            |
| US                           |                         |                            |                      |   |                            |
| <b>Vendor Contact Phone:</b> | 304-632-1600            | <b>Extension:</b>          | 301                  |   |                            |
| <b>Discount Details:</b>     |                         |                            |                      |   |                            |
|                              | <b>Discount Allowed</b> | <b>Discount Percentage</b> | <b>Discount Days</b> |   |                            |
| #1                           | No                      | 0.0000                     | 0                    |   |                            |
| #2                           | Not Entered             |                            |                      |   |                            |
| #3                           | Not Entered             |                            |                      |   |                            |
| #4                           | Not Entered             |                            |                      |   |                            |

| INVOICE TO  | SHIP TO   |
|---|---|
| DIVISION OF VETERANS AFFAIRS<br>1 FREEDOMS WAY<br><br>CLARKSBURG WV 26301<br><br>US | VETERAN'S NURSING FACILITY<br>1 FREEDOMS WAY<br><br>CLARKSBURG WV 26301<br><br>US |

*CR 2-27-26*

|                            |              |
|----------------------------|--------------|
| <b>Total Order Amount:</b> | \$846,878.00 |
|----------------------------|--------------|

Purchasing Division's File Copy

|  |   |   |
|--|---|---|
| <i>JP</i>                                | <i>2/26/26</i>                              |   |
| <b>PURCHASING DIVISION AUTHORIZATION</b> | <b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> | <b>ENCUMBRANCE CERTIFICATION</b>                  |
| <b>DATE:</b> <i>Tina M. Adams</i>        | <b>DATE:</b> <i>John S. Gray</i>            | <b>DATE:</b> <i>Cody K...</i>                     |
| <b>ELECTRONIC SIGNATURE ON FILE</b>      | <b>ELECTRONIC SIGNATURE ON FILE</b>         | <b>ELECTRONIC SIGNATURE ON FILE</b> <i>3-2-26</i> |
| <i>3/2/26</i>                            |   |   |

**Extended Description:**

Change Order No. 1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Term: 11/05/2025 Through 04/24/2026.

| Line         | Commodity Code | Quantity     | Unit     | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|-------------|
| 1            | 72151600       | 0.00000      |          | 0.000000   | 846878.00   |
| Service From | Service To     | Manufacturer | Model No |            |             |

**Commodity Line Description:** Provide and Install Nursing Call System Upgrades at WVNF

**Extended Description:**

See Exhibit "A" Pricing Page

Provide and Install Nursing Call System Upgrades at WVNF



## **West Virginia Veterans Home**

512 Water Street  
Barboursville, WV 25504  
Phone: 304-736-1027  
FAX: 304-736-1093

From: Morgan Sheets, Director of Procurement, WV Department of Veterans Assistance

To: David Pauline, Senior Buyer, WV Purchasing Division

Re: Change Order No. 1 to CPO VNF 25\*02 PF1669507, Notice to Proceed

Respectfully requesting approval of Change Order No. 1, CPO VNF 25\*02 PF1669507, Notice to Proceed for Nurse Call System Upgrades. An official Notice to Proceed was not issued to the vendor due to an Agency oversight, however regular meetings were held with the vendor regarding the scope of work and project progress, attached to the PF. The unofficial Notice to Proceed was given to the vendor (Vendor # 000000205173, Danhill Construction Company) on November 5, 2025. Work is due to be completed by April 24, 2026 (see email chain in PF).

If Nurse Call System Upgrades are not completed, WVNF could stand to be fined and/or lose federal funding and certification.

If you have any questions, please feel free to reach out to me at 304-558-3661 or [morgan.sheets@wv.gov](mailto:morgan.sheets@wv.gov).



Sheets, Morgan <morgan.sheets@wv.gov>

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## Change OrderNo. 1 for Nurse Call

8 messages

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**Sheets, Morgan** <morgan.sheets@wv.gov>  
To: Heather L Brunton <heather.l.brunton@wv.gov>

Tue, Feb 10, 2026 at 2:02 PM

Hey I am working on this—it wants a start date and end date....I am assuming 11-5-25 is start date (that was the first meeting where work was assigned)....any idea on the end date? I was gonna go with 4-24-26 (one year past award) but thought that may be cutting it a little close?



Morgan Sheets, WVPBC  
Director of Procurement & Cemetery Operations  
Administrative Services Manager II  
WV Department of Veterans Assistance  
1900 Kanawha Boulevard East-Cabinet Secretary Office  
Building 5, Room 205  
Office-304-558-3661 X 106--Cellular-843-614-7548  
Donel C Kinard Memorial State Veterans Cemetery  
130 Academy Drive  
Dunbar, WV 25064  
304-746-0026

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**Brunton, Heather L** <heather.l.brunton@wv.gov>  
To: "Sheets, Morgan" <morgan.sheets@wv.gov>

Tue, Feb 10, 2026 at 2:15 PM

From the meeting notes Sherri sent, 11/05/2025 does seem like the start date of the work. As far as end date....I was reading through the AIA doc (article 8 TIME) and did not see a specific end date. Are we required to provide an end date at this point?

[Quoted text hidden]

---

**Sheets, Morgan** <morgan.sheets@wv.gov>  
To: "Brunton, Heather L" <heather.l.brunton@wv.gov>  
Cc: Michael D Messenger <michael.d.messenger@wv.gov>

Tue, Feb 10, 2026 at 2:21 PM

Yes, for the change order we do need an end date. I would suggest a "safe" one (prob not 4-24-26). I am gonna copy Mike Messenger on this to see if he may have an idea on the completion date. Also, I notice the CPO is for a quantity of 1 Lump Sum. That may be problematic to split up payments (\$846, 878.00 splits in two nicely but anything past that would be hard, but as long as it's all "even" for instance \$211,719.50 X 4 would work and could be used as .25 of the quantity?)

Thanks!

Morgan

[Quoted text hidden]

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**Sheets, Morgan** <morgan.sheets@wv.gov>  
To: "Brunton, Heather L" <heather.l.brunton@wv.gov>

Fri, Feb 13, 2026 at 9:29 AM

Cc: Michael D Messenger <michael.d.messenger@wv.gov>

Mike: Are you able to provide us with a ballpark completion date for the Nurse Call System (at least Danhill's part of it)?

[Quoted text hidden]

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Morgan Sheets, WVPBC, PCQI

[Quoted text hidden]

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**Messenger, Michael D** <michael.d.messenger@wv.gov>

Fri, Feb 13, 2026 at 10:55 AM

To: "Sheets, Morgan" <morgan.sheets@wv.gov>

Cc: "Brunton, Heather L" <heather.l.brunton@wv.gov>

I am sorry guys that I haven't responded. I had two different sets of surveyors here this week. It's been crazy. Let me look into this and I will get back to you today.

Thank you,

**Michael D Messenger**  
**Building and Grounds Manager**  
**West Virginia Veterans Nursing Facility**  
[michael.d.messenger@wv.gov](mailto:michael.d.messenger@wv.gov)

(304) 838-3784 mobile

(304) 326-6473 direct

(304) 626-1600 ext: 66473

(304) 626-1611 fax

[Quoted text hidden]

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**Sheets, Morgan** <morgan.sheets@wv.gov>

Fri, Feb 13, 2026 at 11:55 AM

To: "Messenger, Michael D" <michael.d.messenger@wv.gov>

Cc: "Brunton, Heather L" <heather.l.brunton@wv.gov>

No worries, thanks for the update!

[Quoted text hidden]

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**Messenger, Michael D** <michael.d.messenger@wv.gov>

Fri, Feb 13, 2026 at 12:23 PM

To: "Sheets, Morgan" <morgan.sheets@wv.gov>

Cc: "Brunton, Heather L" <heather.l.brunton@wv.gov>

I think by mid April everything should be installed, programmed, and demo'd. I believe they have all devices for the contract work. The team is moving along pretty quickly. There would be a chance to finish earlier as long as it continues the way it's going now. Mid April gives them a little window of time if needed.

There is a change order pricing sheet that we just did receive. I don't know if Sherri has even talked to you about it yet. She has been covered up all week. That would extend the time if it is something that would be approved.

**Michael D Messenger**  
**Building and Grounds Manager**  
**West Virginia Veterans Nursing Facility**  
[michael.d.messenger@wv.gov](mailto:michael.d.messenger@wv.gov)  
**(304) 838-3784 mobile**  
**(304) 326-6473 direct**  
**(304) 626-1600 ext: 66473**  
**(304) 626-1611 fax**

[Quoted text hidden]

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**Brunton, Heather L** <[heather.l.brunton@wv.gov](mailto:heather.l.brunton@wv.gov)>  
To: "Messenger, Michael D" <[michael.d.messenger@wv.gov](mailto:michael.d.messenger@wv.gov)>  
Cc: "Sheets, Morgan" <[morgan.sheets@wv.gov](mailto:morgan.sheets@wv.gov)>

Thu, Feb 19, 2026 at 10:21 AM

Thank you, Mike!

Adding Sherri to this email chain.

[Quoted text hidden]



COMPLEX PROJECTS  
REQUIRE RESOLVE  
**THRASHER'S GOT IT**

**Project:** VA Nurse Call System Upgrades  
**Address:** Clarksburg, WV

**Date/Time:** November 5, 2025 at 1:30 PM  
**Location:** Project Site

**Owner:** WV Veterans Nursing Facility

**Contractor:** Danhill Construction Company

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**JOB PROGRESS MEETING: 01**

**FROM:** The Thrasher Group

**ATTENDEES:** See attached sign-in sheet.

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Kenton Blackwood (The Thrasher Group) | kqblackwood@thethrashergroup.com        |
| <input checked="" type="checkbox"/> Garrett Harbour (The Thrasher Group)  | gharbour@thethrashergroup.com           |
| <input checked="" type="checkbox"/> Sherri Reed (WVNF)                    | sherri.A.Reed@wv.gov                    |
| <input checked="" type="checkbox"/> Mike Messenger (WVNF) - remote        | michael.d.messenger@wv.gov              |
| <input checked="" type="checkbox"/> John Brownlee (TW Reed)               |   |
| <input checked="" type="checkbox"/> Tim Reed (TW Reed)                    | timothy@twreedconstruction.com          |
| <input checked="" type="checkbox"/> Cheryl Lawrence (DHC)                 | Cheryl.Lawrence@danhillconstruction.com |
| <input checked="" type="checkbox"/> Steven Servais (DHC)                  | nathanservais99@gmail.com               |
| <input checked="" type="checkbox"/> Andrew Hiob (Electronic Specialty)    | ahiob@electronicspecialty.com           |
| <input checked="" type="checkbox"/> Tim Silman (Electronic Specialty)     | Tim.Silman@electronicspecialty.com      |

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**GENERAL (reviewed and updated every meeting)**

**Introduction and Meeting Minutes:** The meeting commenced with introductions of all parties in attendance (see attendance list above & attached sign in sheet). **(Item Dismissed)**

**GC Progress Update:** DHC gave a progress update and provided a two-week look ahead:

**Work Completed:**

- Submittals for cabling and nurse call equipment.

**Two Week Look Ahead:**

- Investigative work to evaluate best routing for cables and locations for devices.
- Start running cabling above the ceiling in the corridors.

**Submittal Review:** The Submittal log was reviewed. To date there have been 3 submittals.

- Schedule of values submittal is under review.

**RFI Review:** The RFI log was reviewed. To date there have been no RFI's submitted.

**Change Review:** To date there have been no Change Order requests submitted.

**Applications for Payment:** To date there have been no Applications for payment received.

**Schedule:** DHC/Electronic Specialties to be on site Monday to review the system and investigate routing.

## OLD BUSINESS FROM PREVIOUS PROGRESS MEETINGS

No old Business to report.

## NEW BUSINESS JOB PROGRESS MEETING 01, November 5, 2025

- 1.01 BABA Compliance:** Reed noted that BABA compliance is still required for this project. The nurse call system itself was waived but other materials must be compliant. Drywall screws or other materials need to be approved with a manufacturer's letter stating compliance. If a product cannot be compliant, Reed must request a waiver for this item.  
**(Item Dismissed)**
- 1.02 Bed Alarm Connection:** The new system needs to interface with bed alarms to detect if a resident left their bed. These will utilize the 37-pin connection that is part of the contract. It was also noted that the system will have additional ¼" jacks at the bed stations for other accessories. A proposal was requested to include 120 bed alarm devices to be added to the contract. – NCBED5 DHC to provide proposal.  
**(Action DHC)**
- 1.03 Progress Photos:** Reed noted that as parting of the funding source requirements, photos before, during, and after construction are required to be submitted.  
**(Item Dismissed)**
- 1.04 TV and Lighting Compatibility:** New pillow speaker remotes need to be compatible with room lighting controls and TVs. TVs are newer LG healthcare TVs. Electronic Specialties noted that both the lights and TV should be able to integrate with the bed remote without issue.  
**(Item Dismissed)**
- 1.05 Zone and dome light locations:** Electronic Specialties noted that installing the new dome lights on the ceiling would allow for more flexibility while the old system remains active. Electronic Specialties will review locations on Monday. WVNF does not have an issue with ceiling mounted lights. When removed, old wall mounted dome light boxes can be covered with a blank face cover.  
**(Action DHC)**

**FUTURE MEETING:** Next meeting is tentatively scheduled for Wednesday, November 19, 2025, at 10:00 am at the project site. *(Subsequently revised to 12/3/25 at 10am.)*

*The contents of this report are the understanding of Thrasher Architecture. Should there be any other interpretations and/or additional items to be included herein, please contact our office.*

**The Thrasher Group**

CC: All Attendees

| Name                        | Representing         | Phone #      | Email Address                               |
|-----------------------------|----------------------|--------------|---|
| <del>KENTON BLACKWOOD</del> | THRASHER             | ~            | ~   |
| JOHN BROWNER                | T W REED             | 304-694-1337 |   |
| Tim Reed                    | Tim Reed             | 304 531 8311 | timothy@twreedconstruction.com              |
| Cheryl Lawrence             | DHC                  | 304-444-8321 | Cheryl.Lawrence@Danhill<br>construction.com |
| STEVEN SERVAIS              | DHC                  | 434-710-3126 | NATHAN SERVAIS 92@GMAIL.COM                 |
| Andrew Hiob                 | Electronic Specialty | 681-341-8800 | ahiob@electronicspecialty.com               |
| Tim Silman                  | Electronic Specialty | 304-941-6875 | Tim.Silman@ElectronicSpecialty.com          |
| Sherril Beed                | WVWVF                | 304-626-1600 | Sherril.A.Beed@wv.gov                       |
| Garrett Harbour             | Thrasher             |              |   |
|                             |                      |              |   |
|                             |                      |              |   |
|                             |                      |              |   |



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e.g. 123456789, Smith Corp

"Danhill Construction Company" ×

Entity ∨

Purpose of Registration ∨

Entity Type ∨

Socio-Economic Status ∨

Product or Service Information ∨

Registration with Debt Subject to Offset ∨

Location ∨

Entity Status ∧

Active Registration

Inactive Registration

ID Assigned

Reset

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qu



Sort by

Relevance

Showing 1 - 1 of 1 results

**DANHILL CONSTRUCTION COMPANY** Active Registration

|                                  |                    |  |
|----------------------------------|--------------------|--|
| Unique Entity ID<br>M2N5C8LQXMD5 | CAGE Code<br>5LHZ3 | Physical Address<br>9033 MIDLAND TRL, GLEN<br>FERRIS, WV 25090 USA |
|----------------------------------|--------------------|--|

Entity

Expiration Date  
Aug 5, 2026

Purpose of Registration  
All Awards

<  of 1 >

**Our Website**

- About This Site
- Our Community
- Release Notes
- System Alerts

**Policies**

- Terms of Use
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- Restricted Data Use
- Freedom of Information Act
- Accessibility

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### DANHILL CONSTRUCTION COMPANY

| Organization Information |                |                  |             |          |        |          |                  |                    |
|--------------------------|----------------|------------------|-------------|----------|--------|----------|------------------|--------------------|
| Org Type                 | Effective Date | Established Date | Filing Date | Charter  | Class  | Sec Type | Termination Date | Termination Reason |
| C   Corporation          | 8/29/1984      |                  | 8/29/1984   | Domestic | Profit |          |                  |                    |

| Organization Information  |  |                           |                                  |
|---------------------------|--|---------------------------|----------------------------------|
| <b>Business Purpose</b>   | 2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building) |                           | <b>Capital Stock</b> 100000.0000 |
| <b>Charter County</b>     | Fayette  | <b>Control Number</b>     | 0                                |
| <b>Charter State</b>      | WV   | <b>Excess Acres</b>       | 0                                |
| <b>At Will Term</b>       |  | <b>Member Managed</b>     |                                  |
| <b>At Will Term Years</b> |  | <b>Par Value</b>          | 5.000000                         |
| <b>Authorized Shares</b>  | 20000  | <b>Young Entrepreneur</b> | Not Specified                    |

| <b>Addresses</b>                        |   |
|---|---|
| <b>Type</b>                             | <b>Address</b>  |
| <b>Designated Office Address</b>        | 9033 MIDLAND TRAIL<br>GLEN FERRIS, WV, 25090            |
| <b>Notice of Process Address</b>        | ROBERT D HILL<br>PO BOX 685<br>GAULEY BRIDGE, WV, 25085 |
| <b>Principal Office Address</b>         | 9033 MIDLAND TRAIL<br>GLEN FERRIS, WV, 25090<br>USA     |
| <b>Principal Office Mailing Address</b> | PO BOX 685<br>GAULEY BRIDGE, WV, 25085<br>USA           |
| <b>Type</b>                             | <b>Address</b>  |

| <b>Officers</b>  |   |
|------------------|---|
| <b>Type</b>      | <b>Name/Address</b>                                       |
| <b>President</b> | ROBERT D. HILL<br>PO BOX 753<br>GAULEY BRIDGE, WV, 25085  |
| <b>Treasurer</b> | REBECCA L. HILL<br>PO BOX 753<br>GAULEY BRIDGE, WV, 25085 |
| <b>Type</b>      | <b>Name/Address</b>                                       |

| <b>Date</b>      | <b>Amendment</b>   |
|------------------|--|
| <b>6/13/1988</b> | INCREASE IN AUTHORIZED CAPITAL STOCK, FROM 5,000.00 AT A PAR OF 5.00, TO 100,000.00 WITH A PAR OF 5.00 |
| <b>Date</b>      | <b>Amendment</b>   |

| <b>Annual Reports</b> |  |
|-----------------------|--|
| <b>Filed For</b>      |  |
| 2025                  |  |
| 2024                  |  |
| 2023                  |  |
| 2022                  |  |
| 2021                  |  |

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| 1999              |
| <b>Date filed</b> |

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

Wednesday, February 25, 2026 — 10:31 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|  |  |
|--|--|
| <i>Purchasing Division Use:</i><br>Buyer: <u># 13</u> Date: <u>2/26/2026</u>         | Agency:<br>General Services Division                       |
| Solicitation No. <u>CO# 1</u><br><span style="margin-left: 100px;"><u>NTP</u></span> | Procurement Officer Submitting Requisition:<br>Jamie Jones |
|  | Requisition No.<br><u>CCT GSD 74*10</u>                    |
|  | PF No.:<br>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<br>[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<br><a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> | <input checked="" type="checkbox"/> | <input 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 |
|-----------|---|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>10</b> | 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"/> |
| <b>11</b> | Office of Technology CIO pre-approval             | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>12</b> | Treasurer's Office (banking) pre-approval         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**FOR CHANGE ORDERS/RENEWALS:**

|          |  |                                     |                                     |                                     |                                     |
|----------|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <b>1</b> | Two-party agreement                                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>2</b> | Standard change order language                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>3</b> | Office of Technology CIO approval                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>4</b> | Justification for price increases/backdating/other | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>5</b> | Bond Rider (Construction)                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <b>6</b> | Secretary of State Verification                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>7</b> | State debarment verification                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>8</b> | Federal debarment verification                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

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

*For Purchasing Division Use Only:*

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

Signature: \_\_\_\_\_

*James Kelly*