



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

# State of West Virginia Purchase Order

Order Date: 01-11-2024

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:	CPO 0211 4001 GSD220000009 7	Procurement Folder:	923345
Document Name:	Elevator Modernization Various Facilities (Phase I)	Reason for Modification:	Change Order 4 To Increase and Extend Contract.
Document Description:	Change Order 4		
Procurement Type:	Central Purchase Order		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov	Effective Start Date:	2021-12-06
Shipping Method:	Best Way	Effective End Date:	2024-02-26
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000037778	Requestor Name:	Cody G Taylor
SQP CONSTRUCTION GROUP INC 281 SMILEY DR		Requestor Phone:	304-352-5531
ST ALBANS	WV 25177	Requestor Email:	cody.g.taylor@wv.gov
US			
Vendor Contact Phone:	3045323659		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

**24**  
 FILE LOCATION

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

1-17-24 GL

Total Order Amount: \$6,602,487.09

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>1/11/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>1/23/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>1-23-24</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 4 is issued to extend and increase the original contract to February 26, 2024 (87 Days), according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to provide the vendor time for the additional work.

Effective Date of Increase: December 1, 2023

Extend Contract from December 1, 2023 to February 26, 2024.

Original Contract Price:	\$ 6,563,813.00
Change Order 2:	\$ 47,994.99
Change Order 3 (Decrease):	\$ (38,698.80)
Change Order 4:	\$ 29,377.90
New Contract Total:	\$ 6,602,487.09

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72154010	0.00000		0.000000	4678092.20
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-12-06	2024-02-25				

**Commodity Line Description:** Elevator Modernization Project (Phase I): Building 1

**Extended Description:**

Elevator Modernization Project (Phase I): Building 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72154010	0.00000		0.000000	952130.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-12-06	2024-02-25				

**Commodity Line Description:** Elevator Modernization Project (Phase I): Building 7

**Extended Description:**

Elevator Modernization Project (Phase I): Building 7

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72154010	0.00000		0.000000	894892.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-12-06	2024-02-25				

**Commodity Line Description:** Elevator Modernization Project (Phase I): Building 25

**Extended Description:**

Elevator Modernization Project (Phase I): Building 25

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72154010	0.00000		0.000000	47994.99
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-12-06	2024-02-25				

**Commodity Line Description:** Change Order 2

**Extended Description:**

Elevator Modernization Project (Phase I): Building 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72154010	0.00000		0.000000	29377.90
Service From	Service To	Manufacturer	Model No		
2021-12-06	2024-02-25				

**Commodity Line Description:** Change Order 4

**Extended Description:**  
Elevator Modernization Project (Phase I): Building 1

# AIA® Document G701® – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Elevator Modernizations (Phase1) Charleston & Parkersburg, WV	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: December 11, 2021	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 004 Date: October 27, 2023
<b>OWNER:</b> <i>(Name and address)</i> West Virginia General Services Division 218 California Avenue Charleston, WV 25305	<b>ARCHITECT:</b> <i>(Name and address)</i> Miller Engineering, Inc. 54 West Run Road Morgantown, WV 26508	<b>CONTRACTOR:</b> <i>(Name and address)</i> SQP Construction Group, Inc. 281 Smiley Drive St. Albans, WV 25177

**THE CONTRACT IS CHANGED AS FOLLOWS:**

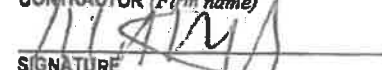
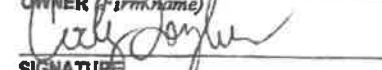
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

- COR #004 - Electrical equipment in Buildings 7 and 25 that matches the existing power feed and accommodates accessories for battery backup - \$4,368.94
  - COR#005 - Material and labor associated with the removal and install of cab flooring in Building 1, Car 4 - \$2,100.36
  - COR#006 - Material and labor to install 1 cable from the data room to the fire command center in Buildings 1, 7 and 25. - \$5,033.60
  - COR#007 - Labor and Material to change MC cable to conduit in hoistway 1 and 2 in Bulding 1 per direction from the elevator inspector. - \$3,780.92
  - COR#008 - Labor and Material to pull an additional CAT6E shielded cable for each elevator in each building to connect the RATH system through LAN instead of by IP based on request from the Manufacturer at the meeting with the RATH representative. - \$14,094.08
- No drawings were present indicating lines were necessary.

The original Contract Sum was	\$ 6,563,813.00
The net change by previously authorized Change Orders	\$ 9,296.19
The Contract Sum prior to this Change Order was	\$ 6,573,109.19
The Contract Sum will be increased by this Change Order in the amount of	\$ 29,377.90
The new Contract Sum including this Change Order will be	\$ 6,602,487.09
The Contract Time will be increased by Eighty-Seven (87) days.	
The new date of Final Completion will be February 26, 2024	

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

<p>Miller Engineering, Inc. ARCHITECT <i>(Firm name)</i></p> <p> SIGNATURE</p> <p>Robert Kilpatrick on behalf of Architect</p> <p>PRINTED NAME AND TITLE</p> <p>12/21/23 DATE</p>	<p>SQP Construction Group, Inc. CONTRACTOR <i>(Firm name)</i></p> <p> SIGNATURE</p> <p>Donald O. Gatewood, President/CEO</p> <p>PRINTED NAME AND TITLE</p> <p>12/21/2023 DATE</p>	<p>West Virginia General Services Division OWNER <i>(Firm name)</i></p> <p> SIGNATURE</p> <p>Cody Taylor (Procurement Specialist)</p> <p>PRINTED NAME AND TITLE</p> <p>1/3/24 DATE</p>
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**SQP Construction Group, Inc.**  
 281 Smiley Drive, St. Albans, West Virginia 25177  
 Phone: (304) 440-9200 • Cell: (304) 989-4649  
 Contact: Jacob Grose, Project Manager

**Project:**  
 Elevator Modernization (Phase 1): B1, B7, 7 B25  
 21-017 Elevator Modernization

**Date:** May 10, 2023

**CCD No. 004**

**Proposal Description:**  
 This change proposal is for electrical equipment in Buildings 7 and 25 that matches the existing power feed and accommodates accessories for battery backup.

**COST PROPOSAL**

DIRECT COSTS												
SCOPE DESCRIPTION				LABOR				MATERIAL		EQUIPMENT		
Item No.	Description	Quantity	Qty Unit	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate, Excl. Taxes & Ins.	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost	
A	B	C	D	E	F=CxE	G	H=FxG	I	J=CxI	K	L=DxK	
1.03							-		-		-	
1.03							-		-		-	
1.04							-		-		-	
1.05							-		-		-	
1.06							-		-		-	
1.07							-		-		-	
1.08							-		-		-	
1.09							-		-		-	
1.10							-		-		-	
1.11							-		-		-	
1.12							-		-		-	
1.13							-		-		-	
1.14	Subtotal from Cost Proposal (this sheet)						Subtotal of 1.01-1.13		Subtotal of 1.01-1.13		Subtotal of 1.01-1.13	
1.15	Subtotal from Cost Proposal Continuation Sheet											
1.97	Subtotal Direct Costs:						Subtotal Labor \$0.00		Subtotal Mat'l \$0.00		Subtotal Equip. \$0.00	
1.98	Taxes/Insurance:						Labor Burden 34% % of Item 1.97H \$0.00		Sales Tax 7% \$0.00		Sales Tax 7% \$0.00	
1.99	Total Direct Costs						Total Labor \$0.00		Total Mat'l \$0.00		Total Equip. \$0.00	

SUBCONTRACTOR COSTS		
Item No.	Subcontractor Name (List totals from attached SC-1 forms)	Total Cost
A	B	C
2.01	Burdette Electric	3,819.00
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.10		
2.99	Total Subcontract Costs	\$ 3,819.00

SUMMARY		
Item No.	Description	Total Cost
3.01	Total Direct Labor Cost Item 1.99H	\$ -
3.02	Total Direct Material Cost Item 1.99J	-
3.03	Total Equipment Cost Item 1.99L	-
3.04	Subtotal 3.01+3.02+3.03	\$ -
3.05	Overhead and Profit (%) 15.00%	-
3.06	Subtotal 3.04+3.05	\$ -
3.07	Subcontractor Cost Item 2.99	3,819.00
3.08	Subcontractor Markup (%) 10.00%	381.90
3.09	Subtotal 3.06+3.07+3.08	\$ 4,200.90
3.10	Additional Bond/Ins. Cost 2.00%	84.02
3.11	B&O Tax 2.00%	84.02
3.99	Total Proposal Cost 3.09+3.10+3.11	\$ 4,368.94 ✓

Submitted By

Jacob Grose

(NAME)

(SIGNATURE)

Project Manager

(TITLE)

May 10, 2023

(DATE)

# Burdette Electric

## CHANGE PROPOSAL

6444 SISSONVILLE DR. SISS. W.V. 25320  
 PHONE 304-984-0123 FAX 304-984-0124

**Job name:** Elevator Modernization  
**Date:** 5/4/2023  
**Change Proposal #** 6  
**Description of Work:** Providing enclosed breakers with the proper voltage and accessories

Description of work.	Material	Labor	Total
Provide 480v enclosed breaker for building #7 elevator #2 with shunt trip and auxiliary contacts	\$ 1,899.62		
Provide 480v enclosed breaker for building #25 elevator #1 with shunt trip and auxiliary contacts	\$ 1,204.00		
<b>Material Cost</b>	\$ 3,103.62		
<b>7% Sales tax</b>	\$ 217.25		
<b>Cost including sales tax</b>	\$ 3,320.87		
<b>Material with 15% Overhead and Profit</b>	\$ 3,819.00		
<b>LABOR: man hours @ 72.00</b>		\$ -	
<b>Labor 15% Overhead and Profit</b>		\$ -	
<b>EXCLUSIONS:</b>			
	\$ 3,819.00	\$ -	\$ 3,819.00

## Jacob Grose

---

**From:** Jacob Grose  
**Sent:** Thursday, May 11, 2023 10:11 AM  
**To:** Craig Miller  
**Subject:** Phone Conversation Burdette  
**Attachments:** COR #6 Electrical Discrepancies.pdf

Craig,

Please see the attached CO from Burdette.

- Building 7 breaker schedule call for 240V, existing power and feed that is to be reused is 480V
- Building 25 breaker schedule calls for shunt trip and others as noted, however accessories for the battery backup were not noted on the electrical drawings.

Thank you,



Jacob Grose | Project Manager  
SQP Construction Group, Inc.  
281 Smiley Drive, St. Albans, WV 25177  
Office: 304-440-9211 | Cell: 304-989-4649



**SQP Construction Group, Inc.**  
 281 Smiley Drive, St. Albans, West Virginia 25177  
 Phone: (304) 440-9200 • Cell: (304) 989-4649  
 Contact: Jacob Grose, Project Manager

**Project:**  
 Elevator Modernization (Phase 1); 81, 87, 7 825  
 21-017 Elevator Modernization

Date: October 12, 2023

COR No. **005**

**Proposal Description:**  
 This proposal covers material and labor associated with the removal and install of cab flooring in Building 1 Car 4.

**COST PROPOSAL**

DIRECT COSTS											
SCOPE DESCRIPTION				LABOR				MATERIAL		EQUIPMENT	
Item No.	Description	Quantity	Qty Unit	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate, Excl. Taxes & Ins.	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F=CxE	G	H=FxG	I	J=CxI	K	L=CxK
103	Carpenter - Demo and install	2.00	ea.	10.00	20.00	\$ 45.00	900.00		-		-
103	Tarkett Raised Round Flooring (Brown)	40.00	sf				-	10.99	415.60		-
104	Replacement Sub Floor	2.00	ea.				-	49.28	98.56		-
105							-		-		-
106							-		-		-
107							-		-		-
108							-		-		-
109							-		-		-
110							-		-		-
111							-		-		-
112							-		-		-
113							-		-		-
114	Subtotal from Cost Proposal (this sheet)						Subtotal of 1.01 - 1.13 900.00	Subtotal of 1.01 - 1.13 514.16		Subtotal of 1.01 - 1.13 -	
115	Subtotal from Cost Proposal Continuation Sheet						-	-	-	-	-
107	Subtotal Direct Costs:						Subtotal Labor \$900.00	Subtotal Matl \$514.16	Subtotal Equip. \$0.00		
108	Taxes/Insurance:						Labor Burden 34% % of Item 1.07H \$306.00	Sales Tax 7% \$35.99	Sales Tax 7% \$0.00		
109	Total Direct Costs						Total Labor \$1,206.00	Total Matl \$550.15	Total Equip. \$0.00		

SUBCONTRACTOR COSTS		
Item No.	Subcontractor Name (List totals from attached SC-1 forms)	Total Cost
A	B	C
201		
202		
203		
204		
205		
206		
207		
208		
209		
210		
299	Total Subcontract Costs	\$ -

SUMMARY		
Item No.	Description	Total Cost
301	Total Direct Labor Cost Item 1.07H	\$ 1,206.00
302	Total Direct Material Cost Item 1.09J	590.15
303	Total Equipment Cost Item 1.09L	-
304	Subtotal 3.01+3.02+3.03	\$ 1,796.15
305	Overhead and Profit (%) 15.00%	263.42
306	Subtotal 3.04+3.05	\$ 2,059.57
307	Subcontractor Cost Item 2.99	-
308	Subcontractor Markup (%) 10.00%	-
309	Subtotal 3.06+3.07+3.08	\$ 2,059.57
310	Additional Bond/Ins. Cost 2.00%	40.39
311	B&O Tax 2.00%	40.39
300	Total Proposal Cost 3.09+3.10+3.11	\$ 2,100.35 ✓

Submitted By

Jacob Grose

(NAME)

*Jacob Grose*  
 (SIGNATURE)

Project Manager

(TITLE)

October 12, 2023

(DATE)





**SMITH FLOOR COVERING DISTRIBUTORS**  
 1118 SMITH STREET • P.O. BOX 385 • CHARLESTON, WV 25330 • PHONE (800) 344-2465 • FAX (800) 344-2475

**QUOTATION**

DEALER QUOTED SOP CONSTRUCTION

DATE 10-25-23 PERSON QUOTED JACOB

QUOTED BY Manix JOB NAME \_\_\_\_\_

AMOUNT      MATERIAL DISCIPTION      PRICE \$

TARKETT      AZROCK, JOHNSONITE, TARKETT

400 SF      RT-47-RD 24X24 1/2"      10.39/SF  
RAGON ROUND, 47 BROWN

1      PAIL 965-4      163.40/PAIL  
KUMBR-E 1116 ADVIS UTR

OTHER MATERIALS

< Back to Results / Building Supplies / Lumber & Composites / Plywood & Sheathing

### Severe Weather 23/32-in x 4-ft x 8-ft Pressure Treated Southern Yellow Pine Plywood Sheathing

Item #195308 | Model #OGM7017X-AG

Show Severe Weather ★★★★★ 1345



Treatments

\$49.28

Save \$48.82 when you choose 5% savings on eligible purchases every day [Learn how](#)

- Pressure treated southern yellow pine for exterior above ground use - not intended for ground contact
- Manufactured from a "C" grade veneer
- Treatment meets AWWPA (American Wood Protection Association) standards and is building code compliant (IRC and IBC)

Common Thickness Measurement: 23/32-in

23/32-in

15/32-in

Pickup Ready today

Delivery As soon as Today

FREE Pickup at Central Richmond Lowe's

111 in Stock Aisle 80 | Bay 2

1

Add to Cart



**SQP Construction Group, Inc.**  
 261 Smiley Drive, St Albans, West Virginia 25177  
 Phone: (304) 440-9200 • Cell: (304) 989-4649  
 Contact: Jacob Grose, Project Manager

**Project:**  
 Elevator Modernization (Phase 1); B1, B7, 7 B25  
 21-017 Elevator Modernization

**Date:** September 13, 2023

**COR No.** 006

**Proposal Description:**  
 This change proposal is for material and labor to install 1 Cat6e cable from the data room to the fire command center in Buildings 1, 7, and 25.

**COST PROPOSAL**

DIRECT COSTS												
SCOPE DESCRIPTION				LABOR				MATERIAL		EQUIPMENT		
Item No.	Description	Quantity	Qty Unit	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate, Excl. Taxes & Ins.	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost	
A	B	C	D	E	F=CxE	G	H=FxG	I	J=CxI	K	L=CxK	
103												
103												
104												
105												
106												
107												
108												
109												
110												
111												
112												
113												
114	Subtotal (from Cost Proposal (this sheet))						Subtotal of 1.01 - 1.13		Subtotal of 1.01 - 1.13		Subtotal of 1.01 - 1.13	
115	Subtotal from Cost Proposal Continuation Sheet											
117	Subtotal Direct Costs:						Subtotal Labor \$0.00		Subtotal Mat \$0.00		Subtotal Equip. \$0.00	
118	Taxes/Insurance:						Labor Burden 34% % of Item 1.97H \$0.00		Sales Tax 7% \$0.00		Sales Tax 7% \$0.00	
119	Total Direct Costs						Total Labor \$0.00		Total Mat \$0.00		Total Equip. \$0.00	

SUBCONTRACTOR COSTS		
Item No.	Subcontractor Name (List totals from attached SC-1 forms)	Total Cost
A	B	C
201	Burdette Electric	4,400.00
202		
203		
204		
205		
206		
207		
208		
209		
210		
209	Total Subcontract Costs	\$ 4,400.00

SUMMARY		
Item No.	Description	Total Cost
301	Total Direct Labor Cost Item 1.99H	\$ -
302	Total Direct Material Cost Item 1.99J	-
303	Total Equipment Cost Item 1.03L	-
304	Subtotal	3.01+3.02+3.03 \$ -
305	Overhead and Profit (%) 15.00%	-
306	Subtotal	3.04+3.05 \$ -
307	Subcontractor Cost Item 2.99	4,400.00
308	Subcontractor Markup (%) 10.00%	440.00
309	Subtotal	3.06+3.07+3.08 \$ 4,840.00
310	Additional Bond/Ins. Cost 2.00%	98.80
311	B&O Tax 2.00%	98.80
309	Total Proposal Cost 3.09+3.10+3.11	\$ 5,038.60 ✓

Submitted By

Jacob Grose  
 (NAME)

*Jacob Grose*  
 (SIGNATURE)

Project Manager  
 (TITLE)

September 13, 2023  
 (DATE)

# Burdette Electric

## CHANGE PROPOSAL

6444 SISSONVILLE DR. SISS. W.V. 25320  
 PHONE 304-984-0123 FAX 304-984-0124

Job name: Elevator Modernization  
 Date: 9/13/2023  
 Change Proposal # 8  
 Description of Work: Rath Phone Cabling

Description of work.	Material	Labor	Total
BLDG 1: Provide 1 Cat6A shielded cable from MB99 to Fire Panel Control Room	\$ 80.00	\$ 800.00	
BLDG 7: Provide 1 Cat6A shielded cable from 1st floor IDF to Fire Panel Control Room	\$ 160.00	\$ 800.00	
BLDG 25: Provide 1 Cat6A shielded cable from room 303 to F/A annunciator panel location in vestibule	\$ 145.00	\$ 1,600.00	
Misc. Material (J-hooks, zip ties, fastners, etc.)	\$ 200.13		
<b>Material Cost</b>	\$ 585.13		
<b>7% Sales tax</b>	\$ 40.96		
<b>Cost including sales tax</b>	\$ 626.09		
<b>Material with 15% Overhead and Profit.</b>	\$ 720.00		
LABOR: man hours @ 72.00		\$ 3,200.00	
Labor 15% Overhead and Profit		\$ 480.00	
<b>EXCLUSIONS: Rath Phone installation, programming, etc.</b>			
	\$ 720.00	\$ 3,680.00	\$ 4,400.00



**SQP Construction Group, Inc.**  
 281 Smiley Drive, St. Albans, West Virginia 25177  
 Phone: (304) 440-8200 - Cell: (304) 989-4649  
 Contact: Jacob Gruse, Project Manager

**Project:**  
 Elevator Modernization (Phase 1): B1, B7, 7 B25  
 21-017 Elevator Modernization

**Date:** October 5, 2023

**COR No. 007**

**Proposal Description:**  
 This change proposal is for labor and material to change MC cable to conduit in hoistway 1 and 2 in Building 1 per direction from the elevator inspector.

**COST PROPOSAL**

DIRECT COSTS											
SCOPE DESCRIPTION				LABOR				MATERIAL		EQUIPMENT	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate, Excl. Taxes & Ins.	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A		C	D	E	F=CxE	G	H=FxG	I	J=CxI	K	L=CxK
1.01											
1.02											
1.04											
1.05											
1.06											
1.07											
1.08											
1.09											
1.10											
1.11											
1.12											
1.13											
1.14	Subtotal from Cost Proposal (this sheet)						Subtotal of 1.01 - 1.13		Subtotal of 1.01 - 1.13		Subtotal of 1.01 - 1.13
1.15	Subtotal from Cost Proposal Continuation Sheet										
1.97	Subtotal Direct Costs:						Subtotal Labor \$0.00	Subtotal Mat'l \$0.00	\$0.00	Subtotal Equip. \$0.00	\$0.00
1.98	Taxes/Insurance:						Labor Burden 34% % of Item 1.97H 50.00	Sales Tax 7% 50.00	\$0.00	Sales Tax 7% 50.00	\$0.00
1.99	Total Direct Costs						Total Labor \$0.00	Total Mat'l \$0.00	\$0.00	Total Equip. \$0.00	\$0.00

SUBCONTRACTOR COSTS		
Item No.	Subcontractor Name (List totals from attached SC-1 forms)	Total Cost
A	B	C
2.01	Burdette Electric	3,305.00
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.10		
2.99	Total Subcontract Costs	\$ 3,305.00

SUMMARY		
Item No.	Description	Total Cost
3.01	Total Direct Labor Cost Item 1.97H	\$ -
3.02	Total Direct Material Cost Item 1.97I	-
3.03	Total Equipment Cost Item 1.97L	-
3.04	Subtotal 3.01+3.02+3.03	\$ -
3.05	Overhead and Profit (%) 15.00%	-
3.06	Subtotal 3.04+3.05	\$ -
3.07	Subcontractor Cost Item 2.99	3,305.00
3.08	Subcontractor Markup (%) 10.00%	330.50
3.09	Subtotal 3.06+3.07+3.08	\$ 3,635.50
3.10	Additional Bond/ins Cost 2.00%	72.71
3.11	B&O Tax 2.00%	72.71
3.99	Total Proposal Cost 3.09+3.10+3.11	\$ 3,780.92

Submitted By  
 Jacob Gruse  
 [NAME]  
  
 [SIGNATURE]  
 Project Manager  
 [TITLE]  
 October 5, 2023  
 [DATE]

# Burdette Electric

## CHANGE PROPOSAL

6444 SISSONVILLE DR. SISS. W.V. 25320  
 PHONE 304-984-0123 FAX 304-984-0124

Job name: Elevator Modernization  
 Date: 10/5/2023  
 Change Proposal # 9  
 Description of Work: MC to Conduit Elevators 1 & 2

Description of work.	Material	Labor	Total
Change MC cable to conduit in hoistway for elevators #1 & #2 (approx. 120ft EMT conduit, 360ft #12 THHN, conduit fittings, boxes, etc.) As requested by elevator inspector.	\$ 250.00	\$ 2,500.00	
Misc. Materials	\$ 99.45		
<b>Material Cost</b>	\$ 349.45		
<b>7% Sales tax</b>	\$ 24.46		
<b>Cost including sales tax</b>	\$ 373.91		
<b>Material with 15% Overhead and Profit</b>	\$ 430.00		
<b>LABOR: man hours @ 72.00</b>		\$ 2,500.00	
<b>Labor 15% Overhead and Profit</b>		\$ 375.00	
<b>EXCLUSIONS:</b>			
	\$ 430.00	\$ 2,875.00	\$ 3,305.00



**SQP Construction Group, Inc.**  
 281 Smiley Drive, St. Albans, West Virginia 25177  
 Phone: (304) 440-8200 • Cell: (304) 989-4649  
 Contact: Jacob Grose, Project Manager

**Project:**  
 Elevator Modernization (Phase 1): B1, B7, 7 B25  
 21-017 Elevator Modernization

**Date:** December 5, 2023

**COR No.** 008

**Proposal Description:**  
 This change proposal is for labor and material to pull an additional CAT6e shielded cable for each elevator in each building to connect the RATH system through LAN instead of by IP based on request from the State at the meeting with the RATH representative.

**COST PROPOSAL**

DIRECT COSTS												
SCOPE DESCRIPTION				LABOR				MATERIAL		EQUIPMENT		
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate, Excl. Taxes & Ins.	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost	
A	B	C	D	E	F=CxE	G	H=FxG	I	J=CxI	K	L=CxK	
1.03												
1.04												
1.05												
1.06												
1.07												
1.08												
1.09												
1.10												
1.11												
1.12												
1.13												
1.14	Subtotal from Cost Proposal (this sheet)							Subtotal of 1.01 - 1.13	Subtotal of 1.01 - 1.13	Subtotal of 1.01 - 1.13		
1.15	Subtotal from Cost Proposal Continuation Sheet											
1.97	Subtotal Direct Costs:							Subtotal Labor \$0.00	Subtotal Matl \$0.00	Subtotal Equip. \$0.00		
1.98	Taxes/Insurance:							Labor Burden 34% % of Item 1.97H \$0.00	Sales Tax 7% \$0.00	Sales Tax 7% \$0.00		
1.99	Total Direct Costs							Total Labor \$0.00	Total Matl \$0.00	Total Equip. \$0.00		

SUBCONTRACTOR COSTS		
Item No.	Subcontractor Name (List totals from attached SC-1 forms)	Total Cost
A	B	C
2.01	Burdette Electric	12,320.00
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.10		
2.99	Total Subcontract Costs	\$ 12,320.00

SUMMARY			
Item No.	Description	Total Cost	
3.01	Total Direct Labor Cost Item 1.99H	\$	-
3.02	Total Direct Material Cost Item 1.99J		-
3.03	Total Equipment Cost Item 1.99L		-
3.04	Subtotal 3.01+3.02+3.03	\$	-
3.05	Overhead and Profit (%) 15.00%		-
3.06	Subtotal 3.04+3.05	\$	-
3.07	Subcontractor Cost Item 2.99		12,320.00
3.08	Subcontractor Markup (%) 10.00%		1,232.00
3.09	Subtotal 3.06+3.07+3.08	\$	13,552.00
3.10	Additional Bond/Ins. Cost 2.00%		271.04
3.11	B&O Tax 2.00%		271.04
3.99	Total Proposal Cost 3.09+3.10+3.11	\$	14,094.08

**Submitted By**  
 \_\_\_\_\_  
 Jacob Grose  
 [NAME]  
 \_\_\_\_\_  
*Jacob Grose*  
 [SIGNATURE]  
 \_\_\_\_\_  
 Project Manager  
 [TITLE]  
 \_\_\_\_\_  
 October 5, 2023  
 [DATE]

# Burdette Electric

## CHANGE PROPOSAL

6444 SISSONVILLE DR. SISS. W.V. 25320  
 PHONE 304-984-0123 FAX 304-984-0124

Job name: Elevator Modernization  
 Date: 12/1/2023  
 Change Proposal # 10  
 Description of Work: Extra Cabling Orath Phones

Description of work.	Material	Labor	Total
<b>Pull Additional Cables for Orath Phones in Buildings 1, 7, &amp; 25.</b>			
Building 1: Pull 1 CAT6A shielded cable from MB99 to elevator controller	\$ 3,250.00	\$ 4,500.00	
1,2,4,5,6,8,89: Pull 1 CAT6A shielded cable from MB99 to Orath Phone. (appx. 5,000ft. of CAT6A shielded cable and labor)			
Building 7: Pull 1 CAT6A shielded cable from Fire Panel room to elevator controllers 1;&2. (appx. 500ft. of CAT6A shielded cable and labor)	\$ 323.78	\$ 750.00	
Building 25: Pull 1 CAT6A shielded cable from Orath Phone to network closet. (appx. 200ft. CAT6A shielded cable, and labor/travel)	\$ 130.00	\$ 1,500.00	
<b>Material Cost</b>	\$ 3,703.78		
<b>7% Sales tax</b>	\$ 259.26		
<b>Cost including sales tax</b>	\$ 3,963.04		
<b>Material with Overhead and Profit</b>	\$ 4,557.50		
<b>Labor Total</b>		\$ 6,750.00	
<b>Labor With Overhead and Profit</b>		\$ 1,012.50	
<b>EXCLUSIONS: Terminations by others.</b>			
	\$ 4,557.50	\$ 7,762.50	\$ 12,320.00



Increase PENALTY RIDER

BOND AMOUNT \$6,563,813.00

BOND NO. PB02597100366

To be attached and form a part of Bond No. PB02597100366 dated the 4th day of November, 2021, executed by Philadelphia Indemnity Insurance Company as surety, on behalf of SQP Construction Group, Inc. as current principal of record, and in favor of State of West Virginia Department of Administration, Purchasing Division, as Obligee, and in the amount of Six Million Five Hundred Sixty Three Thousand Eight Hundred Thirteen Dollars and 00/100 (\$6,563,813.00).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Philadelphia Indemnity Insurance Company hereby consents that effective from the 27th day of October, 2023, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE Increased:

FROM: Six Million Five Hundred Seventy Three Thousand One Hundred Nine Dollars and 19/100 (\$6,573,109.19)

TO: Six Million Six Hundred Two Thousand Four Hundred Eighty Seven Dollars and 09/100 (\$6,602,487.09)

The Increase of said bond penalty shall be effective as of the 27th day of October, 2023, and does hereby agree that the continuity of protection under said bond subject to changes in penalty shall not be impaired hereby, provided that the aggregate liability of the above mentioned bond shall not exceed the amount of liability assumed by it at the time the act and/or acts of default were committed and in no event shall such liability be cumulative.

Signed, sealed and dated this 2nd day of January, 2024.

SQP Construction Group, Inc.

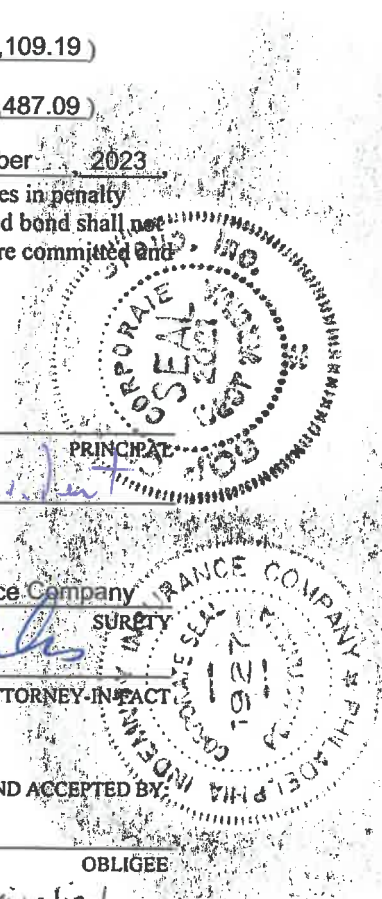
BY: [Signature] PRINCIPAL

Philadelphia Indemnity Insurance Company

BY: [Signature] SURETY, ATTORNEY-IN-FACT  
Kimberly L. Miles, Licensed WA Resident Agent

THE ABOVE BOND IS HEREBY AGREED TO AND ACCEPTED BY:

[Signature] OBLIGEE  
BY: Procurement Specialist TITLE

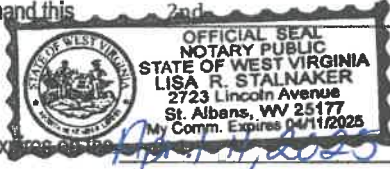


# ACKNOWLEDGMENTS

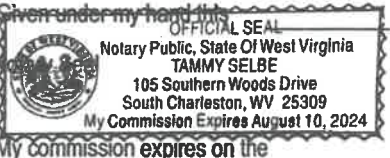
## Acknowledgment by Principal if Individual or Partnership

1. STATE OF \_\_\_\_\_
2. County of \_\_\_\_\_ to-wit:
3. I, \_\_\_\_\_, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that \_\_\_\_\_  
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_
6. Notary Seal \_\_\_\_\_
7. \_\_\_\_\_  
(Notary Public)
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_

## Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Kanawha to-wit:
11. I, Lisa R Stalnak, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Donald O Gatewood
13. who as, President signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this \_\_\_\_\_ 2nd day of January \_\_\_\_\_ 2024
16. Notary Seal  \_\_\_\_\_
17. Lisa R Stalnak  
(Notary Public)
18. My commission expires on the \_\_\_\_\_ day of Apr. 11, 2025

## Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit:
21. I, Tammy Selbe, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Kimberly L. Miles
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Philadelphia Indemnity Insurance Company a corporation,  
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this \_\_\_\_\_ 2nd day of January \_\_\_\_\_ 2024
26.  \_\_\_\_\_
27. Tammy Selbe  
(Notary Public) Tammy Selbe
28. My commission expires on the \_\_\_\_\_ 10th day of August, \_\_\_\_\_ 2024

Sufficiency in Form and Manner  
of Execution Approved

Attorney General

This \_\_\_\_\_ day of \_\_\_\_\_.

By: \_\_\_\_\_  
(Deputy Attorney General)

PHILADELPHIA INDEMNITY INSURANCE COMPANY  
One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint Douglas P. Taylor, Andrew K. Teeter, Kimberly L. Miles, Tammy S. Selbe and Jessica J. Bentley, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$50,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14<sup>th</sup> of November, 2016.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

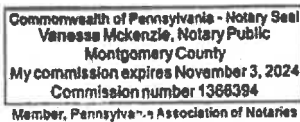
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 5TH DAY OF MARCH, 2021.



(Seal)

John Glomb, President & CEO  
Philadelphia Indemnity Insurance Company

On this 5<sup>th</sup> day of March, 2021 before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



Notary Public:

*Vanessa McKenzie*

residing at:

Bala Cynwyd, PA

My commission expires:

November 3, 2024

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 5<sup>th</sup> day March, 2021 are true and correct and are still in full force and effect. I do further certify that John Glomb, who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 2nd day of January, 20 24



Edward Sayago, Corporate Secretary  
PHILADELPHIA INDEMNITY INSURANCE COMPANY



APPROVED  
*Z. Whittle*  
1/10/24

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

Mark D. Scott  
Cabinet Secretary

John K. McHugh  
Director

**MEMORANDUM**

**To:** Melissa Pettrey, Senior Buyer, State Purchasing Division

**From:** Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*

**Date:** January 4, 2024

**Ref:** GSD923345, Change Order #4 Justification

Melissa:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #4 to increase and extend CPO 0211 GSD2200000009, with SQP Construction Group Inc., for Elevator Modernization Various Facilities (Phase 1) Project, per the attached documentation and the explanation given below.

We are requesting a net increase of \$29,377.90. This increase will cover the following:

\$4,368.94 to run electrical equipment in Buildings 7 and 25 that matched existing power feed and accommodate accessories for battery backup power, this was erroneously omitted in the initial drawings. \$2,100.36 to remove and install a new floor in the cab floor of Car 4 in Building 1. It was discovered to be not structurally sound, so replacement was necessary for safety. \$5,033.60 for running cables from the data room to the fire command center in Buildings 1,7, and 25 (erroneously omitted from drawings). \$3,780.92 for changing the MC cable to conduit in hoist way 1 and 2 in Building 1 per direction of Elevator Inspector. \$14,094.08 to pull additional CAT6E shielded cables for each elevator in each building to connect to the RATH system through LAN instead of by IP based on request from Manufacturer of the RATH equipment (also, no drawings were present indicating these lines were necessary in the initial drawings).

Original Contract Amount	=	\$6,563,813.00
Change Order #1 (NTP)	=	N/A
Change Order #2 Increase	=	\$47,994.99
Change Order #3 Decrease	=	\$(38,698.80)
Change Order #4 Increase	=	\$29,377.90



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

Mark D. Scott  
Cabinet Secretary

John K. McHugh  
Director

**Revised Contract Amount = \$6,602,487.09**

We are also requesting an extension of Eighty-Seven (87) days to the date of Final Completion of the contract. These extensions are necessary due to delays in materials, design, and scheduling around legislative sessions.

The Agency made the determination that these changes were warranted and approves the contract to be extended.

Current Final Completion Date: November 30, 2023

New Final Completion Date: February 26, 2024 (increased the 87 calendar days)

If you have any questions or need additional information, please contact me via email at [Cody.G.Taylor@wv.gov](mailto:Cody.G.Taylor@wv.gov) or by phone at (304) 352-5531.

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>5-M. Pottery</u> Date: <u>01/11/2024</u>  Solicitation No. _____  C/O #4	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD2200000009 PF No.: 923345
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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 ( <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
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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>

prep  
10/11/20

\*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: Melissa K. Petrey, Senior Buyer