



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: 07-25-2024

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

<b>Order Number:</b>	CPO 0313 9171 DEP2300000029 4	<b>Procurement Folder:</b>	1051908
<b>Document Name:</b>	EOI - 2022 AML Contract 2 Projects - South	<b>Reason for Modification:</b> Change Order No 1 is issued to increase the remaining balance per the attached documentation.	
<b>Document Description:</b>	EOI - 2022 AML Contract 2 Projects - South		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Joseph E Hager III		
<b>Telephone:</b>	(304) 558-2306		
<b>Email:</b>	joseph.e.hageriii@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-06-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	VC0000099853	<b>Requestor Name:</b>	Jessica S Chambers	
RESPEC COMPANY LLC 3824 JET DRIVE  RAPID CITY SD 577090725 US		<b>Requestor Phone:</b>	(304) 414-1140	
<b>Vendor Contact Phone:</b>	0000000000	<b>Requestor Email:</b>	jessica.s.chambers@wv.gov	
<b>Discount Details:</b>		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>		
<b>Discount Allowed</b>	<b>Discount Percentage</b>			<b>Discount Days</b>
#1 No	0.0000			0
#2 Not Entered				
#3 Not Entered				
#4 Not Entered				

INVOICE TO	SHIP TO
ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US	ENVIRONMENTAL PROTECTION OFFICE OF AML&R 601 57TH ST SE CHARLESTON WV 25304 US

7/30/24 GC

<b>Total Order Amount:</b>	\$2,967,590.66
----------------------------	----------------

Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tanya 7/30/24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>7/28/24</i> ELECTRONIC SIGNATURE ON FILE
--	--	--

*8/1/2024*

**Extended Description:**

Change Order

Change Order No. 1 issued to increase the contract according to all terms, conditions and specifications contained in the contract including all authorized change orders.

Original Contract Sum: \$2,778,881.88  
Change Order #1 Increase: \$188,708.78

New Contract Total: \$2,967,590.66

Effective Date: 06/08/2024

All provisions of the of the original contract and the subsequent change orders not modified herein shall remain in full force and effect. No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	834088.68
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Professional Svcs - MacArthur Subsidence Phase III

**Extended Description:**

Professional Svcs - MacArthur Subsidence Phase III

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81100000	0.00000		0.000000	383948.90
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Professional Svcs - Beckley Soccer Complex

**Extended Description:**

Professional Svcs - Beckley Soccer Complex

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81100000	0.00000		0.000000	313485.52
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Professional Svcs - Price Hill Complex Pond Cleaning

**Extended Description:**

Professional Svcs - Price Hill Complex Pond Cleaning

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81100000	0.00000		0.000000	401262.65
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Professional Svcs - Summerlee Water Treatment

**Extended Description:**

Professional Svcs - Summerlee Water Treatment

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81100000	0.00000		0.000000	706741.11
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Professional Svcs - Crown Hill Refuse, Slide & Drainage

**Extended Description:**  
Professional Svcs - Crown Hill Refuse, Slide & Drainage

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81100000	0.00000		0.000000	328063.80
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Professional Svcs - WVU Tech Drainage Morris Creek

**Extended Description:**  
Professional Svcs - WVU Tech Drainage Morris Creek



APPROVED  
*[Signature]*  
7/29/24

west virginia department of environmental protection

Office of Abandoned Mine Lands & Reclamation  
601 57<sup>th</sup> ST SE  
Charleston, WV 25304

Harold D. Ward, Cabinet Secretary  
dep.wv.gov

June 27, 2024

RESPEC Company, LLC.  
Attn: Whitney Faulkner

Re: 2022 AML Contract 2 Projects - South  
Contract Number: CPO: DEP23\*29

Dear Ms. Faulkner:

Revisions to the design of the Beckley Soccer Complex project are needed due to AEP constructing new power poles in the project area. The additional design services total \$38,052.00. A reduction in exploratory right of entry hours, additional geotechnical investigation, a FLAC 3D model, and additional analysis and design are needed for the MacArthur Subsidence Phase III project. These services total \$91,733.03. Additional surveying and mapping, geotechnical investigation, and preparation of plans and specifications are needed for the Crown Hill Refuse and Slide project due to the addition of a retaining wall. These additional services total \$58,923.75. The total amount of this change order is \$188,708.78.

The effective date of the change order is June 8, 2024.

Change Order Approved by WVDEP:

Name	Title	Signature	Date
Jonathan Holbert	Southern Design Administrator	<i>Jonathan Holbert</i> <small>Digitally signed by: Jonathan Holbert DN: CN = Jonathan Holbert email = Jonathan.R.Holbert@wv.gov C = AD O = DLR-AML OU = WVDEP Date: 2024.06.27 13:29 -04'00'</small>	

Completion of this change order approval process requires your signature below

I agree with the changes as outlined in this letter.  
(vendor signature required below)

Name	Title	Signature	Date
Whitney Faulkner	Manager, Reclamation Services	<i>Whitney Faulkner</i>	6/27/2024

Please email the signed documents to [Jonathan.R.Holbert@wv.gov](mailto:Jonathan.R.Holbert@wv.gov) within 7 days of receipt of this letter.



April 2, 2024

Mr. Jonathon Holbert, PE  
Southern Design Administrator  
West Virginia Department of Environmental Protection  
Division of Land Restoration  
Office of Abandoned Mine Lands and Reclamation  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304

Dear Mr. Holbert:

RE: CEOI 0313 DEP2200000020: BECKLEY SOCCER COMPLEX – Change Order

## PROJECT UNDERSTANDING

Per our conversations, please find a summary of the change order and the justification for each of them.

### TASK III D – ANALYSIS AND DESIGN

During the analysis and design phase, it was discovered that AEP was constructing new power poles through the soccer complex. At that time, we were told the power pole would have a 30' radius around it. This changed our original design for the parking lot mitigation. The plan was to excavate down to bedrock and re-build the parking lot on a suitable base. We revised our plans that would include only excavating 10' and placing a geogrid to provide the required foundation strength.

146 EAST THIRD STREET  
LEXINGTON, KY 40508  
P.O. BOX 888 // LEXINGTON, KY 40588  
859.259.0959



Table 1. TASK 111D – ANALYSIS AND DESIGN

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Project Manager	180	Hour	9	1620.00
Staff Engineer	133	Hour	98	13,034.00
Senior Technician/Scientist, GIS Specialist	128	Hour	18.5	2,368.00
			TOTAL COST	17,022.00

**TASK 111E – PREPARATION OF PLANS, SPECIFICATIONS & ENGINEER'S ESTIMATE**

During the preparation of plans, AEP revised their power pole location again. Based on the drilling holes we provided them; AEP realized the power pole did not have a solid foundation. They moved the power pole next to the volleyball field and reduced the radius of no disturbance to 10.0'. When this was relayed to us, the parking lot, access road, open space and storm sewers had been designed based on the original location of the power pole. RESPEC had to re-design the site and update quantities for the estimate.

Table 2. TASK 111E – PREPARATION OF PLANS, SEPCIFICATIONS, & ENGINEER'S ESTMATE

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Staff Engineer	133	Hour	110	14,630.00
Senior Technician/Scientist, GIS Specialist	128	Hour	50	6,400.00
			TOTAL COST	21,030.00

Sincerely,

Whitney Faulkner, PE  
Manager, Reclamation Services



June 27, 2024

Mr. Jonathon Holbert, PE  
Southern Design Administrator  
West Virginia Department of Environmental Protection  
Division of Land Restoration  
Office of Abandoned Mine Lands and Reclamation  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304

Dear Mr. Holbert:

**RE: CEOI 0313 DEP2200000020: MACARTHUR SUBSIDENCE PHASE III – CHANGE ORDER**

### CHANGE ORDER REQUESTS

Per our conversations, please find a summary of the change order and the justification for each of them.

#### TASK IIA – EROE

We have finished the exploratory right of entry and did not use all the budget. We would like to reduce the budget as shown below.

Table 1. TASK IIA – EXPLORATORY RIGHT OF ENTRY

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
SR Project Manager	210	Hour	-28	-5,880.00
Project Manager	180	Hour	7.5	1,350.50
Staff Engineer	133	Hour	-104	-13,832.00
Senior Technician/Scientist, GIS Specialist	128	Hour	-72	-9,216.00
			<b>TOTAL COST</b>	<b>-27,578.00</b>

146 EAST THIRD STREET  
LEXINGTON, KY 40508  
P.O. BOX 888 // LEXINGTON, KY 40588  
859.259.0959



**TASK III C – GEOTECHNICAL INVESTIGATIONS**

The original scope did not include a representative from RESPEC on-site during the exploratory drilling. After discussions with WVDEP, it was determined this would be necessary. Below is a summary of those changes.

**Table 2. GEOTECHNICAL INVESTIGATIONS – ON-SITE DRILLING**

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Project Manager	180	Hour	453	81,540.00
			<b>Subtotal</b>	<b>81,540</b>
Mileage	0.65	Miles	3426.2	2,227.03
Hotel	140	Day	31	4,340.00
Per Diem	59	Day	16	944.00
			<b>Subtotal</b>	<b>7,511.03</b>
			<b>TOTAL COST</b>	<b>89,051.03</b>

As discussed, below is the change-order request for the FLAC 3D model. The FLAC 3D model evaluated the overburden parameters to determine the minimum amount of overburden that if subsidence occurred would not propagate to the surface. Based on this model, the number of structures that needed to be mitigated was reduced by 62%. Please see attached memo and presentation.

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Project Manager	180	Hour	11.5	2,070.00
Professional Engineer	159	Hour	109	17,331.00
Staff Engineer	133	Hour	15	1,995.0
Senior Technician/Scientist, GIS Specialist	128	Hour	8	1,024.00
			<b>TOTAL COST</b>	<b>22,420.00</b>





**TASK IIID – ANALYSIS AND DESIGN**

During the analysis and design phase, we performed an in-depth analysis and completed a report of investigation for WVDEP. Based on this report and subsequent analysis, we believe a portion of the project area will not need to be grouted, based on the thickness of the overburden. This could reduce the construction costs. Below is a summary of the time we spent completing the analysis and report.

Table 3. TASKIIID – ANALYSIS AND DESIGN

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Project Manager	180	Hour	14	2,520.00
Staff Engineer	133	Hour	40	5,320.00
			<b>TOTAL COST</b>	<b>7,840.00</b>

If you have any questions, please do not hesitate to reach out to me.

Sincerely,

Whitney Faulkner, PE  
Manager – Reclamation Services



June 14, 2024

Mr. Jonathon Holbert, PE  
Southern Design Administrator  
West Virginia Department of Environmental Protection  
Division of Land Restoration  
Office of Abandoned Mine Lands and Reclamation  
601 57<sup>th</sup> Street, SE  
Charleston, WV 25304

Dear Mr. Holbert:

RE: CEOI 0313 DEP2200000020: CROWN HILL REFSE AND SLIDE – Change Order

### CHANGE ORDER REQUESTS

As previously discussed, we are submitting a change order for a retaining wall design along Route 61 to mitigate the slide.

#### TASK IIIB – SURVEYING & MAPPING

The change order for this task includes staking 3 additional drill holes along Route 61 for the retaining wall and a revised aerial drone flight to get additional topography in the area.

Table 1. TASK 111B – SURVEYING AND MAPPING

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Senior Project Manager	210	Hour	2	420.00
Project Manager	180	Hour	2	360.00
Subtotal Estimated Labor				780.00
Staking 3 Drill Holes	500	EA	3	1,500.00
Additional Drone Flight	5,000	LS	1	5,000
Subtotal Estimated Subconsultant				6,500
TOTAL COST				7,280.00

146 EAST THIRD STREET  
LEXINGTON, KY 40508  
P.O. BOX 888 // LEXINGTON, KY 40588  
859.259.0959



**TASK IIC – GEOTECHNICAL INVESTIGATIONS**

The change order for this task includes drilling three additional drill holes along Route 61 for the retaining wall and soil/rock testing.

Table 2. TASK 111C – GEOTECHNICAL INVESTIGATIONS

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Senior Project Manager	210	Hour	2	420.00
Project Manager	180	Hour	8	1,440.00
Geologist	123	Hour	24	2,952.00
Subtotal Estimated Labor				4,812.00
Mileage	0.65	Mile	1135	737.75
Hotel	140	Day	2	280.00
Per Diem	59	Day	3	177.00
Expenses Subtotal				1,194.75
Vehicle & Equipment Mob/Demob	5,000	LS	1	5,000.00
Test Drilling	3,600	Day	2	7,200.00
Traffic Control	2,500	Day	2	5,000.00
Drill Crew Per Diem	400	Day	2	800.00
Engineer Drilling Supervisor	195	Hour	4	780.00
Moisture Content Tests	12	EA	6	72.00
Atterberg Limits (D4318)	100	EA	3	300.00
Particle Size Sieve Analysis with Hydrometer (D422)	350	EA	6	2,100.00
Rock Core Unconfined Compression Test (D2166)	95	EA	3	285.00
Senior Geologist	195	Hour	8	1,560.00
Subtotal Estimated Subconsultant				23,097.00
<b>TOTAL COST</b>				<b>29,103.75</b>



**TASK 111E – PREPARATION OF PLANS, SPECIFICATIONS & ENGINEER'S ESTIMATE**

The change order for this task includes the engineering design of the retaining wall.

Table 3. TASK IIIIE – PREPARATION OF PLANS, SPECIFICATIONS, & ENGINEER'S ESTIMATE

LABOR	RATE (\$)	UNIT COST	QUANTITY	COST (\$)
Senior Project Manager	210	Hour	40	8,400
Project Engineer	159	Hour	40	6,360.00
Staff Engineer	133	Hour	20	2,660.00
Senior Technician/Scientist, GIS Specialist	128	Hour	40	5,120.00
			<b>TOTAL COST</b>	<b>22,540.00</b>

Sincerely,

Whitney Faulkner, PE  
Manager, Reclamation Services

You are viewing this page over a secure connection. Click here for more information.

## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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

### RESPEC COMPANY, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	2/28/2019		2/28/2019	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		
<b>Charter County</b>		<b>Control Number</b>	0
<b>Charter State</b>	SD	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	3824 JET DR RAPID CITY, SD, 57703-4757
<b>Mailing Address</b>	3824 JET DR RAPID CITY, SD, 57703-4757 USA
<b>Notice of Process Address</b>	REGISTERED AGENTS INC 110 MAIN ST. BECKLEY, WV, 25801
<b>Principal Office Address</b>	3824 JET DR RAPID CITY, SD, 57703-4757 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Member</b>	RE/SPEC INC. 3824 JET DR RAPID CITY, SD, 57703-4757
<b>Member</b>	MINORITY INTEREST HOLDERS 3824 JET DR RAPID CITY, SD, 57703-4757
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2024	
2023	
2022	
2021	
2020	
<b>Date filed</b>	

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



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

### Search

All Words

e.g. 1606N020Q02

#### Select Domain Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

#### Filter By




#### Keyword Search

For more information on how to use our keyword search, visit our help guide

**Simple Search**

**Search Editor**

Any Words 

All Words 

Exact Phrase 

e.g. 123456789, Smith Corp

"respec company llc" ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∧
- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion
- Exclusion Program ∨
- Location ∨
- Dates ∨

Reset 



## No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

[Go Back](#)



Feedback



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u><i>J. Adams</i></u> Date: <u><i>7-24-24</i></u>  Solicitation No. <u><i>CPO DEP 23009</i></u> <span style="margin-left: 100px;"><i>C/O #1</i></span>	Agency: WV DEPT OF ENVIRONMENTAL PROTECTION  Procurement Officer Submitting Requisition: <b>JESSICA CHAMBERS</b>  Requisition No. CPO DEP2300000029  PF No.: 1051908
--	--

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

