



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: 03-10-2026

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

Order Number:	CMA 0803 0066 DOT250000024H 2	Procurement Folder:	1557787
Document Name:	Repair Products for Bridges and Roads	Reason for Modification:	Change Order 01 To Renew Contract
Document Description:	Repair Products for Bridges and Roads 6625C011		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-03-31

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000159743	Requestor Name:	Careasa M Nichols																				
TOM BROWN INC 224 GEORGETOWN RD		Requestor Phone:	304-414-3212																				
LAWRENCE PA 15055 US		Requestor Email:	careasa.m.nichols@wv.gov																				
Vendor Contact Phone:	724-260-5958 Extension:	<div style="font-size: 48px; font-weight: bold; margin-bottom: 10px;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
Discount Details:																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No			0.0000	0																		
#2	No																						
#3	No																						
#4	No																						

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

CR 3-13-26

Total Order Amount:	Open End
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Purchasing Division's File Copy

JE 3/11/26

PURCHASING DIVISION AUTHORIZATION
DATE: <i>JA 3.12.24</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>[Signature]</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>[Signature]</i>
ELECTRONIC SIGNATURE ON FILE

3/18/2026

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 04/01/2026 through 03/31/2027.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	31201700			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Concrete Sealer /pail

Extended Description:

Concrete Sealer, Purchased as individual pail

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	31201700			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Concrete Sealer /drum

Extended Description:

Concrete Sealer, Purchased as drum

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	31201700			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Concrete Sealer /tote

Extended Description:

Concrete Sealer, Purchased as 275 gallon totes

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	31201700			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Concrete Sealer /truck

Extended Description:

Concrete Sealer, Purchased as bulk - delivered by metered truck

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	30111500			LB	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Polymer-Mod. Mat. for Concrete - Vertical App /bag

Extended Description:

Polymer-Modified Materials for Concrete Repairs - Vertical Applications, Purchased as individual bags.

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	30111500			LB	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Polymer-Mod. Mat. for Concrete - Vertical App /pallet

Extended Description:

Polymer-Modified Materials for Concrete Repairs - Vertical Applications,
Purchased as bulk - Packaged as a pallet

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	30111500			LB	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Polymer-Mod. Mat. for Concrete- Horizontal App /bag

Extended Description:

Polymer-Modified Materials for Concrete Repairs - Horizontal Applications,
Purchased as individual in bags

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	30111500			LB	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Polymer-Mod. Mat. for Concrete- Horizontal App /pallet

Extended Description:

Polymer-Modified Materials for Concrete Repairs - Vertical Applications,
Purchased as bulk - Packaged as a pallet

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	30111500			LB	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Cementitious Mat. for Concrete- Vertical App /bag

Extended Description:

Cementitious Materials for Concrete Repairs - Vertical Applications, Purchased as individual bags

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	30111500			LB	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Cementitious Mat. for Concrete- Vertical App /pallet

Extended Description:

Cementitious Materials for Concrete Repairs - Vertical Applications, Purchased as bulk - Packaged as a pallet

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	30111500			LB	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Cementitious Mat. for Concrete- Horizontal App /bag

Extended Description:

Cementitious Materials for Concrete Repairs - Horizontal Applications, Purchased as individual bags

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	30111500			LB	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Cementitious Mat. for Concrete- Horizontal App /pallet

Extended Description:

Cementitious Materials for Concrete Repairs - Horizontal Applications, Purchased as bulk - Packaged as a pallet

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	30111500			GL	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Type 2 Class A Concrete Curing Compounds /pail

Extended Description:

Type 2 Class A Concrete Curing Compounds,
Purchased as individual pail

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	30111500			GL	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Type 2 Class A Concrete Curing Compounds /drum

Extended Description:

Type 2 Class A Concrete Curing Compounds,
Purchased as drums

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	30111500			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Type 2 Class A Concrete Curing Compounds /tote

Extended Description:

Type 2 Class A Concrete Curing Compounds,
Purchased as tote

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	30111500			GL	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Type 2 Class A Concrete Curing Compounds /truck

Extended Description:

Type 2 Class A Concrete Curing Compounds
Purchased as bulk - delivered by metered truck

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	31201700			LB	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Hot-Poured Joint & Crack Seal. for Concrete&Asphalt /box

Extended Description:

Hot-Poured Joint And Crack Sealant For Concrete and Asphalt Pavements - Material Only, Purchased as boxes or meltable containers.

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	31201700			LB	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Hot-Poured Joint & Crack Seal. for Concrete&Asphalt /pallet

Extended Description:

Hot-Poured Joint And Crack Sealant For Concrete and Asphalt Pavements - Material Only, Purchased as bulk - Packaged as a pallet

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	31201700			LB	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Hot-Poured Joint & Crack Seal. w/ heating equip /box

Extended Description:

Hot-Poured Joint And Crack Sealant For Concrete and Asphalt Pavements - Material and Heating Equipment, Purchased as boxes or meltable containers.

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	31201700			LB	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Hot-Poured Joint & Crack Seal. w/ heating equip /pallet

Extended Description:

Hot-Poured Joint And Crack Sealant For Concrete and Asphalt Pavements - Material and Heating Equipment, Purchased as bulk - Packaged as a pallet

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	30111500			LB	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Non-Shrink Grout /bag

Extended Description:

Non-Shrink Grout, Purchased as individual bags

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	30111500			LB	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Non-Shrink Grout /pallet

Extended Description:

Non-Shrink Grout, Purchased as bulk - Packaged as a pallet

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	30111500			GL	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Soluble Salt Removers for Bridge Washing /gallon

Extended Description:

Soluble Salt Removers for Bridge Washing

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	31201700			OZ	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Silicone Joint Seal. Type1 LM NonSlag Silicone /tube/cart.

Extended Description:

Silicone Joint Sealant, Type 1 - Low Modulus Non-Slag Silicone, Purchased as individual caulking tubes/cartridges

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	31201700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Silicone Joint Seal. Type1 LM NonSlag Silicone /pail

Extended Description:

Silicone Joint Sealant, Type 1 - Low Modulus Non-Slag Silicone, Purchased as pails

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	31201700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Silicone Joint Seal. Type1 LM NonSlag Silicone /drum

Extended Description:

Silicone Joint Sealant, Type 1 - Low Modulus Non-Slag Silicone, Purchased in drums

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	31201700			OZ	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Silicone Joint Seal. Type2 Very LM self level /tube/cart

Extended Description:

Silicone Joint Sealant - Type 2 - Very Low Modulus Self Leveling, Purchased as individual caulking tubes/cartridges

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	31201700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Silicone Joint Seal. Type2 Very LM self level /pail

Extended Description:

Silicone Joint Sealant - Type 2 - Very Low Modulus Self Leveling, Purchased as pails

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	31201700			GL	0.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Silicone Joint Seal. Type2 Very LM self level /drum

Extended Description:

Silicone Joint Sealant - Type 2 - Very Low Modulus Self Leveling, Purchased as drums

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444

Michael J. DeMers
Deputy Secretary of Transportation

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

February 23, 2026

Tom Brown Inc
224 Georgetown Rd
Lawrence, PA 15055

**Subject: Contract Renewal: DOT25*24H Repair Products for Bridges and Roads
Procurement Folder: 1557787**

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 4/1/2026 through 3/31/2027. 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: Scott.A.Brown@wv.gov.

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

Thank you,

Scott A. Brown

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.

Scott A. Brown
Name/Signature

3/4/26
Date

General Manager
Title

PROCUREMENT USE ONLY	
DocuSigned by:	<i>Amber Heath</i> Asst Dir 3/9/2026
Signature/Title/Date	

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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.

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			
Business Purpose	4233 - Wholesale Trade - Merchant Wholesalers, Durable Goods - Lumber and Other Construction Materials Merchant Wholesale (plywood, millwork, wood panels, brick, stone, roofing, siding, insulation)		Capital Stock
Charter County		Control Number	9A1KV
Charter State	PA	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	224 GEORGETOWN ROAD LAWRENCE, PA, 15055
Notice of Process Address	RETT WATTERS 224 GEORGETOWN ROAD LAWRENCE, PA, 15055
Principal Office Address	224 GEORGETOWN ROAD LAWRENCE, PA, 15055 USA
Principal Office Mailing Address	224 GEORGETOWN ROAD PO BOX 460 LAWRENCE, PA, 15055 USA
Type	Address

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

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

Annual Reports	
Filed For	
2025	

2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
Date filed

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

Wednesday, March 11, 2026 — 10:08 AM

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Search All Words ▼ e.g. 1606N020Q02

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- Exact Phrase i

x

Entity ▼

Location ▼

Status ^

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- Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>3/11/26</u>	Agency: WVDOT/DOH
Solicitation No. <u>CMA DOT 25*24H</u> <div style="text-align: center; margin-top: 10px;"><u>CO#1</u></div>	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CMA DOT230000024A, C-H
	PF No.: 1557787

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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	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 checked="" 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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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

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

For Purchasing Division Use Only:

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

Signature: 