



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: 07-07-2026

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 0403 0013 DBS2500000008 7                       | Change Order No: | 3 | Procurement Folder:      | 1508793                                                |
| Document Name:        | WVSDB Campus Site Upgrades and related construction |                  |   | Reason for Modification: | Change Order 03<br><br>To Extend and Increase Contract |
| Document Description: | WVSDB Campus Site Upgrades and related construction |                  |   |                          |                                                        |
| Procurement Type:     | Central Purchase Order                              |                  |   |                          |                                                        |
| Buyer Name:           | Joseph (Josh) E Hager III                           |                  |   |                          |                                                        |
| Telephone:            | (304) 558-2306                                      |                  |   | Email:                   | joseph.e.hageriii@wv.gov                               |
| Shipping Method:      | Best Way                                            |                  |   | Effective Start Date:    | 2025-03-03                                             |
| Free on Board:        | FOB Dest, Freight Prepaid                           |                  |   | Effective End Date:      | 2026-08-27                                             |

| VENDOR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | DEPARTMENT CONTACT |                     |                     |               |    |    |        |   |    |             |  |  |    |             |  |  |    |             |  |  |                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------------|---------------------|---------------|----|----|--------|---|----|-------------|--|--|----|-------------|--|--|----|-------------|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vendor Customer Code: 000000204338<br>W HARLEY MILLER CONTRACTORS INC<br>PO BOX 945<br><br>MARTINSBURG WV 254020945<br>US<br>Vendor Contact Phone: 3042678959 Extension:<br><br>Discount Details:<br><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: Tabitha J Crist<br>Requestor Phone: (304) 822-4810<br>Requestor Email: tabitha.crist@k12.wv.us<br><br><b>2027</b><br>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                                                                                             |
|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| ACCOUNTS PAYABLE<br>SCHOOL FOR THE DEAF & BLIND<br>301 EAST MAIN ST<br><br>ROMNEY WV 26757-1894<br>US | CENTRAL SUPPLY<br>SCHOOL FOR THE DEAF & BLIND<br>301 EAST MAIN ST<br><br>ROMNEY WV 26757-1894<br>US |

CR 7-14-26

Purchasing Division's File Copy

Total Order Amount: \$2,939,918.00

|                                                                                                    |                                                                                                     |                                                                                             |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| PURCHASING DIVISION AUTHORIZATION<br>DATE: <i>Murphy</i> 7/13/2026<br>ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM<br>DATE: <i>Q. D. S. Jones</i><br>ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION<br>DATE: <i>Cody Rose</i> 7-16-26<br>ELECTRONIC SIGNATURE ON FILE |
|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|

7/15/2026

**Extended Description:**

**Change Order**

Change Order No. 03 is issued to extend and increase the original contract to 8/27/2026 and by \$84,111 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to add additional time and costs due to unforeseen conditions.

Effective date of change 6/17/2026  
Extend Contract From: 0725/2026  
To: 8/27/2026

Original Contract Price: \$2,855,807  
Increase: \$84,111  
Contract New Total: \$2,939,918

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 1            | 72121103       | 0.00000      |      | 0.000000   | 2939918.00  |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2025-03-03   | 2026-08-27     |              |      |            |             |

**Commodity Line Description:**      WVSDB Blue and Gold Renovation and related construction

**Extended Description:**

WVSDB Campus Site Upgrades and related construction



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

*OK  
M. Crist*

To: James Adkins, Buyer  
From: Tabitha Crist, West Virginia Schools for the Deaf and the Blind TJC  
Date: June 17, 2026  
Subject: CPO DBS 25 0008 - Change Order 03 WWSDB Campus Site Upgrades and Related Construction Cost Increase and Time Extension

West Virginia Schools for the Deaf and the Blind is currently completing campus upgrades. Unfortunately, there were several issues that came up after the work began. There were no previous indications that would have allowed us to incorporate these issues into the original plan. We are requesting an increase in cost for \$84,111 for the following reasons:

The light pole bases that were originally in the plan would not function as needed. Two sidewalks had to be dug up and replaced due to underground infrastructure issues.

Further, the vendor and architect requested an additional 35 days. New contract end date is August 27, 2026.

# **AIA® Document G701® – 2017**

## **Change Order**

|                                                                                                                                                                       |                                                                                                                                                        |                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PROJECT:</b> <i>(Name and address)</i><br>2022-148 WVSDC Campus Site Upgrades<br>& Related Construction<br>Romney, West Virginia 26575<br>A/E Project No. 2022-148 | <b>CONTRACT INFORMATION:</b><br>Contract For: General Construction<br><br>Date: 01-10-2025                                                             | <b>CHANGE ORDER INFORMATION:</b><br>Change Order Number: 003<br><br>Date: 03-20-2026                                                       |
| <b>OWNER:</b> <i>(Name and address)</i><br>West Virginia Schools for the Deaf and the<br>Blind<br>301 East Main Street<br>Romney, West Virginia 26575                 | <b>ARCHITECT:</b> <i>(Name and address)</i><br>ZMM LLC (dba ZMM Architects and<br>Engineers)<br>222 Lee Street West<br>Charleston, West Virginia 25302 | <b>CONTRACTOR:</b> <i>(Name and address)</i><br>W. Harley Miller Contractors, Inc.<br><br>P.O. Box 945<br>Martinsburg, West Virginia 25402 |

### **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.)*

|                                                                                                      |                    |
|------------------------------------------------------------------------------------------------------|--------------------|
| PCO #11R: Light Pole Bases---Revised (Seventeen (17) Additional Days Requested)                      | \$53,296.00        |
| PCO #12R: Loading Dock Excavation, Footers, and Wall---Revised (Seven (7) Additional Days Requested) | (\$2,004.00)       |
| PCO 13R: Replacement of Two Sidewalks---Revised (Six (6) Additional Days Requested)                  | \$24,877.00        |
| PCO 14R: Flagpoles---Revised (Five (5) Additional Days Requested)                                    | \$7,942.00         |
| <b>Total Change Order #003:</b>                                                                      | <b>\$84,111.00</b> |

|                                                                          |                 |
|--------------------------------------------------------------------------|-----------------|
| The original Contract Sum was                                            | \$ 2,697,000.00 |
| The net change by previously authorized Change Orders                    | \$ 158,807.00   |
| The Contract Sum prior to this Change Order was                          | \$ 2,855,807.00 |
| The Contract Sum will be increased by this Change Order in the amount of | \$ 84,111.00    |
| The new Contract Sum including this Change Order will be                 | \$ 2,939,918.00 |

The Contract Time will be increased by Thirty-Five (35) days.  
The new date of Substantial Completion will be 08-27-2026

**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.

*Daniel B. Banker*

ARCHITECT (Signature)

BY: Daniel B. Banker, AIA  
(Printed name, title, and license  
number if required)

3-25-26

Date

*[Signature]*

CONTRACTOR (Signature)

BY: Mr. Tripp Dailey, President  
(Printed name and title)

4/15/26

Date

*Tabitha J. Crist*

OWNER (Signature)

BY: Ms. Tabitha Crist, Chief  
Financial Officer  
(Printed name and title)

4/17/2026

Date

### PROPOSED CHANGE COST ESTIMATE

**DATE: November 13, 2025**

**PCO Amount: \$53,296**

12

**PCO Time Ext: 17 Days**

[illegible]

# INCREASE PENALTY RIDER

BOND AMOUNT \$2,855,807.00 BOND NO. 100216181

To be attached and form a part of Bond No. 100216181 dated the 22nd Day of January, 2025, executed by Merchants National Bonding, Inc. as surety, on behalf of W. Harley Miller Contractors, Inc. as current principal of record, and in favor of State of WV Dept of Administration Purchasing Division, as Obligee for Campus Site Upgrades and Related Construction CRFQ DBS25\*6, and in the amount of Two Million Eight Hundred Fifty Five Thousand Eight Hundred Seven Dollars and 00/100 (\$2,855,807.00).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Merchants National Bonding, Inc. hereby consents that effective from the 18th Day of June, 2026, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

FROM: Two Million Eight Hundred Fifty Five Thousand Eight Hundred Seven Dollars and 00/100 (\$2,855,807.00)

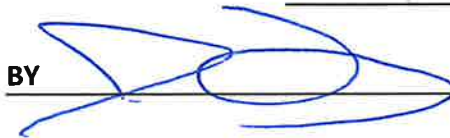
TO: Two Million Nine Hundred Thirty Nine Thousand Nine Hundred Eighteen Dollars and 00/100 (\$2,939,918.00)

The INCREASE of said bond penalty shall be effective as of the 18th Day of June, 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 18th Day of June, 2026

W. Harley Miller Contractors, Inc.  
PRINCIPAL

BY



Merchants National Bonding, Inc.  
SURETY

BY



Kimberly L. Miles, Attorney-in-fact, ATTORNEY-IN-FACT

THE ABOVE BOND IS HEREBY AGREED TO AND ACCEPTED BY:

State of WV Dept of Administration Purchasing Division  
OBLIGEE

BY



TITLE

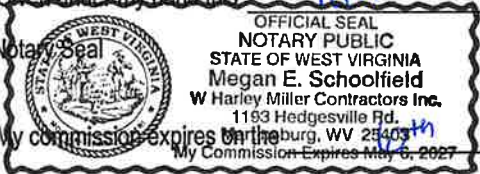


# ACKNOWLEDGMENTS

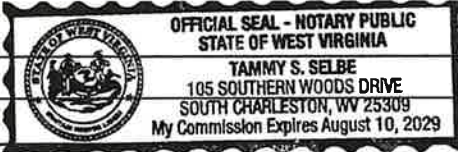
## Acknowledgment by Principal if individual or Partnership

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 \_\_\_\_\_
6. Notary Seal \_\_\_\_\_
7. \_\_\_\_\_  
(Notary Public)
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_

## Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Berkeley to-wit: \_\_\_\_\_
11. I, Megan Schoolfield, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that James W. Dailey, III
13. who as, W. Harley Miller Contractors, Inc. 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 18th day of June 2026
16. Notary Seal 
17. Megan Schoolfield  
(Notary Public)
18. My commission expires on the 18th day of May 2027

## Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit: \_\_\_\_\_
21. I, Tammy S. Selbe, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Kimberly L. Miles
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Merchants National Bonding, 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.
25. Given under my hand this 18th day of June 2026
26. Notary Seal 
27. Tammy S. Selbe  
(Notary Public)
28. My commission expires on the 10th day of August, 2029

## Sufficiency in Form and Manner of Execution Approved

This 15th day of July 2026

By: Tammy S. Selbe  
(Deputy Attorney General)



**MERCHANTS**  
**BONDING COMPANY™**  
**POWER OF ATTORNEY**

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Andrew K Teeter; Douglas P Taylor; Kimberly L Miles; Tammy S Selbe

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of February, 2024.



**MERCHANTS BONDING COMPANY (MUTUAL)**  
**MERCHANTS NATIONAL BONDING, INC.**  
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

*Larry Taylor*  
President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 3rd day of February 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



(Expiration of notary's commission does not invalidate this instrument)

*[Signature]*  
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 18th day of June, 2026.



*William Warner Jr.*  
Secretary

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### 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.*

### W. HARLEY MILLER CONTRACTORS, INC.

| Organization Information |                |                  |             |          |        |          |                  |                    |  |
|--------------------------|----------------|------------------|-------------|----------|--------|----------|------------------|--------------------|--|
| Org Type                 | Effective Date | Established Date | Filing Date | Charter  | Class  | Sec Type | Termination Date | Termination Reason |  |
| C   Corporation          | 3/10/1982      |                  | 3/10/1982   | Domestic | Profit |          |                  |                    |  |

| Organization Information  |                                                                                                                                          |  |  |  |                           |               |  |  |  |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|---------------------------|---------------|--|--|--|
| <b>Business Purpose</b>   | 2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building) |  |  |  | <b>Capital Stock</b>      | 1000.0000     |  |  |  |
| <b>Charter County</b>     | Berkeley                                                                                                                                 |  |  |  | <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>          | 100.000000    |  |  |  |
| <b>Authorized Shares</b>  | 10                                                                                                                                       |  |  |  | <b>Young Entrepreneur</b> | Not Specified |  |  |  |

| Addresses                               |                                                             |
|-----------------------------------------|-------------------------------------------------------------|
| Type                                    | Address                                                     |
| <b>Designated Office Address</b>        | 1193 HEDGESVILLE ROAD<br>MARTINSBURG, WV, 25403             |
| <b>Notice of Process Address</b>        | JAMES W. DAILEY, II<br>PO BOX 945<br>MARTINSBURG, WV, 25402 |
| <b>Principal Office Address</b>         | 1193 HEDGESVILLE ROAD<br>MARTINSBURG, WV, 25403<br>USA      |
| <b>Principal Office Mailing Address</b> | P. O. BOX 945<br>MARTINSBURG, WV, 25402<br>USA              |
| Type                                    | Address                                                     |

| Officers            |                                                                         |
|---------------------|-------------------------------------------------------------------------|
| Type                | Name/Address                                                            |
| <b>Incorporator</b> | JAMES W. DAILEY, II<br>106 JERRY COURT<br>MARTINSBURG, WV, 25401        |
| <b>Incorporator</b> | DIANE M. DAILEY                                                         |
| <b>President</b>    | JAMES W. DAILEY, III<br>1601 WEST KING STREET<br>MARTINSBURG, WV, 25401 |
| <b>Secretary</b>    | DIANE M. DAILEY<br>1601 WEST KING STREET<br>MARTINSBURG, WV, 25401      |
| <b>Treasurer</b>    | JAMES W. DAILEY II<br>1601 WEST KING STREET<br>MARTINSBURG, WV, 25401   |
| Type                | Name/Address                                                            |

| DBA                      |             |                |                  |
|--------------------------|-------------|----------------|------------------|
| DBA Name                 | Description | Effective Date | Termination Date |
| W. HARLEY MILLER SYSTEMS | TRADENAME   | 6/4/2018       |                  |
| DBA Name                 | Description | Effective Date | Termination Date |

**Annual Reports****Filed For**

2025

2024

2023

2022

2021

2020

2019

2018

2017x

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2016

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2014

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**Date filed**

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

Wednesday, July 8, 2026 — 8:37 AM

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e.g. 123456789, Smith Corp

**"W. HARLEY MILLER CONTRACTORS, INC."** Entity Location Status ☒ Active☐ Inactive**Reset** **Entity Information** **All Entity Information****Entities****Disaster Response Registry****Responsibility / Q**

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|                                                                                                             |                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Purchasing Division Use:</i><br>Buyer: <u>12</u> Date: <u>7/6/20</u><br>Solicitation No. <u>C.O. # 3</u> | Agency:<br>WVSDDB<br>Procurement Officer Submitting Requisition:<br>Tabitha J Crist<br>Requisition No.<br>CRQS DBS 25 005<br>PF No.:<br>1508793 |
|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

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                     |                                     |                          |                          |                          |
|           | Commercial General Liability               | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Automobile Liability                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Workers' Compensation/Employer's Liability | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Cyber Liability                            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Builder's Risk/Installation Floater        | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Professional Liability                     | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Other (specify)                            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <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 checked="" type="checkbox"/> |
| <b>4</b> | Justification for price increases/backdating/other | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>5</b> | Bond Rider (Construction)                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" 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: \_\_\_\_\_

