



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: 08-06-2026

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:	CPO 0211 4072 GSD2600000011 3	Change Order No:	2	Procurement Folder:	1807762
Document Name:	Campus Concrete And Stone Repairs			Reason for Modification:	Change Order No. 2 - To increase and extend contract per attached documentation.
Document Description:	Campus Concrete And Stone Repairs				
Procurement Type:	Central Purchase Order				
Buyer Name:	David H Pauline				
Telephone:	304-558-0067				
Email:	david.h.pauline@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2026-04-06
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-07-05

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000205011 MARCH WESTIN COMPANY INC 360 FRONTIER AVE MORGANTOWN WV 265053008 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Timothy M Lee Requestor Phone: 304-352-5536 Requestor Email: timothy.m.lee@wv.gov 2027 FILE LOCATION _____
	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 VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

9/11/26 6C

Total Order Amount: \$174,032.50

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: 8/11/26
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 8/14/2026
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 8-18-26
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 2 is issued to extend the original contract from 6/5/2026 to 7/5/2026 according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders, along with increased pricing per the attached documentation. The extension of this contract is provided to allow the vendor time for the additional work.

Effective Date of Increase: 8/4/2026

Extend Contract from 06/5/2026 to 7/5/2026

Original Contract Price: \$141,500.00

Change Order 2 (Increase): \$ 32,532.50

New Contract Total: \$174,032.50

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152700	0.00000		0.000000	141500.00
Service From	Service To	Manufacturer		Model No	
2026-04-06	2026-07-05				

Commodity Line Description: CONCRETE, PAVER, AND STONE REPAIRS

Extended Description:

BASE BID

CONCRETE, PAVER, AND STONE REPAIRS PER ATTACHED SPECIFICATIONS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72152700	222.00000	EA	55.000000	12210.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: CONCRETE, PAVER, AND STONE REPAIRS

Extended Description:

Unit Price for additional concrete forming and pouring.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72152700	102.00000	EA	15.000000	1530.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: CONCRETE, PAVER, AND STONE REPAIRS

Extended Description:

Unit Price for additional paver work.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72152700	56.50000	EA	245.000000	13842.50
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: CONCRETE, PAVER, AND STONE REPAIRS

Extended Description:

Unit Price for additional limestone removal and replacement.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72152700	66.00000	EA	75.000000	4950.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: CONCRETE, PAVER, AND STONE REPAIRS

Extended Description:

Unit Price for additional curbing forming and pouring.



APPROVED

BY: *[Signature]*

DATE: *8/10/26*

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

M E M O R A N D U M

To: David Pauline, Senior Buyer, State Purchasing Division

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

Date: July 27, 2026

Ref: Change Order # 2 – CPO GSD2600000011 – Campus Concrete and Stone Repairs

David:

Please accept this memorandum as our explanation and justification for our request for a Change Order #2 to our contract (CPO GSD2600000011) with March Westin Company Inc. for Campus Concrete and Stone Repairs. The following are the Unit Price Adjustments to close out all work completed in this project:

Commodity Line 2 (\$12,210.00) – An additional 222 square feet of Concrete Form and Pour at \$55 per square foot.

Commodity Line 3 (\$1,530.00) – An additional 102 Pavers were worked at \$15 per paver.

Commodity Line 4 (\$13,842.50) – An additional 56.5 square feet of Limestone Removal and Replacement at \$245 per square foot.

Commodity Line 5 (\$4,950.00) – An additional 66 linear feet of Concrete Curb Form and Pour at \$75 per linear foot.

The additional equipment and work will have a total cost of \$32,532.50 and require an extension of Thirty (30) days.

Original Contract Price: \$141,500.00
Change Order 2 (Increase): \$ 32,532.50
New Contract Total: \$174,032.50

Current Final Completion Date: June 5th, 2026
New Final Completion Date: July 5th, 2026

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.

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.

CPO 0211 GSD2600000011 - Campus Concrete and Stone Repairs CO#2

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

Agency Head

Eric L. Householder
Cabinet Secretary/Department Head

7/27/26

Date

7/28/26

Date

~~Governor's Office Representative~~

~~Date~~

Total Cost:

Current = \$141,500.00, CO#2 = \$32,532.50 New Total = \$174,032.50

Award Document Number:

CPO 0211 GSD2600000011, Change Order 2

Description of Action/Purpose of Procurement

Requesting approval to submit Change Order #2 for the Campus Concrete and Stone Repairs an increase of \$32,532.50 to the current contract value of \$141,500.00, resulting in a new contract total of \$174,032.50. The following scope changes are needed:

Commodity Line 2 (\$12,210.00) – An additional 222 square feet of Concrete Form and Pour at \$55 per square foot.

Commodity Line 3 (\$1,530.00) – An additional 102 Pavers were worked at \$15 per paver.

Commodity Line 4 (\$13,842.50) – An additional 56.5 square feet of Limestone Removal and Replacement at \$245 per square foot.

Commodity Line 5 (\$4,950.00) – An additional 66 linear feet of Concrete Curb Form and Pour at \$75 per linear foot.

These are all reconciliations of estimated quantities for Unit Pricing included in original award.

The additional equipment and work will have a total cost of \$32,532.50 and require an extension of Thirty (30) days.

Current Final Completion Date: June 5th, 2026

New Final Completion Date: July 5th, 2026

This is the final change order for this project.

Funding: Appropriated General Revenue



MARCH-WESTIN
COMPANY, INC.

July 23, 2026

Tim Lee
WV General Service Division
Building 4
112 California Ave
Charleston, WV 25305

EST – 2026-374

Reference: Capital Campus Concrete Repairs

Dear Tim,

Please find the below information for COR #2 on the Capital Campus Concrete Repairs project for the added work completed using unit prices.

Additional Work Completed:

1. Line #2 unit Price Additional Concrete Form and Pour (\$55 per Sqft)
 - Concrete at 4 ADA Mat location on California Ave 40 sqft \$2,200.00
 - Building #6 Entry Apron 115 sqft \$6,325.00
 - Side walk Replacement in front of Building #4 40 sqft \$2,200.00
 - Additional sidewalk at California and Bldg #6 27 sqft \$1,485.00
2. Line #3 Additional Paver Work (\$15 per each)
 - Paver Repair at California dock entrance 20 each \$300.00
 - Paver Repair at California main entrance 72 each \$1080.00
 - Paver Repair at California and Bldg #6 10 each \$150.00
3. Line #4 Additional Limestone Removal and Replacement (\$245 per Sqft)
 - 2 – 93"x19.25" \$6,125.00
 - 1 – 48"x24" \$1,960.00
 - 1 – 28.5"x63" \$3,062.50
 - 1-48"x33" \$2,695.00
3. Line #5 Additional Concrete Curb Form and Pour (\$75 Inft)
 - Curb at new ADA sidewalk 66 Inft \$4,950.00

360 Frontier Street
Morgantown, WV 26505
304.599.4880 phone
info@marchwestin.com

marchwestin.com



MARCH-WESTIN
COMPANY, INC.

Total Additional Cost: \$32,532.50

Contract Days Added to the project from this proposal: 30 Days

Please let me know if you have any questions or need anything further.

Sincerely,

Tanner Boster

Cody Taylor

The West Virginia General Services Division agrees to this Change Order.

360 Frontier Street
Morgantown, WV 26505
304.599.4880 phone
info@marchwestin.com

marchwestin.com



ESTIMATES 2026

Takeoff Worksheet

07/22/26

Takeoff Worksheet

Job# 374 to 374

Assembly#	Part#	Description	Unit	Extended Quantity	Cost	Ext. Cost	Ext. Price
Job: 374 2026014 - CO#2							
		ADDITIONAL ITEMS AS REQUESTED BY OW					
		WALK OFF ADA MAT QTY 4					
	320101	CONCRETE FORM AND POUR UNIT PRICE	SQFT	40.00	55.000000	2,200.00	2,200.00
		REPAIR RETAINING WALL AT LOADING DOC CALIFORNIA SIDE					
	491111	PAVER UNIT PRICE	EA	20.00	15.000000	300.00	300.00
		ADDED LIMESTONE					
		2 - 93"X19.25"					
	496101	LIMESTONE UNIT PRICE	SQFT	25.00	245.000000	6,125.00	6,125.00
		1-48"X24"					
	496101	LIMESTONE UNIT PRICE	SQFT	8.00	245.000000	1,960.00	1,960.00
		1 - 28.5"X63"					
	496101	LIMESTONE UNIT PRICE	SQFT	12.50	245.000000	3,062.50	3,062.50
		1 - 48"X33"					
	496101	LIMESTONE UNIT PRICE	SQFT	11.00	245.000000	2,695.00	2,695.00
		ADD CONCRETE CURB AT ADA SIDEWALK					

Takeoff Worksheet

07/22/26

Continued...

Assembly#	Part#	Description	Unit	Extended Quantity	Cost	Ext. Cost	Ext. Price
		66' OF 12" TALL CURB					
	324101	Curbs UNIT PRICE	LF	66.00	75.000000	4,950.00	4,950.00
		ADDITIONAL CONCRETE					
	320101	BUILDING 6 APRON - DEMO EXISTING AND CONCRETE FORM AND POUR UNIT PRICE	SQFT	115.00	55.000000	6,325.00	6,325.00
	320101	ADDED CONCRETE AT SIDEWALK FROM BLDG AT CALIFORNIA AVE CAPITAL ENTRANCE CONCRETE FORM AND POUR UNIT PRICE	SQFT	27.00	55.000000	1,485.00	1,485.00
	320101	ADDED CONCRETE AT BDLG 4 SIDEWALK DEMO EXISTING AND FORM AND POUR NE CONCRETE FORM AND POUR UNIT PRICE	SQFT	40.00	55.000000	2,200.00	2,200.00
		ADDED PAVERS					
	491111	2'X2' SECTION SOUTH OF BUILDING 6 PAVER UNIT PRICE	EA	10.00	15.000000	150.00	150.00
	491111	3X6' SECTION AT CALIFORNIA AVE ENTRANCE PAVER UNIT PRICE	EA	72.00	15.000000	1,080.00	1,080.00
Grand Totals:						32,532.50	32,532.50

GENERAL SURETY RIDER

To be attached and form a part of

Bond No. PB00259700102
For Campus Concrete & Stone Repairs CRFQ 0211 GSD26*14
Dated effective 01/16/2026 (MONTH, DAY, YEAR)
Executed by March-Westin Company, Inc., as Principal, (PRINCIPAL)
And by Philadelphia Indemnity Insurance Company, as Surety,
(SURETY)
And in favor of West Virginia General Services Division (OBLIGEE)

In consideration of the mutual agreements herein contained the Principal and the Surety hereby consent to changing

INFORMATION	FROM	TO
Contract Amount	\$141,500.00	\$174,032.50

Nothing herein contained shall vary, alter or extend any provision or condition of this bond except as herein expressly stated.

This rider is effective

07/31/2026

(MONTH, DAY, YEAR)

Signed and Sealed

07/31/2026

(MONTH, DAY, YEAR)

March-Westin Company, Inc.
PRINCIPAL

BY



James Ridgway, President

TITLE

Philadelphia Indemnity Insurance Company

BY



Lloyd Randall Cober, ATTORNEY-IN-FACT

SURETY



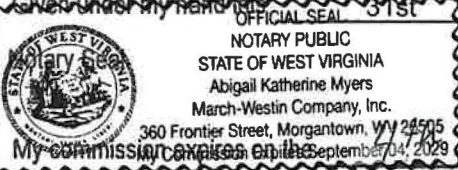
ACKNOWLEDGMENTS

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 _____

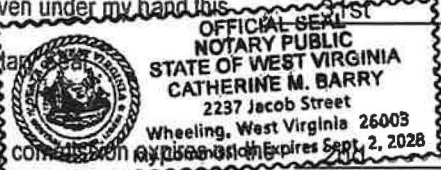
Acknowledgment by Principal if Corporation

9. STATE OF _____ West Virginia
10. County of _____ Monongalia _____ to-wit: _____
11. I, Abigail Myers, a Notary Public in and for the _____
12. county and state aforesaid, do hereby certify that James Ridgeway
13. who as, President signed the foregoing writing for
14. March-Westin Company, Inc. 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 _____ day of _____ 20 _____
16.  17. Abigail Myers
(Notary Public)
18. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Surety

19. STATE OF _____ West Virginia
20. County of _____ Ohio _____ to-wit: _____
21. I, Catherine M. Barry, a Notary Public in and for the _____
22. county and state aforesaid, do hereby certify that Lloyd Randall Cober
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Philadelphia Indemnity Insurance 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 _____ day of _____ 20 _____
26.  27. Catherine M. Barry
(Notary Public)
28. My commission expires on the _____ day of _____ 20 _____

Sufficiency in Form and Manner of Execution Approved

This 14th day of August 2026

By: [Signature]
Attorney General
(Deputy Attorney General)



SAM.gov NAICS Code Size Table Discrepancy [Show Details](#)
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Roles and Subcontracting Plan Reporting [Show Details](#)
Jul 15, 2026



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All Words

e.g. 1606N020Q02

Filter By

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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"MARCH-WESTIN COMPANY, INC." 

Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



Exclusion Program



Location



Dates



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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.

MARCH-WESTIN COMPANY, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/13/1984		6/13/1984	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 100000.0000
Charter County	Monongalia	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years	Par Value		1.000000
Authorized Shares	100000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	360 FRONTIER AVENUE MORGANTOWN, WV, 26505
Notice of Process Address	ANDREA SHRIVER 360 FRONTIER AVENUE MORGANTOWN, WV, 26505
Principal Office Address	360 FRONTIER AVENUE MORGANTOWN, WV, 26505 USA
Principal Office Mailing Address	360 FRONTIER AVENUE MORGANTOWN, WV, 26505 USA
Type	Address

Officers	
Type	Name/Address
Director	JAMES RIDGEWAY 360 FRONTIER STREET MORGANTOWN, WV, 26505
Director	MATTHEW BOURNE 360 FRONTIER STREET MORGANTOWN, WV, 26505
Incorporator	LARRY KOPELMAN 526 CHAS. NAT'L. PLAZA CHARLESTON, WV, 25301
President	JAMES B RIDGEWAY 360 FRONTIER STREET MORGANTOWN, WV, 26505
Secretary	MARGUERITE HORVATH 360 FRONTIER STREET MORGANTOWN, WV, 26505
Treasurer	KEVIN SALISBURY 360 FRONTIER STREET MORGANTOWN, WV, 26505
Vice-President	MATTHEW BOURNE 360 FRONTIER AVENUE MORGANTOWN, WV, 26505
Type	Name/Address

Date	Amendment

1/27/2000	INCREASE IN AUTH CAP STK FROM \$100,000 WITH 100,000 AT \$1.00 PAR TO \$125,000 AUTH CAP WITH 125,000 SHARES AT A \$1.00 PAR VALUE.
12/1/1993	INCREASE IN AUTH. CAP. STK FROM \$5000 WITH 5000 SHARES AT A \$1.00 PAR TO \$100,000 WITH 100,000 SHARES AT \$1.00 PAR
Date	Amendment

Annual Reports
Filed For
2026
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Date filed

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

Monday, July 27, 2026 — 8:21 AM

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CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV001838

CLASSIFICATION:

ELECTRICAL
GENERAL BUILDING
GENERAL ENGINEERING
HVAC
PIPING
PLUMBING
SPECIALTY

MARCH WESTIN COMPANY INC
360 FRONTIER AVENUE
MORGANTOWN, WV 26505

DATE ISSUED

AUGUST 21, 2025

EXPIRATION DATE

AUGUST 21, 2026


Authorized Signature
Chair, 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.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>8/10/2026</u> Solicitation No. <u>CPO GSD 26*11</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD2600000011 PF No.: 1807762
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☐
4	Justification for price increases/backdating/other	☒	☒	☐	☒
5	Bond Rider (Construction)	☒	☒	☐	☒
6	Secretary of State Verification	☒	☒	☐	☒
7	State debarment verification	☒	☒	☐	☒
8	Federal debarment verification	☒	☒	☐	☒

*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: _____