



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

State of West Virginia  
**Contract**

Order Date: 12-23-2024

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>	CCT 1400 8506 AGR2500000006 2	<b>Procurement Folder:</b>	1574573
<b>Document Name:</b>	MALDI TOF MASS SPECTROMETER	<b>Reason for Modification:</b>	Change Order No. 1 - to inactivate Commodity Line 2 and decrease the contract by \$24,415.00.
<b>Document Description:</b>	MALDI-TOF Biotyper Sirius GP System and Support		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Larry D McDonnell		
<b>Telephone:</b>	304-558-2063		
<b>Email:</b>	larry.d.mcdonnell@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-12-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-11-30

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	VC0000063654	<b>Requestor Name:</b>	Tina R Withrow		
BRUKER SCIENTIFIC LLC		<b>Requestor Phone:</b>	304-558-2221		
40 MANNING RD		<b>Requestor Email:</b>	tina.r.withrow@wv.gov		
BILLERICA	MA				
US	01821				
<b>Vendor Contact Phone:</b>	000-000-0000				
<b>Extension:</b>					
<b>Discount Details:</b>		<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="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
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	AUTHORIZED RECEIVER 304-558-2227 AGRICULTURE DEPARTMENT OF REGULATORY PROTECTION DIVISION 313 GUS R DOUGLAS LN, BLDG 11 CHARLESTON WV 25312 US

*CR 12-26-24*

<b>Total Order Amount:</b>	\$278,875.30
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Purchasing Division's File Copy

*Ym 12/26/24*

<b>PURCHASING DIVISION AUTHORIZATION</b> <i>Turayfe 12/26/24</i> DATE: _____ ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <i>John S. Gray</i> DATE: _____ ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> <i>Cathy Yoder</i> DATE: 1-8-25 ELECTRONIC SIGNATURE ON FILE
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*1/6/2025*

**Extended Description:**

Change Order No. 1 - Administrative change order to inactivate Commodity Line 2 and decrease the contract by \$24,415.00 since the commodity line was inadvertently added on the original purchase order.

Commodity Line 1 total at \$278,875.30 included the MADLI-TOF Biotyper sirius GP System at \$254,460.30 and Year 1 Preventative Maintenance Service at \$24,415.00. Commodity Line 2 was added for the Year 1 Preventative Maintenance (\$24,415.00) by mistake.

Original Contract Total: \$303,290.30  
CO#1 Decrease: (\$ 24,415.00)  
New contract total: \$278,875.30

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	41115404	0.00000		0.000000	\$278,875.30
Service From	Service To	Manufacturer		Model No	
2024-12-01	2025-11-30				

**Commodity Line Description:** MALDI-TOF Biotyper Sirius GP System and Year 1 Prev Main.

**Extended Description:**

Total consists of -  
\$254,460.30 for Madli-TOF GP System  
\$ 24,415.00 for Prev. Main. Year 1  
\$278,875.30 Total

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	41115404	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2024-12-01	2025-11-30				

**Commodity Line Description:** Line Discontinued - use Commodity Line 1

**Extended Description:**

Inactive line - use Commodity Line 1 for the system and Year 1 support.



Lyle, Tara L <tara.l.lyle@wv.gov>

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## RE: Award Letter

1 message

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**Bruer, Canlon** <Canlon.Bruer@bruker.com>

Thu, Dec 19, 2024 at 3:16 PM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: "Hoskins, Laryssa" <lhoskins@wvda.us>

If that's the only thing we can do, please issue a change order to correct total amount, reflecting the correct instrument amount and 1 year of service.

If you could please prioritize this for approval ASAP, that would be appreciated. I understand the AG will be out of office for the holiday, but I'm really hoping this can be finalized right after. The lab has been waiting for many months now.

---

### Canlon Bruer

Microbiology Account Executive – Central Region  
Microbiology & Infection Diagnostics

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[www.bruker.com/microbiology](https://www.bruker.com/microbiology)

40 Manning Road

Billerica, MA 01821

USA





MALDI Biotyper<sup>®</sup> sirius<sup>™</sup> CA System

The PROOF is in the Performance

[Click here for details](#)



-Bruker Confidential-

**From:** Lyle, Tara L <tara.l.lyle@wv.gov>  
**Sent:** Thursday, December 19, 2024 1:09 PM  
**To:** Bruer, Canlon <Canlon.Bruer@bruker.com>  
**Cc:** Hoskins, Laryssa <lhoskins@wvda.us>  
**Subject:** Re: Award Letter

\*\*EXTERNAL EMAIL\*\*

The State can't pay for the second year since the contract is set up with a term. The second year would have to be processed by change order once you and the agency agree to the renewal.

At this point, I can only process a change order to correct the pricing for the initial cost and the first year service. We'll have to remove the 2nd year pricing. That is the best I can do.

Tara

On Thu, Dec 19, 2024 at 1:10 PM Bruer, Canlon <Canlon.Bruer@bruker.com> wrote:

Hi Tara,

No worries.

For the sake of time, perhaps it's easier if I lay out our two options below. To avoid delaying delivery of the instrument to the lab further, it would be in our best interest to process the PO in the amount it was written - \$303,390.30. This would include the additional year of service that was included in the commodity line.

Our two options are:

1. Process the PO in the amount of \$303,290.30. Invoice @ 100% payment terms upon acceptance for the instrument, 1<sup>st</sup> year of service and 2<sup>nd</sup> year of service.
2. Process the PO in the amount of \$303,290.30. Invoice @ 100% payment terms upon acceptance for the instrument and 1<sup>st</sup> year of service. The 2<sup>nd</sup> year of service could then be invoiced after the expiration of the 1 year warranty and 1<sup>st</sup> year of service (2 years later). Therefore, you are only being invoiced in the amount of \$278,875.30 for the time being.

Either option above is of benefit to you and the lab, as I assume service coverage will be needed regardless. Just so you know, only Bruker trained and certified field service engineers can service Bruker instruments.

I'm hoping we can make this work, so we can get the instrument to the lab as soon as possible.

Thank you

---

**Canlon Bruer**

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MALDI Biotyper<sup>®</sup> sirius CA System

The PROOF is in the Performance

[Click here for details](#)



-Bruker Confidential-

**From:** Lyle, Tara L <tara.l.lyle@wv.gov>  
**Sent:** Thursday, December 19, 2024 9:34 AM  
**To:** Bruer, Canlon <Canlon.Bruer@bruker.com>  
**Cc:** Hoskins, Laryssa <lhoskins@wvda.us>  
**Subject:** Re: Award Letter

\*\*EXTERNAL EMAIL\*\*

Canlon,

I am unavailable today but I can speak with you tomorrow. The only thing we could do is process a change order to reflect the correct amount.

I can start that process and get it moving forward. The only issue, the Attorney General's Office is not going to be in the office for the holidays so it may be after January 2 or 3 before it can be finalized.

If this is okay with you, I will start the change order and have it ready for approval as to form after the holidays.

Thanks,

Tara

On Thu, Dec 19, 2024 at 10:25 AM Bruer, Canlon <Canlon.Bruer@bruker.com> wrote:

Hi Tara and Laryssa,

Would either of you have time for a quick call today? Although the PO amount is incorrect, I anticipated we would be able to push the PO through for the desired amount of \$278,875.30. However, I am running into some roadblocks.

We have a couple of options that I'd like to run by you. I have the following availability:

- 11am CST – 1pm CST
- 2pm CST – 5pm CST

Let me know if either of those time slots works.

Thank you

---

### Canlon Bruer

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USA



**BRUKER**

MALDI-Biotyper\* sirius CA System

**The PROOF is in the Performance**

[Click here for details](#)



**From:** Bruer, Canlon  
**Sent:** Thursday, December 12, 2024 6:23 PM  
**To:** Hoskins, Laryssa <lhoskins@wvda.us>; Lyle, Tara L <tara.l.lyle@wv.gov>  
**Subject:** RE: Award Letter

Good evening,

Thank you both for the clarification! I will get the order processed on my end and work with the lab on installation/delivery/training timelines.

Thank you

---

**Canlon Bruer**

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40 Manning Road

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MALDI Biotyper<sup>®</sup> sinus CA System

**The PROOF is in the Performance**

[Click here for details](#)



**From:** Hoskins, Laryssa <lhoskins@wvda.us>

**Sent:** Thursday, December 12, 2024 7:39 AM

**To:** Bruer, Canlon <Canlon.Bruer@bruker.com>; Lyle, Tara L <tara.l.lyle@wv.gov>

**Subject:** RE: Award Letter

**\*\*EXTERNAL EMAIL\*\***

Hi Canlon,

Yes that is correct – Total of \$278,875.30 with one year of service with 100% payment term upon acceptance of the instrument. The contract does have optional renewals for additional years of maintenance but those will be handled through a renewal letter and change order if both parties agree to exercise that option later next year.

Thanks,

Laryssa



**Laryssa Hoskins, Comptroller /**

**Assistant Administrative Services Director**

**ADMINISTRATIVE SERVICES DIVISION**

WEST VIRGINIA DEPARTMENT OF AGRICULTURE

COMMISSIONER, KENT A. LEONHARDT

217 Gus R Douglass Lane, Charleston, WV 25312

Office Phone: (304) 558-2221

-Bruker Confidential-

**From:** Bruer, Canlon <Canlon.Bruer@bruker.com>  
**Sent:** Wednesday, December 11, 2024 6:35 PM  
**To:** Lyle, Tara L <tara.l.lyle@wv.gov>; Hoskins, Laryssa <lhoskins@wvda.us>  
**Subject:** RE: Award Letter

You don't often get email from canlon.bruer@bruker.com. Learn why this is important

**[NOTICE: This email came from a sender outside of the WVDA organization. Please be careful when opening attachments and/or clicking links in this email.]**

Okay, I see what you mean. To confirm – just 1 year of service is being purchased, correct? The total should still be **\$278,875.30**, right?

Noted on the payment terms – no problem.

@Hoskins, Laryssa – would the correct payment term be 100% upon acceptance of the instrument?

Thank you

---

**Canlon Bruer**

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-Bruker Confidential-

**From:** Lyle, Tara L <tara.l.lyle@wv.gov>  
**Sent:** Wednesday, December 11, 2024 3:37 PM  
**To:** Bruer, Canlon <Canlon.Bruer@bruker.com>  
**Cc:** Hoskins, Laryssa <lhoskins@wvda.us>  
**Subject:** Re: Award Letter

\*\*EXTERNAL EMAIL\*\*

Sounds good. I guess the agency added the first year of service on the first commodity line and then we added a second line for the service.

Thanks for your understanding and cooperation.

As for the payment terms, the State cannot pay for something until it's received (maintenance - we can pay up front for the entire year). So the agency won't be able to pay until they receive the system/acceptance.

At this point in the process, you can speak with the agency procurement officer, Laryssa Hoskins. I have copied her in the email.

Thanks again,

Tara

On Wed, Dec 11, 2024 at 3:41 PM Bruer, Canlon <Canlon.Bruer@bruker.com> wrote:

Okay, we are good to go. No change order is needed to adjust the balance. I explained the situation to our order processing team and we will take care of it.

So, in sum, we will process the order in the total amount of **\$278,875.30** (\$254,460.30-instrument + \$24,415.00-1 year of service).

One final question for you – do you have a preference on payment terms? Our standard payment terms are **70% upon order and 30% upon shipment**. However, I've worked with government agencies that prefer payment terms of 100% upon acceptance. Let me know if the agency has a preference.

We're almost there!

Thank you

---

**Canlon Bruer**

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40 Manning Road



Billerica, MA 01821



-Bruker Confidential-

**From:** Bruer, Canlon  
**Sent:** Wednesday, December 11, 2024 2:09 PM  
**To:** Lyle, Tara L <tara.l.lyle@wv.gov>  
**Subject:** RE: Award Letter

Hi Tara,

Thank you for the response and clarification.

I am going to check with my order processing team if we can process the order as is. Typically, we need the purchase order amount to align with the quote, but since I have your clarification below, I'll see if we can get this through as is. I'll let you know if this works, or if a change order is needed.

Thank you!

---

**Canlon Bruer**

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**From:** Lyle, Tara L <tara.l.lyle@wv.gov>  
**Sent:** Wednesday, December 11, 2024 12:32 PM  
**To:** Bruer, Canlon <Canlon.Bruer@bruker.com>  
**Subject:** Re: Award Letter

\*\*EXTERNAL EMAIL\*\*

Canlon,

Sorry for the delay - see my responses in red below.

Thanks,

Tara

On Mon, Dec 9, 2024 at 2:33 PM Bruer, Canlon <Canlon.Bruer@bruker.com> wrote:

Thank you Tara!

I do have a question regarding the purchase amount. As seen in the screenshot below, total order amount is listed as \$303,290.30:

**Extended Description:**  
 THE VENDOR, BRUKER SCIENTIFIC LLC, AGREES TO ENTER WITH THE AGENCY, WEST VIRGINIA DEPARTMENT OF AGRICULTURE, INTO A CONTRACT FOR MALDI-TOF BIOTYPER SIRIUS GP SYSTEM AND PREVENTATIVE MAINTENANCE PER THE TERMS AND CONDITIONS, SPECIFICATIONS, BID REQUIREMENTS, ADDENDUM NO. 1 ISSUED 07/24/2024 AND THE VENDOR'S BID DATED 07/28/2024, INCORPORATED HEREIN BY REFERENCE, AND MADE A PART OF HEREOF.

OPTIONAL RENEWAL PREVENTATIVE MAINTENANCE SERVICE FOR YEARS 2, 3 AND 4 WILL BE ADDED BY SUBSEQUENT CHANGE ORDER UPON MUTUAL AGREEMENT BETWEEN BOTH PARTIES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	41115404	0.00000		0.000000	\$278,875.30
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-12-01	2025-11-30				
<b>Commodity Line Description:</b> MALDI-TOF Biotyper Sirius GP System					
<b>Extended Description:</b> See attached documentation for further details.					
Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	41115404	0.00000		0.000000	\$24,415.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2024-12-01	2025-11-30				
<b>Commodity Line Description:</b> MALDI-TOF Biotyper Sirius GP System - Maintenance Service					
<b>Extended Description:</b> MALDI-TOF Biotyper Sirius GP System - Maintenance Service. See attached documentation for further details.					

Breaking this total amount down:

- \$278,875.30 makes up the MALDI Biotyper Sirius GP System
  - **Question:** How was this amount calculated? If you reference "Exhibit A – Pricing Page", the MALDI Biotyper Sirius GP System is listed at a price of \$254,460.30. The additional modules for the system are listed at a price of \$9,037.50. Adding both of these up (assuming the additional modules are wanted), this equates to a total price of **\$263,497.80**. To be honest, I don't know how the \$278,875.30 was calculated. The agency built the lines and I didn't verify with the pricing page. My fault - sorry for the oversight. The actual system will be \$254,460.30. If they want the additional modules - we may have to do a change order to add them. We could also do a change order to fix the balance. Let me know how you want to proceed.
- \$24,415.00 makes up Service
  - **Question:** Would the agency only like to purchase 1 year of service at this time? I assume this would be for the first year. If so, it is important to note that I cannot promise the 1 year service price of \$24,415.00 will hold for year 2, 3 or 4. Since you inputted pricing for years 2, 3 and 4 at the \$24,415.00 this is the price the agency will have to pay for the additional years. We added those years on the pricing page so price escalations could be accounted for. However, the renewal years are optional. You and/or the agency do not have to renew the contract after the first year. If the contract is not renewed, the agency will have to bid out the services again. If you have a price increase, we probably couldn't approve it since there is fixed pricing on the pricing page. I cannot promise this due to any unforeseen price increases we may have in future years. The advantage of purchasing all 4 years of service at once, is that the price of \$24,415.00 will remain locked in place for all 4 years. This is noted in the preamble of the quote attached with the contract.

My main question is how the amount of \$278,875.30 was calculated for the system. I do not want you to overpay, and I also need the quoted amount and PO amount to match up, so I can process the order. If this question should go to someone else, please let me know. Since the pricing page is attached to the contract, could you process the order? If we need to a change order to reduce the amount, that is definitely possible. I will check the agency about the pricing - and if the additional modules need to be added.

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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

#### BRUKER SCIENTIFIC LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	2/18/2021		2/18/2021	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	3391 - Manufacturing - Miscellaneous Manufacturing - Medical Equipment and Supplies Manufacturing (surgical, dental, ophthalmic & medical supplies, instruments, appliances)		<b>Capital Stock</b>
<b>Charter County</b>			<b>Control Number</b>
<b>Charter State</b>	MA	<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>		No



<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	40 MANNING ROAD BILLERICA, MA, 01821
<b>Mailing Address</b>	40 MANNING ROAD BILLERICA, MA, 01821 USA
<b>Notice of Process Address</b>	BRUKER SCIENTIFIC LLC 40 MANNING ROAD BILLERICA, MA, 01821
<b>Principal Office Address</b>	40 MANNING ROAD BILLERICA, MA, 01821 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Member</b>	ANN CARR 40 MANNING ROAD BILLERICA, MA, 01821
<b>Type</b>	<b>Name/Address</b>

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

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

Monday, December 23, 2024 — 2:12 PM

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## Keyword Search

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

Simple Search

Search Editor

Any Words [i](#)

All Words [i](#)

Exact Phrase [i](#)

e.g. 123456789, Smith Corp

"bruker scientific llc" ×

Entity ▼

Location ▼

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## No matches found

Your search did not return any results for active records.

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

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>LM/IR</u> Date: <u>12/23/24</u>	Agency: WV AGR
Solicitation No. <u>CO#1 Remove comm. Line 2-</u>	Procurement Officer Submitting Requisition: Laryssa Hoskins
	Requisition No. CCT AGR25*06 - CO#1
	PF No.: 1574573

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 type="checkbox"/>	<input checked="" 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: \_\_\_\_\_

*Tara H*