



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

State of West Virginia
Purchase Order

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

Order Date: 11-03-2021

Order Number:	CPO 0211 4006 GSD2000000027 8	Procurement Folder:	653032
Document Name:	Building 6: Floors 2-6 Interior Renovations Project	Reason for Modification:	Change Order No. 7 is issued to increase the contract, per the attached documentation.
Document Description:	Change Order 7		
Procurement Type:	Central Purchase Order		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-05-25
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-11-22

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000206314			Requestor Name:	Kari J Dean
SWOPE CONSTRUCTION CO				Requestor Phone:	304-352-5492
1325 BLUEFIELD AVE				Requestor Email:	kari.j.dean@wv.gov
BLUEFIELD	WV	247012612		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	999-999-9999	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 6 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

Total Order Amount:	\$11,274,427.70
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Jay 11/2/2021

Purchasing Division's File Copy

ENTERED

MKP 11/09/2021

PURCHASING DIVISION AUTHORIZATION DATE: <i>11/10/2021</i>	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i>	ENCUMBRANCE CERTIFICATION DATE: <i>11/16/2021</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

11/15/2021

Extended Description:

Change Order

Change Order No. 7 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract Lump Sum is increased as defined in the attached documentation.

Original Contract Price:	\$11,150,000.00
Change Order No. 2 Decrease:	\$ 30,630.00
Change Order No. 3 Increase:	\$ 63,043.70
Change Order No. 4 Increase:	\$ 43,621.00
Change Order No. 5 Increase:	\$ 34,522.00
Change Order No. 6 Increase:	\$ 9,746.00
Change Order No. 7 Increase:	\$ 4,125.00
Contract New Total:	\$11,274,427.70

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	11182413.70
Service From	Service To	Manufacturer		Model No	
2020-05-25	2022-11-22				

Commodity Line Description: Building 6 Floors 2-6 Interior Renovations Project**Extended Description:**

Building 6 Floors 2-6 Interior Renovations Project, per attached specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121103	0.00000		0.000000	43621.00
Service From	Service To	Manufacturer		Model No	
2020-05-25	2022-11-22				

Commodity Line Description: Change Order 4**Extended Description:**

Change Order 4, per attached documentation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72121103	0.00000		0.000000	34522.00
Service From	Service To	Manufacturer		Model No	
2020-05-25	2022-11-22				

Commodity Line Description: Change Order 5**Extended Description:**

Change Order 5, per attached documentation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72121103	0.00000		0.000000	9746.00
Service From	Service To	Manufacturer		Model No	
2020-05-25	2022-11-22				

Commodity Line Description: Change Order 6**Extended Description:**

Change Order 6, per attached documentation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72121103	0.00000		0.000000	4125.00
Service From	Service To	Manufacturer	Model No		
2020-05-25	2022-11-22				

Commodity Line Description: Change Order 7

Extended Description:

Change Order 7, per attached documentation



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

Allen L. McVey
 Cabinet Secretary

Gregory L. Melton
 Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division
From: Cody Taylor, Procurement Specialist, General Services Division
Date: October 21, 2021
Ref: GSD653032, Change Order #7 Justification

Melissa:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #7 to increase CPO 0211 GSD2000000027, with Swope Construction, for the Building 6; Floors 2-6 Interior Renovations Project, in the amount of \$4,125.00, to a new contract total of \$11,274,427.70 per the attached documentation and the explanation given below.

We are requesting an increase of \$4,125.00, to provide two (2) receptacles for room 617, one (1) additional floor box with power only to Room 643, and one (1) additional overhead data drop on south wall of Room 643.

Change Order #7 is to provide all labor, materials, and necessary equipment to install additional electrical wiring and date drops to Rooms 617 and 643 per the tenant's request.

The Agency made the determination that these changes were warranted and approves the contract to be increased as detailed below:

Original Contract Amount	=	\$11,150,000.00
Change Order #1 (NTP)	=	N/A
Change Order #2 Decrease	=	(30,630.00)
Change Order #3 Increase	=	\$63,043.70
Change Order #4 Increase	=	\$43,621.00
Change Order #5 Increase	=	\$34,522.00
Change Order #6 Request	=	\$9,746.00
Change Order #7 Request	=	\$4,125.00
Revised Contract Amount	=	\$11,274,427.70

The net change to-date to this contract, by change order, including this request, is \$124,427.70, or 1.11% of the original contract award value.

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) 957-7187

AIA Document G701 - 2017

Change Order

PROJECT: (Name and address) GSD - State Office Bldg, 6 Interior Renovations	CONTRACT INFORMATION: Contract For: General Construction Date: April 21, 2020	CHANGE ORDER INFORMATION: Change Order Number: 007 Date: October 6, 2021
OWNER: (Name and address) General Services Division 112 California Ave., 5th Floor Charleston, WV 25302	ARCHITECT: (Name and address) ZMM Architects & Engineers 222 Lee Street West Charleston, WV 25302	CONTRACTOR: (Name and address) Swope Construction Company 1325 Bluefield Ave. Bluefield, WV 24701

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.)

Provide all labor, materials and equipment necessary to complete the following:

CPR No. 16: Electric for Room 643 \$2,018.00

CPR No. 17: Electric for Room 617 \$2,107.00

Total: \$4,125.00

The original Contract Sum was	\$ 11,150,000.00
The net change by previously authorized Change Orders	\$ 120,302.70
The Contract Sum prior to this Change Order was	\$ 11,270,302.70
The Contract Sum will be increased by this Change Order in the amount of	\$ 4,125.00
The new Contract Sum including this Change Order will be	\$ 11,274,427.70

The Contract Time will be increased by Zero (0) days.
The new date of Substantial Completion will be Unchanged

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.

ZMM Architects & Engineers	Swope Construction Company	General Services Division
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
		
SIGNATURE	SIGNATURE	SIGNATURE
Rodney Pauley	HOLLIS R. MASSE, V.P.	Cody Taylor, Procurement Specialist
Project manager	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
06 OCT 2021	10/8/2021	10/22/21
DATE	DATE	DATE

INCREASE RIDER

Rider to be attached to and form a part of Payment & Performance Bond Number 9337367, dated the 21st day of April, 2020 issued by Fidelity and Deposit Company of Maryland a corporation organized and existing under the laws of the State of IL, (hereinafter called the "Surety"), on behalf of Swope Construction Company (hereinafter called the "Principal"), in favor of State of West Virginia, Department of Administration, Purchasing Division (hereinafter called the "Obligee").

It is understood and agreed that the penal sum of the attached bond is hereby INCREASED as follows:

From: \$11,270,302.70 Eleven Million Two Hundred Seventy Thousand Three Hundred Two Dollars and 70/100
To: \$11,274,427.70 Eleven Million Two Hundred Seventy Four Thousand Four Hundred Twenty Seven Dollars and 70/100

The attached bond shall be subject to all of its terms, conditions and limitations except as herein modified.

IN WITNESS WHEREOF, the above bounden parties have executed this instrument under their several seals this 6th day of October, 2021, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

Swope Construction Company
(Principal)

1325 Bluefield Ave., Bluefield, WV 24701
(Business Address)



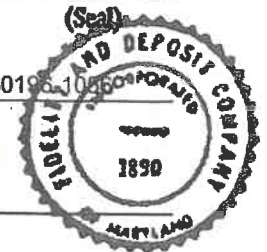
Witness:

Amy S. Children
Or Secretary's Attest

By Ron McElroy
(Signature) Ron McElroy (Title) President

Fidelity and Deposit Company of Maryland
(Surety)

1299 Zurich Way, 5th Floor, Schaumburg, IL 60196
(Business Address)



Witness:

Tammy S. Selbe
XXXXXXXXXXXXXXXXXXXX
Tammy S. Selbe Or Secretary's Attest

By Kimberly L. Miles
(Signature) Kimberly L. Miles (Title) Attorney-in-Fact

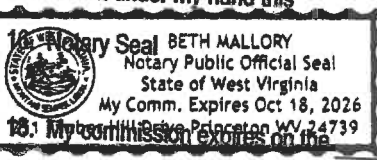
Surety Phone No. 304-347-0611

ACKNOWLEDGMENTS

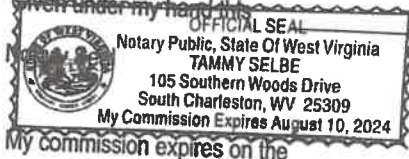
Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____
3. I, _____ to-wit:
4. county and state aforesaid, do hereby certify that _____, a Notary Public in and for the
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 Mercer
11. I, Beth Mallory to-wit:
12. county and state aforesaid, do hereby certify that Ron Mallory, a Notary Public in and for the
13. who as, President of Swape Construction Co.
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 6th day of October 2021
16.  My commission expires on the 18 day of October 2026
17. Beth Mallory
(Notary Public)

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha
21. I, Tammy Selbe to-wit:
22. county and state aforesaid, do hereby certify that Kimberly L. Miles, a Notary Public in and for the
23. who as, Attorney-in-Fact
24. Fidelity and Deposit Company of Maryland signed the foregoing writing for
_____ 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 6th day of October 2021
26.  My commission expires on the 10th day of August, 2024
27. Tammy Selbe
(Notary Public) Tammy Selbe

Sufficiency in Form and Manner of Execution Approved

This 15th day of November 2021

By: [Signature]
Attorney General
(Deputy Attorney General)

**ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), by Robert D. Murray, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Kimberly L. Miles, its true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICH AMERICAN INSURANCE COMPANY at its office in New York, New York, the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland., in their own proper persons.

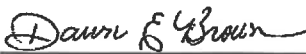
The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND, this 19th day of June, A.D. 2019.

**ATTEST:
ZURICH AMERICAN INSURANCE COMPANY
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**



By: Robert D. Murray
Vice President



By: Dawn E. Brown
Secretary

State of Maryland
County of Baltimore

On this 19th day of June, A.D. 2019, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, Robert D. Murray, Vice President and Dawn E. Brown, Secretary of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.



Constance A. Dunn, Notary Public
My Commission Expires: July 9, 2023

EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 6th day of October, 2021.



Brian M. Hodges, Vice President

TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:

Zurich Surety Claims
1299 Zurich Way
Schaumburg, IL 60196-1056
www.reportsfclaims@zurichna.com
800-626-4577

October 15, 2021

Ms. Kari J. Dean
General Services Division
112 California Avenue, 5th Floor
Charleston, WV 25305

VIA EMAIL



RE: State Office Bldg. 6 Floor 2-6 Interior Renovations - 18050

Dear Ms. Dean:

Attached is a copy of Change Order 007 for Swope Construction Company at the above referenced project. Upon approval please forward one fully executed copy to Swope and one to ZMM, Inc.

Please contact ZMM, Inc. with any questions.

Thank you,

Amy L. Rhodes
Construction Administrative Assistant

Blacksburg
200 Country Club Drive SW
Plaza One, Building E
Blacksburg, Virginia 24060
540•552•2151

Charleston
222 Lee Street West
Charleston, West Virginia 25302
304•342•0159
www.zmm.com

Martinsburg
5550 Winchester Avenue
Berkeley Business Park, Suite 5
Martinsburg, West Virginia 25405
304•342•0159



Change Proposal Request No.16

Date: September 13, 2021
Project: State Building 6 Renovation Floors 2-6
Project No. 2010 **ZMM Project NO. 18050**
Description: CPR No.16 Electric for Room 643

Description:

Per the Owner's request, proposal for labor and material to complete the following:

1. Provide & install (1) additional floor box with power only in Room 643
2. Provide (1) additional overhead data drop on south wall

Subcontractor:

Sub -	Burdette Electric	\$ 1,755.76	10%	\$ 1,931.34
	B&O Tax		2%	\$ 38.63
	Bonds & Insurance			\$ 48.04
				<u> </u>
Total Cost - ADD				\$ 2,018.00

Hollie R. Massie
Vice President

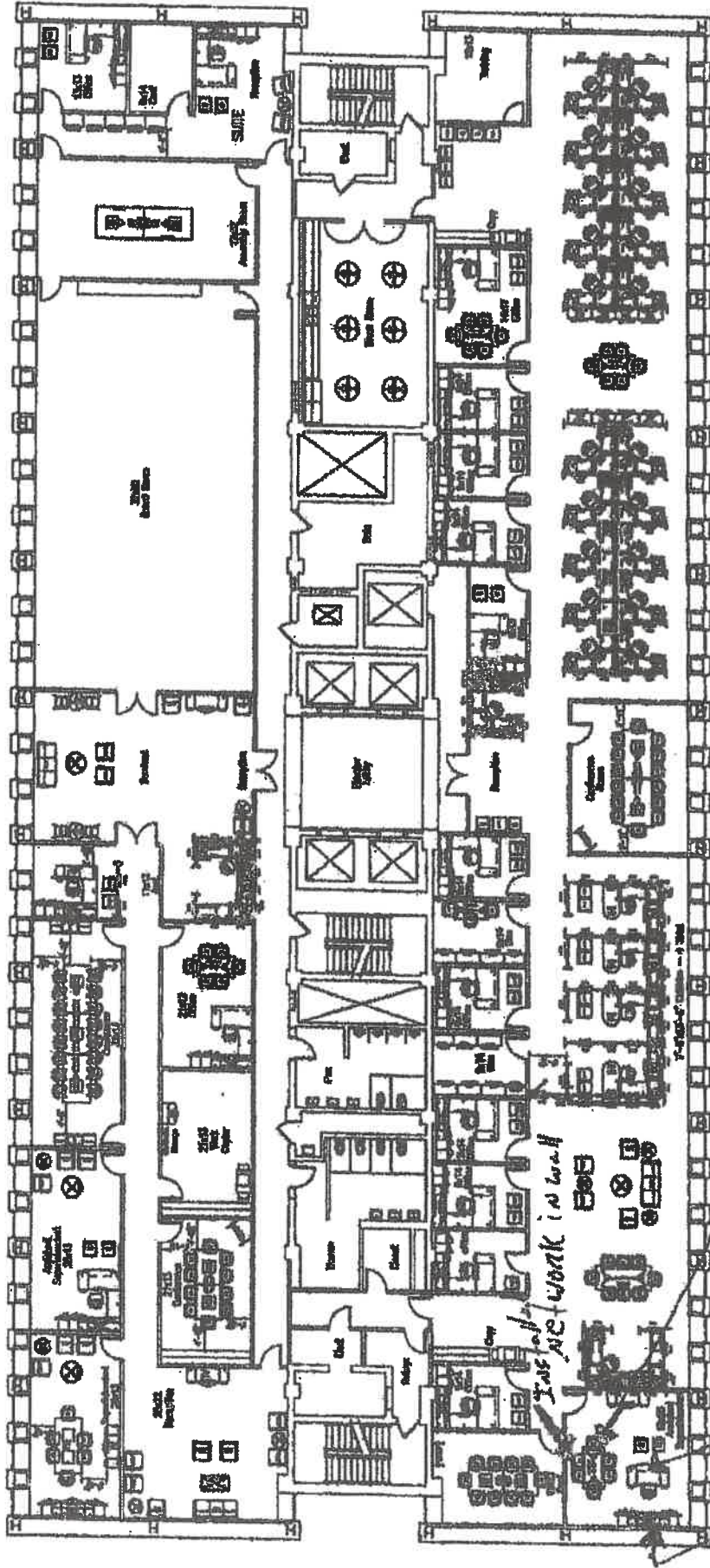
Burdette Electric

CHANGE PROPOSAL

6444 SISSONVILLE DR. SISS. W.V. 25920
 PHONE 304-984-0123 FAX 304-984-0124

Job name: Building & Renovations
 Date: 9/9/2021
 Change Proposal # 13
 Description of Work: 6th Floor Additional Floor Box - Room 643

Description of work	Material	Labor	Total
Provide and install (1) additional floor box with power only	\$ 375.00	\$ 840.00	
Provide one additional overhead data drop on south wall	\$ 150.00	\$ 325.00	
Material Cost	\$ 525.00		
7% Sales tax	\$ 36.75		
Cost including sales tax	\$ 561.75		
Material: Overhead and Profit	\$ 648.01		
LABOR: Overhead and Profit		\$ 1,109.75	
			\$ 1,755.76



Bldg 6 - 6th Floor

Department of Education

Current power in floor

Want power under desk

Want Network in wall

Fast network in wall



Change Proposal Request No.17

Date: September 13, 2021
Project: State Building 5 Renovation Floors 2-6
Project No. 2010 ZMM Project NO. 18050
Description: CPR No.17 Electric for Room 617

Description:

Per the Owner's request, proposal for labor and material to complete the following:

1. Provide and install (2) Receptacles for Room 617
2. Sketch and details attached for scope of work

Subcontractor:

Sub -	Burdette Electric	\$ 1,833.16	10%	\$ 2,016.48
	B&Q Tax		2%	\$ 40.33
	Bonds & Insurance			\$ 50.19

Total Cost - ADD **\$ 2,107.00**

Hollie R. Massie
Vice President

Burdette Electric

CHANGE PROPOSAL

6444 SISSONVILLE DR. SISS. W.V. 26320
PHONE 304-984-0123 FAX 304-984-0124

Job name: Building 6 Renovations
Date: 9/10/2021
Change Proposal #: 14
Description of Work: Room 617 Power Adds

Description of work.	Material	Labor	Total
Provide and install (2) additional receptacles and (2) additional circuit in room 617	\$ 415.00	\$ 1,180.00	
Material Cost	\$ 415.00		
7% Sales tax	\$ 29.05		
Cost including sales tax	\$ 444.05		
Material: Overhead and Profit	\$ 510.65		
LABOR: Overhead and Profit		\$ 1,322.50	
			\$ 1,893.16