



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

# State of West Virginia Master Agreement

Order Date: 09-27-2024

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>	CMA 0803 0066 DOT6624C006B 2	<b>Procurement Folder:</b>	1274273
<b>Document Name:</b>	Repair Products for Roads and Bridges - Statewide 6624C006	<b>Reason for Modification:</b>	Change Order 01 To Renew Contract
<b>Document Description:</b>	Repair Products for Roads and Bridges - Statewide 6624C006		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-10-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-09-30

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000159743	<b>Requestor Name:</b>	Careasa M Nichols
TOM BROWN INC 224 GEORGETOWN RD  LAWRENCE PA 15055 US		<b>Requestor Phone:</b>	304-414-3212
<b>Vendor Contact Phone:</b>	724-260-5958	<b>Requestor Email:</b>	careasa.m.nichols@wv.gov
<b>Discount Details:</b>		<div style="font-size: 48px; font-weight: bold;">2025</div> FILE LOCATION _____	

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
----------------------------	----------

JE 9/27/24  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: 9-27-24  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: 9/27/2024  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: 9-27-24  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 01 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: 10/01/2024 through 09/30/2025

Renewal Years Remaining: 2

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** AQUAFIN-IC ADMIX or Equal

**Extended Description:**

AQUAFIN-IC ADMIX or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** AQUAFIN Pavemend DOTline Rapid Repair Concrete or Equal

**Extended Description:**

AQUAFIN Pavemend DOTline Rapid Repair Concrete or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** AQUAFIN PAVEMEND SL or Equal

**Extended Description:**

AQUAFIN PAVEMEND SL or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** AQUAFIN PAVEMEND SLQ or Equal

**Extended Description:**

AQUAFIN PAVEMEND SLQ or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** AQUAFIN PAVEMEND VR or Equal

**Extended Description:**

AQUAFIN PAVEMEND VR or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** CHEM-CRETE PAVIX CCC100 or Equal

**Extended Description:**

CHEM-CRETE PAVIX CCC100 or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** CHEM-CRETE SOFIX CCC100 or Equal

**Extended Description:**

CHEM-CRETE SOFIX CCC100 or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** CHEM-CRETE YUFIX CCC 1000 or Equal

**Extended Description:**

CHEM-CRETE YUFIX CCC 1000 or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** CHLOR\*RID or Equal

**Extended Description:**

CHLOR\*RID or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** DOWSIL 888 Silicone Joint Sealant or Equal

**Extended Description:**

DOWSIL 888 Silicone Joint Sealant or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** DOWSIL 890-SL Silicone Joint Sealant or Equal

**Extended Description:**  
DOWSIL 890-SL Silicone Joint Sealant or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** IMCO D-TECK 470 Sealer or Equal

**Extended Description:**  
IMCO D-TECK 470 Sealer or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** IMCO MG-KRETE FLEX Regular or Equal

**Extended Description:**  
IMCO MG-KRETE FLEX Regular or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** IMCO High Temperature Retarder or Equal

**Extended Description:**  
IMCO High Temperature Retarder or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** IMCO Low Temperature Accelerator or Equal

**Extended Description:**  
IMCO Low Temperature Accelerator or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** IMCO MG-KRETE NO ODOR Regular or Equal

**Extended Description:**  
IMCO MG-KRETE NO ODOR Regular or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** IMCO MG-KRETE NO ODOR Fine or Equal

**Extended Description:**  
IMCO MG-KRETE NO ODOR Fine or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** IMCO MG-KRETE Regular Equal

**Extended Description:**  
IMCO MG-KRETE Regular Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** IMCO MG-KRETE Regular or Equal

**Extended Description:**  
IMCO MG-KRETE Regular or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** MASTER BUILDERS MasterEmaco T 1060 Rapid Mortar or Equal

**Extended Description:**  
MASTER BUILDERS MasterEmaco T 1060 Rapid Mortar (formerly 10-60 Rapid Mortar) or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** MASTER BUILDERS MasterFlow 100 or Equal

**Extended Description:**  
MASTER BUILDERS MasterFlow 100 (formerly Construction Grout) or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Perma-Patch or Equal

**Extended Description:**  
Perma-Patch or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** PHOSCRETE Fast-Set Admix or Equal

**Extended Description:**  
PHOSCRETE Fast-Set Admix or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** PHOSCRETE HC or Equal

**Extended Description:**  
PHOSCRETE HC or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
37	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** PHOSCRETE SG (Dry-Mix Shotcrete/Gunite) or Equal

**Extended Description:**  
PHOSCRETE SG (Dry-Mix Shotcrete/Gunite) or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
38	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** PHOSCRETE VO (Vertical/Overhead) or Equal

**Extended Description:**  
PHOSCRETE VO (Vertical/Overhead) or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
40	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SOPREMA ALSAN Flashing or Equal

**Extended Description:**  
SOPREMA ALSAN Flashing or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
41	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SOPREMA ALSAN PolyFleece or Equal

**Extended Description:**  
SOPREMA ALSAN PolyFleece or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
42	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SOPREMA Elastocol 500 Primer or Equal

**Extended Description:**  
SOPREMA Elastocol 500 Primer or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
43	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SOPREMA Sopralene Flam 180 or Equal

**Extended Description:**  
SOPREMA Sopralene Flam 180 or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
44	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SOPREMA Sopralene Flam Antirock or Equal

**Extended Description:**  
SOPREMA Sopralene Flam Antirock or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
45	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SSI DECK SEAL Polymer Deck Sealant or Equal

**Extended Description:**  
SSI DECK SEAL Polymer Deck Sealant or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
46	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SSI RE-DECK Skid-Resistant Overlay or Equal

**Extended Description:**  
SSI RE-DECK Skid-Resistant Overlay or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
47	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SSI SILSPEC Flexpatch Polymer Patching Mortar or Equal

**Extended Description:**  
SSI SILSPEC Flexpatch Polymer Patching Mortar or Equal, per contract specifications.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
48	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** CSL SI-COAT 529AG Sil. Paint Anti-Corros./Graffiti or Equal

**Extended Description:**  
CSL SI-COAT 529AG Silicone Paint Anti-Corrosive/Graffiti or Equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
49	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SEALTIGHT 3405 Hot Applied Polymeric Joint Sealant or Equal

**Extended Description:**  
SEALTIGHT 3405 Hot Applied Polymeric Joint Sealant or Equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
50	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Sikdaur - 31 Hi-Mod Gel or Equal

**Extended Description:**  
Sikdaur - 31 Hi-Mod Gel or Equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
51	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SIKADUR Crack Repair Kit or Equal

**Extended Description:**  
SIKADUR Crack Repair Kit or Equal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
52	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SIKADUR Crack Fix or Equal

**Extended Description:**  
SIKADUR Crack Fix or Equal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
53	30000000			UNIT	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** SSI 900 PNS Nosing Expansion Opening Repair Mater. or Equal

**Extended Description:**  
SSI 900 PNS Nosing Expansion Opening Repair Material or Equal





**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

**Alanna J. Keller, P.E.**  
Deputy Secretary of Transportation  
Deputy Commissioner of Highways

**Jimmy Wriston, P. E.**  
Secretary of Transportation  
Commissioner of Highways

**September 26, 2024**

**Tom Brown Inc.**  
224 Georgetown Road  
Lawrence, PA 15055

**Subject: Contract Renewal: Repair Products for Roads & Bridges DOT6624C006B  
Procurement Folder: 1274273**

**The West Virginia Department of Transportation is offering to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.**

**The renewal dates are 10/1/2024 through 09/30/2025. If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to: Careasa.M.Nichols@wv.gov.**

**Please contact the email listed above if you have any questions.**

**Thank you,**

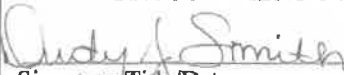
**Careasa M. Nichols**

**We agree to renew the contract for the period as stated above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.**

  
Name/Signature

Contract Administrator  
Title

9/26/24  
Date

**PROCUREMENT USE ONLY**  
 TDIMGR 19/27/24  
Signature/Title/Date

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.*

### TOM BROWN, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/30/2013		7/30/2013	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	4238 - Wholesale Trade - Merchant Wholesalers, Durable Goods - Machinery, Equipment and Supplies Merchant Wholesalers (construction, mining, farm, garden, industrial machinery & supplies, service establishment, transportation)	
<b>Charter County</b>		<b>Control Number</b> 9A1KV
<b>Charter State</b>	PA	<b>Excess Acres</b>
<b>At Will Term</b>		<b>Member Managed</b>
<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>Local Office Address</b>	224 GEORGETOWN ROAD LAWRENCE, PA, 15055
<b>Mailing Address</b>	224 GEORGETOWN ROAD PO BOX 460 LAWRENCE, PA, 15055 USA
<b>Notice of Process Address</b>	RETT WATTERS 224 GEORGETOWN ROAD LAWRENCE, PA, 15055
<b>Principal Office Address</b>	224 GEORGETOWN ROAD LAWRENCE, PA, 15055 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	RETT WATTERS 224 GEORGETOWN ROAD LAWRENCE, PA, 15055
<b>President</b>	BRENDAN BROWN 224 GEORGETOWN ROAD LAWRENCE, PA, 15055
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
GARVIN BROWN CONSTRUCTION PRODUCTS	TRADENAME	4/24/2019	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

<b>Annual Reports</b>
<b>Filed For</b>

2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
<b>Date filed</b>

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

Monday, September 16, 2024 — 11:48 AM

© 2024 State of West Virginia

Search

**Please Sign In:** You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Select Domain  
[Entity Information](#)



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

### 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](#)

- Any Words
- All Words
- Exact Phrase

#### Entity

##### Entity Name

##### Unique Entity ID

##### CAGE / NCAGE

#### Location

#### Status

- Active
- Inactive

[Reset](#)

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JESTEP</u> Date: <u>9/16/24</u>	Agency: WVDOT/DOH
Solicitation No. <u>CMA DOT6624C006B</u> <span style="margin-left: 100px;"><u>CO#3</u></span>	Procurement Officer Submitting Requisition: Dusty Smith
	Requisition No. CMA DOT6624C006B
	PF No.: 1274273

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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

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

*For Purchasing Division Use Only:*

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

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

