

Extended Description:

Change Order

Change Order No. 6 is issued to extend and increase the original contract to January 11, 2027 (365 Calendar Days), according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of change: 01/11/2026

Extend Contract from January 12, 2026 to January 11, 2027

Original Contract Price: \$1,841,222.10
 Change Order 1 (Increase): \$ 841,340.35
 Change Order 3 (Increase): \$ 67,686.50
 Change Order 6 (Increase): \$ 13,248.00
 New Contract Total: \$1,106,396.95

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$184,122.10
Service From	Service To	Manufacturer		Model No	
2022-01-12	2027-01-11				

Commodity Line Description: EOI: Building 36 EIFS and Granite Assessment

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$841,340.35
Service From	Service To	Manufacturer		Model No	
2022-01-12	2027-01-11				

Commodity Line Description: Change Order 1

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$67,686.50
Service From	Service To	Manufacturer		Model No	
2022-01-12	2027-01-11				

Commodity Line Description: Change Order 3

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$13,248.00
Service From	Service To	Manufacturer		Model No	
2022-01-12	2027-01-11				

Commodity Line Description: Change Order 6

Extended Description:



PO Box 99
Hinton, WV 25951

T 304 660 0400
wdpa.com

EXHIBIT A SCOPE OF WORK

December 10, 2025

State of West Virginia
General Services Division
112 California Avenue
Charleston, West Virginia 25305

Attention: Aaron Armstrong, P.E.
Project Manager

Reference: Building 36 – Façade Replacement Project
Proposal for Additional Bid Package and Construction Administration
WDP Proposal No.: 21333C

Dear Mr. Armstrong:

WDP & Associates Consulting Engineers, Inc., (WDP) is pleased to submit this proposal for additional professional services for Bidding and Construction Phase services for the Additional Bid Package for Building 36 at One Davis Square in Charleston, West Virginia. The Additional Bid Package relates to scope of work items that were not completed during the “Building 36 – One Davis Square, Façade Replacement and Restoration Project” and will be incorporated into a follow-on project.

SCOPE OF SERVICES

This Proposal is limited exclusively to the Work as described in this Scope of Services section, and anything not expressly described shall be considered expressly excluded from the Work. WDP proposes to perform the Work which is described as follows:

Task 1. Bid Phase Services

WDP will develop a Bid Package for review by the GSD. This package will include drawings that incorporate specifications as part of the General Notes; a separate Project Manual will not be developed as part of the project. It is our understanding that CRFQ and Instructions to Bidders will be provided by the GSD but will be referenced in the General Notes. The AIA Contract Documents that will be utilized for the project will also be referenced in the General Notes. Project specific provisions that would typically be included in Division 01 specifications will be included in the General Notes, with general provisions being outlined

in the AIA A201, General Conditions for the Contract for Construction and WV Supplementary Conditions. Technical requirements for project specific materials will be incorporated into the General Notes. The scope of work that will be included in this package includes:

- Installation of granite façade elements at the base of the Feature Wall. This will require isolated repairs to the existing below grade waterproofing, removal/replacement of the concrete planter, and regrading of the adjacent landscaped area once work is complete.
- Installation of anchors at the shelf angle at the outside corner of the 2nd Floor Level of the Feature Wall. This will require isolated removal and replacement of brick veneer and patching of the existing air/water barrier.
- Installation of the new concrete coating system at the north entrance. This will require removal and replacement/modification of the existing storefront entrance, new sill flashing, isolated removal/replacement of EIFS at the return walls to ensure continuity of water management systems, and recoating of the EIFS at the return walls to conceal patched areas.
- Installation of new chimney cap at the roof penthouse structure. This will include a new vented cap that is integrated into the existing sheet metal roof.

Upon submission of the Bid Package, it is anticipated that the GSD will review the package and provide comments. WDP will meet virtually with the GSD to discuss any comments that are received. WDP will update the documents based on comments received and provide a 100% Bid Package Submission. All submissions to the GSD will be provided in electronic PDF format.

It is our understanding that this project will not require review by the State Fire Marshal. Submission to the State Fire Marshal and response to comments are excluded from this design phase and could be incorporated as Additional Work if required. Any additional structural or other repairs beyond those listed above are assumed to be excluded, but can be preformed as Additional Services.

At the request of the GSD, WDP will issue electronic copies of the final drawings to eight (8) plan houses provided by the GSD. The fee for providing hard copies at the request of any of the plan rooms is excluded from this proposal, and associated costs will be included in a subsequent change order with a 15% markup as a reimbursable expense. WDP will not provide hard copies without written authorization/notification from the GSD. WDP staff will attend a mandatory pre-bid meeting on-site to discuss the project and collect questions on the bid set from the potential bidders. It is our understanding that GSD will develop meeting minutes from the pre-bid meeting. WDP's staff will review technical questions submitted in writing from the potential bidders and prepare any appropriate addenda necessary for the

contract. WDP will submit any addenda for the GSD to submit to the WV State Purchasing Division for issuance to bidders.

Task 2. Construction Phase Services

It is our understanding that the GSD will perform construction observations and review pay applications and change orders as part of the Construction Phase Services. WDP will serve in a supporting role for the GSD and provide limited Construction Administration Services during the Construction Phase of the project.

For the purposes of this proposal, we have anticipated that WDP will perform one (1) site visit which may include a preconstruction meetings or a general site visit to review progress of the work. WDP will also attend four (4) progress meetings virtually when they don't correspond with the on-site visit.

Task 3. Project Closeout

When the Contractor submits a written request for inspection for Substantial Completion, WDP will conduct a review and develop a list of incomplete items that need to be addressed prior to Final Completion of the project.

SCHEDULING

Based on our understanding of the project schedule, we have developed a proposed design schedule:

Action	Date
Notice to Proceed	December 12, 2025
95% Design Submission	Week of January 12, 2026
Construction Document Submission	Week of January 26, 2026

FEES AND PAYMENTS

The following fees are for the performance of the Work as listed in the Scope of Services. The fees listed in this Fees and Payments section do not cover any Additional Work or any other services which are stated as excluded from the Proposal or are not specifically described as part of the Work listed in the Scope of Services section. Services will be provided on a lump sum basis and invoiced on a monthly basis.



Fee Estimate

The Fee Estimate has been developed using the Fee Schedule in Exhibit B and is based on normal work hours with no work on weekends or Federal holidays.

Task 1. Bid Phase Services

Senior Engineer II / Architect II	24 hrs	@ \$ 200.00 /hr	= \$	4,800.00
CAD Operator/Technician	20 hrs	@ \$ 95.00 /hr	= \$	1,900.00
Project Assistant	2 hrs	@ \$ 80.00 /hr	= \$	160.00
Lodging	1 day	@ \$ 150.00 /day	= \$	150.00
Mileage	180 miles	@ \$ 0.70 /mile	= \$	126.00
Task 2 Subtotal				\$ 7,136.00

Task 2. Construction Phase Services

Senior Engineer II / Architect II	20 hrs	@ \$ 200.00 /hr	= \$	4,000.00
Lodging	1 day	@ \$ 150.00 /day	= \$	150.00
Mileage	180 miles	@ \$ 0.700 /mile	= \$	126.00
Task 3 Subtotal				\$ 4,276.00

Task 3. Project Closeout

Senior Engineer II / Architect II	4 hrs	@ \$ 200.00 /hr	= \$	800.00
CAD Operator/Technician	8 hrs	@ \$ 95.00 /hr	= \$	760.00
Lodging	1 day	@ \$ 150.00 /day	= \$	150.00
Mileage	180 miles	@ \$ 0.700 /mile	= \$	126.00
Task 4 Subtotal				\$ 1,836.00

Total Estimated Fee \$ 13,248.00

ADDITIONAL WORK

Experience indicates that certain additional items of work may be required or necessary which WDP cannot presently determine or estimate. For this reason, the fee for these items is not included in the provisions on “Fees and Payments” for the performance of the Work. Furthermore, the performance of these items is not included in the Work unless the item is expressly described as part of the Work in the preceding Scope of Services section. These additional items of work (“Additional Work”) are caused by many factors, usually at the discretion of the Client and/or respective Contractor(s). They may also be caused by the reviewing agency of the Client, variance/deviation from present policies and standards or reviewing governmental agencies. “Additional Work” may sometimes be referred to as extras, change orders, or add-ons; but for purposes of this Agreement, all such descriptions are intended to be encompassed within the term Additional Work.





Should you have any questions regarding this information or wish to discuss the scope of work, please feel free to contact me at your convenience. We thank you for the opportunity to provide our services and look forward to working with you on this project.

Respectfully submitted,

WDP & Associates Consulting Engineers, Inc.

Jodi M. Knorowski, P.E.
Senior Engineer

Rex A. Cyphers, P.E.
Principal



**EXHIBIT B
FEE SCHEDULE**

Item	Unit Price
Principal	\$285.00/hr
Associate Principal	\$250.00/hr
Senior Associate	\$230.00/hr
Associate	\$215.00/hr
Senior Engineer II / Architect II	\$200.00/hr
Senior Engineer I / Architect I	\$190.00/hr
Project Engineer II / Architect II	\$165.00/hr
Project Engineer I / Architect I	\$155.00/hr
Staff Engineer II / Designer II	\$140.00/hr
Staff Engineer I / Designer I	\$135.00/hr
Senior CAD Operator	\$110.00/hr
Senior Engineering Technician	\$110.00/hr
CADD Operator	\$100.00/hr
Engineering Technician	\$95.00/hr
Project Assistant	\$80.00/hr
Mileage	\$0.70/mi.
Expenses	At Cost + 15%
Subcontractors/Sub-consultants	At Cost + 15%

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CCT 0211 GSD2200000008 - Building 36 EIFs and Granite Assessment CO#6

The Accompanying Request has been reviewed and approved by the following:

Agency Head

Eric Householder

Cabinet Secretary/Department Head

2/18/2026

Date

2/19/26

Date

Date

~~_____
Governor's Office Representative~~

~~_____
Date~~

Total Cost:

Current = \$1,093,148.95, CO#6 = \$13,248.00 New Total = \$1,106,396.95

Award Document Number:

CCT 0211 GSD2200000008, Change Order 6

Description of Action/Purpose of Procurement

Requesting approval to submit Change Order #6 for the design contract with WDP & Associates (structural engineers) for Building 36 Building Envelope and Facade Project, an increase of \$13,248.00 to the current contract value of \$1,093,148.95, resulting in a new contract total of \$1,106,396.95.

Additional design services (design, bid phase and construction administration phase) are required to prepare a solicitation and administer construction of several items left incomplete at the end of the major construction project. The Agency did not wish to entertain these items being completed by the former contractor for that project, several by change order, when no settlement could be reached with that vendor on appropriate costs to complete the work. A deductive change order, in the amount \$157,531.25, was processed against that previous contract to remove several other items left incomplete that will be addressed by this subsequent competitively bid (sub) project. It is anticipated that rebidding this incomplete work, in concert with the additional items, will be more cost effective.

Funding: Appropriated General Revenue



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

APPROVED

BY: JW DATE: 1/13/26

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

MEMORANDUM

To: Tara Lyle, Buyer Supervisor, State Purchasing Division

From: Cody Taylor, Procurement Specialist Sr., General Services Division

Date: December 18, 2025

Ref: Change Order # 6 – CCT GSD2200000008 – Building 36 EIFS and Granite Assessment

Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order #6 to our contract (CCT GSD2200000008) with WDP & Associates Consulting Engineers, Inc. for Building 36 EIFS and Granite Assessment.

The following Tasks will be provided to bid out, administer construction administration, and project closeout for the portions of project CPO GSD24*7 that were removed from the original construction CPO by Change Order 4 (reduced the original construction CPO by \$157,531.25). These additional services will render a separate (new) CPO to finish the remaining construction items left unfinished/removed from the original CPO for these A&E services. The West Virginia General Services Division understands that this Change Order will extend the original contract beyond the original 4 years allowed, but now that these type of contracts no longer have the original 4 year limit, we are requesting to be able to extend this contract under special circumstances, that this design team already has done the assessment and design of this work under the original contract, and this is just bid, construction, and closeout phases of the secondary final project. The breakdown of those Task costs are as follows:

Task 1 (\$7,136.00) – Bid Phase Services.

Task 2 (\$4,276.00) – Construction Phase Services.

Task 3 (\$1,836.00) – Project Closeout.

Original Contract Price: \$184,122.10
Change Order 1 (Increase): \$841,340.35
Change Order 3 (Increase): \$ 67,686.50
Change Order 6 (Increase): \$ 13,248.00
New Contract Total: \$1,106,396.95



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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

Current Contract Expiration: January 11th, 2026
New Contract Expiration Date: January 11th, 2027

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.



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

Re: Pre-Submitted Approval for CCT GSD22*8 Extension and Increase

1 message

Lyle, Tara L <tara.l.lyle@wv.gov>
To: "Taylor, Cody G" <cody.g.taylor@wv.gov>

Tue, Jan 13, 2026 at 4:30 PM

We have reviewed and approved the increase/extension. Please move forward with the formal change order.

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



**WEST VIRGINIA
PURCHASING DIVISION**

On Mon, Jan 12, 2026 at 11:00 AM Taylor, Cody G <cody.g.taylor@wv.gov> wrote:
Any word on this one?

----- Forwarded message -----

From: **Taylor, Cody G** <cody.g.taylor@wv.gov>
Date: Mon, Jan 5, 2026 at 9:51 AM
Subject: Fwd: Pre-Submitted Approval for CCT GSD22*8 Extension and Increase
To: Tara L Lyle <tara.l.lyle@wv.gov>, David H Pauline <david.h.pauline@wv.gov>
Cc: James R Jones <james.r.jones@wv.gov>

Follow up on this one. Have you all had a chance to look over this?

----- Forwarded message -----

From: **Taylor, Cody G** <cody.g.taylor@wv.gov>
Date: Thu, Dec 18, 2025 at 4:10 PM
Subject: Pre-Submitted Approval for CCT GSD22*8 Extension and Increase
To: Tara L Lyle <tara.l.lyle@wv.gov>, David H Pauline <david.h.pauline@wv.gov>
Cc: James R Jones <james.r.jones@wv.gov>

Tara,

I am submitting over a "draft" justification and change order for you to run up the chain for a "pre-approval" before I submit the official the correct way (over to cab sec, then officially over to you all).

This is one of our few renaming CCTs that were done with the max 4 years timeframe. It expires next month and is out of renewals. We would like to extend it an additional year, because there were parts of the original construction contract CPO (GSD24*7) that were removed via change order 4 as the vendor did not finish them.... Those items will still need to be completed.... so we plan to go back out to bid with a small package of stuff to finish the original work. WDP has

already done assessments and design as part of this original contract so all we are adding (besides time) is the bid, construction, and project closeout phases of a secondary project associated with the original work.

See attached justification and change order and let me know if this gets approved so I can officially start the process on my side. If you have any questions, I will be back in the office Monday.

--

EFT (direct deposit) payments are the safest, quickest way to receive payment!

Click the link <https://www.wvsao.gov/ElectronicPayments/Default>

Cody Taylor, Procurement Specialist

WV Department of Administration

General Services Division

112 California Avenue, 6th Floor

Charleston, WV 25305

Office: (304)352-5531

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WDP & ASSOCIATES CONSULTING ENGINEERS, INC.

see attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/9/2003		4/9/2003	Foreign	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Summers	Control Number	55135
Charter State	VA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses**Type****Address****Designated Office
Address**209 WEST WASHINGTON STREET
CHARLESTON, WV, 25302**Notice of Process
Address**CORPORATION SERVICE COMPANY
808 GREENBRIER STREET
CHARLESTON, WV, 25311**Principal Office
Address**10621 GATEWAY BOULEVARD
SUITE 200
MANASSAS, VA, 20110
USA**Principal Office Mailing
Address**10621 GATEWAY BOULEVARD
SUITE 200
MANASSAS, VA, 20110
USA**Type****Address****Officers****Type****Name/Address****Director**A. RHETT WHITLOCK
3139 1ST AVENUE SOUTH
MURRELLS INLET, SC, 29576**Director**REX A. CYPHERS
10621 GATEWAY BLVD
SUITE 200
MANASSAS, VA, 20110**President**J. ERIC PETERSON
10621 GATEWAY BLVD
SUITE 200
MANASSAS, VA, 20110**Secretary**J. ERIC PETERSON
10621 GATEWAY BLVD
SUITE 200
MANASSAS, VA, 20110**Treasurer**REX A. CYPHERS
10621 GATEWAY BOULEVARD
SUITE 200
MANASSAS, VA, 20110**Type****Name/Address****Name Changes****Date****Old Name**

6/11/2015	WHITLOCK DALRYMPLE PETERSON & ASSOCIATES, INC.
5/18/2015	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
3/18/2013	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, P.C. INC.
12/30/2008	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
Date	Old Name

Date	Amendment
6/11/2015	NAME CHANGE: FROM WHITLOCK DALRYMPLE PETERSON & ASSOCIATES, INC.
5/18/2015	NAME CHANGE: FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
3/18/2013	NAME CHANGE: FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, P.C. INC.
12/30/2008	AMENDMENT FILED CHANGING NAME FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
Date	Amendment

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

Wednesday, January 14, 2026 — 7:24 AM

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Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	335 GREENBRIER DR STE 205	CHARLOTTESVILLE	VA	22901	
Ordering	33 Summers Hospital Road	Hinton	WV	25851	Rex Cyphers
Payment	PO BOX 99	HINTON	WV	25951	
Billing	10621 GATEWAY BLVD #200	MANASSAS	VA	20110-2055	Bernita Harris
Payment	10621 GATEWAY BLVD #200	MANASSAS	VA	20110-2055	Bernita Harris
Ordering	10621 GATEWAY BLVD #200	MANASSAS	VA	20110-2055	Andy Dalrymple
Web Registrar	10621 GATEWAY BLVD #200	MANASSAS	VA	20110-2055	Leyla Scott

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : VS0000000330

Address/Department : WDP & ASSOCIATES CONSULTING ENGINEERS INC

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 01/03/2018

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : AD000001

Street 1 : 335 GREENBRIER DR STI

Street 2 :

City : CHARLOTTESVILLE

State/Province : VA

Zip/Postal Code : 22901

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Country Phone Code : 1

Phone : 000-000-0000

Phone Extension :

County :

County Name :

Country : US



Scheduled SAM Maintenance [Show Details](#)
Jan 12, 2026



[See All Alerts](#)

Revolutionary FAR Overhaul Impacts to SAM.gov [Show Details](#)
Aug 15, 2025



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e.g. 1606N020Q02

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- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

"WDP & Associates Consulting Engineers, INC."

Classification

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Excluded Entity

Federal Organizations

Exclusion Type

Exclusion Program

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>01-TL</u> Date: <u>3/13/26</u> Solicitation No. <u>C0#6</u> <u>@ Increase & Extend</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CCT GSD220000008 PF No.: 925952
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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 checked="" type="checkbox"/> NA
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> hr
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: _____

Tara