



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

State of West Virginia
Contract

Order Date: 06-10-2024

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

| | | | |
|------------------------------|--|---------------------------------|-------------------------------------|
| Order Number: | CCT 0211 4037 GSD2400000002 3 | Procurement Folder: | 1148169 |
| Document Name: | Bldg. 37 Window, HVAC, Roof, and Envelope Upgrades Project | Reason for Modification: | Change Order 1 Increase Contract |
| Document Description: | Bldg. 37 Window, HVAC, Roof, and Envelope Upgrades Project | | |
| Procurement Type: | Central Contract - Fixed Amt | | |
| Buyer Name: | Melissa Pettrey | | |
| Telephone: | (304) 558-0094 | | |
| Email: | melissa.k.pettrey@wv.gov | | |
| Shipping Method: | | Effective Start Date: | 2023-06-13 |
| Free on Board: | | Effective End Date: | |

| VENDOR | | DEPARTMENT CONTACT | |
|------------------------------|-------------------------|----------------------------|----------------------|
| Vendor Customer Code: | 000000206059 | Requestor Name: | Timothy M Lee |
| ZMM INC | | Requestor Phone: | 304-352-5492 |
| 222 LEE ST W | | Requestor Email: | timothy.m.lee@wv.gov |
| CHARLESTON | WV 25302 | | |
| US | | | |
| Vendor Contact Phone: | 304-342-0159 | | |
| Extension: | | | |
| Discount Details: | | | |
| | Discount Allowed | Discount Percentage | Discount Days |
| #1 | No | 0.0000 | 0 |
| #2 | Not Entered | | |
| #3 | Not Entered | | |
| #4 | Not Entered | | |

24
 FILE LOCATION _____

| INVOICE TO | SHIP TO |
|---|--|
| DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US | DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 37 604 57TH ST SE CHARLESTON WV 25304 US |

7/1/24 6C

Total Order Amount: \$740,000.00

Purchasing Division's File Copy

MKP 06/28/2024

| | | |
|---|---|---|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H. 7/1/2024</i> ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 7/2/2024</i> ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION DATE: <i>[Signature] 7-3-24</i> ELECTRONIC SIGNATURE ON FILE |
|---|---|---|

Extended Description:

Change Order 1

Change Order No. 1 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Effective date: June 6, 2024

Original Contract: \$195,000.00
Change Order 1 (Increase): \$545,000.00
New Contract Total: \$740,000.00

No other changes.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|--------------|
| 1 | 81100000 | 0.00000 | | 0.000000 | \$195,000.00 |
| Service From | Service To | Manufacturer | Model No | | |
| 2023-06-13 | 2030-06-14 | | | | |

Commodity Line Description: Bldg. 37 Window, HVAC, Roof, and Envelope Upgrades Project

Extended Description:

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|--------------|
| 2 | 81100000 | 0.00000 | | 0.000000 | \$545,000.00 |
| Service From | Service To | Manufacturer | Model No | | |
| 2023-06-13 | 2030-06-14 | | | | |

Commodity Line Description: Change Order 1

Extended Description:

May 22, 2024

Kari J. Westfall
Construction Project Manager
Architecture/Engineering Section
State of West Virginia
General Services Division
112 California Ave 4-500
Charleston, WV 25305



RE: Contract Modification to Provide Architectural and Engineering Design and Construction Phase Services for Building 37 HVAC, Roof, and Envelope Upgrades (GSD2300000004)

Ms. Westfall:

Thank you for providing ZMM Architects and Engineers and our consultant WDP & Associates Consulting Engineers the opportunity to assist the State of West Virginia General Services Division (GSD) with the design and construction phase services for Building 37. ZMM's original proposal indicated a two (2) phase investigative and design process. The first phase, which included assessment, investigation, evaluation, and scope development, has been completed. The attached proposal is for the second phase of the project, which will include the design and construction phase services required to implement the scope of work developed during the initial investigation. The scope of work outlined below is for the HVAC Improvement. Please find attached a document prepared by WDP that outlines the proposed scope for Building Envelope Repairs (dated May 20, 2024).

Building 37: Scope of Work

Based on the Heating, Ventilating, and Air Conditioning Report for Building 37 dated November 17, 2023, the General Services Division (GSD) has selected the rooftop units (RTUs) option for replacement of the two existing penthouse air conditioning systems.

The four-roof top (RTU) units will consist of DX air conditioning, modulating gas fired heating, variable volume fan array, return air fan with pressure relief, outside air measuring station, and MERV13 filter with prefilters. New gas piping will be extended from the boiler room to the new RTUs. The unit capacities will be 35,000 cfm and 130 tons to match the existing equipment to be replaced. Some reduction in tonnage may be considered. Two RTUs will replace each penthouse. The RTUs return air and supply air will be ducted horizontally to existing roof penetrations. Supply ducts in the duct shaft will need to be renovated to accept two separate supply ducts in each of the two shafts. The existing return air ductwork in the existing shafts will be reused and rebalanced.

Additionally, the two existing standard efficiency boilers will be replaced by two high efficiency condenser boilers. The boilers will be downsized since morning warm up heat will be provided by modulating natural gas heat in the four new RTUs. New variable speed circulating pumps will be provided. The 500 variable air volume (VAV) terminals will be retrofitted with new DDC controls. In addition, the reheat control valves will be replaced with pressure independent two-way control valves. Office lighting will be provided with sensors. General building lighting will be placed on the Building Automation System (BAS).

Piping alterations consisting of zone insulation valves and the failed dielectric fittings will be replaced. Electrical and structural alterations will be made to accept the new RTUs. Demolition drawings will be provided for the removal of the two existing penthouse units, structural alterations and roofing will be coordinated. A new Trane BAS will be specified with sequences of operation and required monitoring.

Building 37: Scope of Services

Based upon the above project understanding, the ZMM Team will provide the following professional A/E Services:
Architecture

Building Envelope Consulting (WDP)
Interior Design
Structural Engineering
Mechanical Engineering
Electrical Engineering – Power, Lighting, and Low Voltage (BAS and Fire Alarm)
Plumbing Engineering

Schematic Design Phase

Based on the approved scope the ZMM Team will provide Schematic Design services and documents. During this phase the basic plans, appearance, form, and character of the project will be further developed as design solutions are investigated and formulated. The ZMM team will proceed with the Schematic Design phase consistent with the approved scope. The following activities are included within the Schematic Design Phase:

- Perform code analysis.
- Confirm project scope.
- Further develop the design of the building envelope improvements.
- Prepare engineering system narratives.
- Provide a statement of probable construction cost.
- Submit Schematic Design documents to the GSD for approval.

Design Development Phase

Based upon the approved Schematic Design and any adjustments in the scope or quality of the project or in the construction budget authorized by the GSD, the ZMM/WDP team will provide Design Development tasks and documentation. In this phase, drawings and other documents will be prepared in sufficient detail to describe the size and character of the exterior envelope improvements and proposed mechanical systems. The following activities will be performed during the Design Development Phase:

- Meetings with and presentations to the GSD project management team.
- Develop exterior envelope improvement design components, including typical systems and construction standards, details, and finishes.
- Develop structural, mechanical, and electrical engineering concepts (and other specialty systems as required by the project).
- Update the statement of probable construction cost.
- Submit the Design Development documents to the GSD for approval.

Construction Documents Phase

Based upon the approved Design Development documents and any further adjustments in the scope or quality of the project or in the construction budget authorized by the GSD, construction documents will be prepared in sufficient detail to communicate the scope and intent of the project for construction by qualified contractor(s). The ZMM Team quality controls procedures will be followed, and final QA/QC review will occur in this phase. The following activities will be performed during the Construction Documents Phase:

- Meetings with and presentations to the GSD project management team.
- Prepare construction documents (including Not in Contract (NIC) for item bid or contracted separately like BAS controls) for building envelope and HVAC improvements.
- Review the project documents with the State Fire Marshal (AHJ).
- Update and finalize specifications including Bidding Documents and Division One (general project conditions).
- Confirm bidding procedures.
- Submit construction documents to the GSD for approval.

Bidding Phase

During this phase the ZMM/WDP team will assist the GSD in the public bid process. The following activities will be performed during the Bidding Phase:

- Provide clarification to the construction documents through issuance of addenda.

- Attending the pre-bid conferences and provide appropriate information and advice to prospective bidders and contractors.
- Review alternates and substitutions, proposed by the bidders, if the construction documents permit alternates and substitutions.
- Attending the bid opening, assist in the review of bids for conformance to the project requirements, and recommend on the disposition of bids.

Construction Administration

The ZMM/WDP team will advise and consult with the GSD during the Construction Phase and, upon selection of the contractor, provide administration services as set forth in the Agreement. The following activities constitute this phase:

- Attendance at pre-construction conferences.
- On-site project meetings and observations on a bi-weekly basis.
- Review contractor's submittals.
- Respond to properly prepared Requests for Information.
- Issue supplemental drawings and bulletins.
- Review contractor's payment applications.
- Issue field observation reports.
- Review contractor change proposals.
- Participate in one review for Substantial Completion for each of the bid packages.
- Issue certificate of substantial completion.
- Participate in one review for Final Completion for each of the bid packages.
- Assist in review of contractor's closeout submittals.
- Development of project record drawings.

Project Delivery Method

The project will be delivered using a Design-Bid-Build approach with one (1) bid package. It is anticipated that a general contractor will coordinate the work of the various trades required to complete the project.

Schedule

The ZMM/WDP team proposes the following schedule for the design and construction phases of the project. Please note that these are the anticipated duration following receipt of an executed agreement for the State:

| | |
|--------------------------|----------|
| Building Package | |
| Additional Investigation | 2 Weeks |
| Schematic Design | 4 Weeks |
| Design Development | 4 Weeks |
| Construction Documents | 6 Weeks |
| Bidding | 12 Weeks |
| Construction | 52 Weeks |

Fee Proposal

ZMM Architects and Engineers proposes to provide the services noted above for a stipulated sum of five hundred and forty-five thousand dollars (\$545,000.00). The fee will be billed monthly based upon progress. A breakdown of the fee is provided below:

| | |
|--------------------------------------|-----------|
| Project Management | \$ 39,961 |
| HVAC Improvements | \$252,000 |
| Building Envelope Improvements (WDP) | \$253,309 |
| Total | \$545,000 |

Exclusions/Clarifications

The proposed fee is for the scope described above. If there are any substantial changes to the proposed scope of services, ZMM will provide a proposal for the additional work. Testing services, intrusive and destructive or otherwise, including a hazardous material assessment is not included as a part of the scope of services. Permit fees are also excluded from the proposal but may be billed as a reimbursable expense at the request of the GSD.

Thank you again for providing the ZMM/WDP team with the opportunity to assist the State of West Virginia General Services Division. We appreciate your consideration of this contract modification proposal. Please let me know if you have any questions or concerns.

Respectfully submitted,
ZMM Architects and Engineers



Adam R. Krason, AIA, NCARB, LEED-AP
Principal

Attachments: WDP Proposal No. 23076B Dated May 20, 2024



The West Virginia General
Services Division Agrees
to the Above Changes.

John K. McHugh
6/25/24



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

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division

From: Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*

Date: June 6, 2024

Ref: Change Order #1 – CCT 0211 GSD2400000002 – Building 37 Window, HVAC, Roof, and Envelope Upgrades Project

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#1) to our contract (CCT 0211 GSD2400000002) with ZMM INC (the "Engineer") for Building 37 Window, HVAC, Roof, and Envelope Upgrades Project per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$545,000.00, to cover Design and Construction Phases (Phase 2) of the contract based upon having completed the initial investigative phase (Phase 1).

Project Management (\$39,961.00) – Construction Administration

HVAC Improvements (\$252,000.00) - Design

Building Envelope Improvements (\$253,309.00) - Design

We have reviewed these quantities and costs and find them reasonable, considering the current estimates for the impending construction repair project.

| | |
|--------------------------------------|--------------|
| Original Contract Award Amount = | \$195,000.00 |
| Change Order #1 Increase Requested = | \$545,000.00 |
| New Contract Amount = | \$740,000.00 |

Please make this increase effective as of June 6, 2024.

We understand that this increase request greatly exceeds the normally allowable 10% in aggregate overall from original award amount, but the increase was intuited by the language and terms of the original contract. The initial costs were for phase one (Investigation) and now we are moving into the second phase which includes construction administration and design.

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.

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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.

ZMM, INC.

| Organization Information | | | | | | | | |
|--------------------------|----------------|------------------|-------------|----------|--------|----------|------------------|--------------------|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason |
| C Corporation | 10/27/1987 | | 10/27/1987 | Domestic | Profit | | | |

| Organization Information | | | |
|---------------------------|--|--|---|
| Business Purpose | 5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs) | | Capital Stock 2000.0000 |
| Charter County | Kanawha | | Control Number 0 |
| Charter State | WV | | Excess Acres 0 |
| At Will Term | | | Member Managed |
| At Will Term Years | | | Par Value 1.000000 |
| Authorized Shares | 2000 | | Young Entrepreneur Not Specified |



| Addresses | |
|----------------------------------|--|
| Type | Address |
| Local Office Address | 222 LEE STREET WEST CHARLESTON, WV, 25302 |
| Mailing Address | 222 LEE STREET WEST CHARLESTON, WV, 25302 USA |
| Notice of Process Address | CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302 |
| Principal Office Address | 222 LEE STREET WEST CHARLESTON, WV, 25302 USA |
| Type | Address |

| Officers | |
|-----------------------|--|
| Type | Name/Address |
| Director | ROBERT DOEFFINGER 222 LEE STREET WEST CHARLESTON, WV, 25302 |
| Director | DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302 |
| President | ROBERT C. DOEFFINGER 222 LEE STREET WEST CHARLESTON, WV, 25302 |
| Secretary | DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302 |
| Treasurer | DAVID FERGUSON 222 LEE STREET WEST CHARLESTON, WV, 25302 |
| Vice-President | ADAM R KRASON 222 LEE STREET W CHARLESTON, WV, 25302 |
| Type | Name/Address |

| DBA | | | |
|------------------------------|--------------------|-----------------------|-------------------------|
| DBA Name | Description | Effective Date | Termination |
| ZMM ARCHITECTS AND ENGINEERS | TRADENAME | 12/17/2018 | |
| DBA Name | Description | Effective Date | Termination Date |

| Date | Amendment |
|-----------|--|
| 6/30/2003 | AMENDMENT FILED RESTATING ARTICLES OF INCORPORATION |
| 4/4/1989 | MERGER; MERGING ZANDO, MARTIN & MILSTEAD, INC., A QUAL WV CORP, WITH AND INTO ZMM, INC., A QUAL WV CORP, THE SURVIVOR. |
| Date | Amendment |

| Annual Reports | |
|-----------------------|--|
| Filed For | |
| 2024 | |
| 2023 | |
| 2022 | |
| 2021 | |
| 2020 | |
| 2019 | |
| 2018 | |
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| 2001 | |
| 2000 | |
| 1999 | |
| Date filed | |

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

Tuesday, June 18, 2024 — 11:10 AM

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Entity Information +

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

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Entity

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|---|---|
| <i>Purchasing Division Use:</i> Buyer: #05 <u>YVP</u> Date: <u>06/10/2024</u> Solicitation No. _____ c/o 1 | Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CCT GSD240000002 PF No.: 1148169 |
|---|---|

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

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

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

For Purchasing Division Use Only:

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

Signature: Melissa K Pettrey, Senior Buyer