



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: 08-21-2024

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 4004 GSD2300000002 15	Procurement Folder:	969527
Document Name:	Building 4 Renovations Project	Reason for Modification: Change Order 8 To increase the contract.	
Document Description:	Building 4 Renovations Project		
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:	2022-10-03
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-12-25

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206314	Requestor Name:	Aaron M Armstrong
SWOPE CONSTRUCTION CO		Requestor Phone:	304-352-5492
1325 BLUEFIELD AVE		Requestor Email:	aaron.m.armstrong@wv.gov
BLUEFIELD WV 247012612		<div>2025</div> <div>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 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 4 112 CALIFORNIA AVE CHARLESTON WV 25305 US

8/27/24 61

Total Order Amount: \$29,301,312.78

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 8/23/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8/29/2024 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 8-29-24 ELECTRONIC SIGNATURE ON FILE
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Extended Description:  
Change Order

Change Order No. 8 is issued to increase the original contract, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective Date of Increase: August 14, 2024

Original Contract Price:	\$ 28,563,000.00
Change Order 2:	\$ 178,218.00
Change Order 3:	\$ 61,123.00
Change Order 4:	\$ 161,379.00
Change Order 5:	\$ 103,689.00
Change Order 6:	\$ 45,047.00
Change Order 7:	\$ 98,837.00
Change Order 8 increase:	\$ 89,679.78
New Contract Total:	\$ 29,301,312.78

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	28563000.00
Service From	Service To	Manufacturer		Model No	
2022-10-03	2024-12-25				

Commodity Line Description: Building 4 Renovations - Base Bid

Extended Description:  
Base Bid: Per attached Project Plans

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72152400	0.00000	EA	2400.000000	0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Building 4 Renovations - Unit Price #1

Extended Description:  
Type A Windows; Replacement of Insulated Glazing Units (IGU's)  
see Section 012200 Item 3.1 A

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72152400	2.00000	EA	2250.000000	4500.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Building 4 Renovations - Unit Price #2

Extended Description:  
Type B and C Windows; Replacement of Insulated Glazing Units (IGU's)  
see Section 012200 Item 3.1 B

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72152400	3.00000	EA	2500.000000	7500.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Building 4 Renovations - Unit Price #3

Extended Description:  
Type D Windows; Replacement of Insulated Glazing Units (IGU's)  
see Section 012200 Item 3.1 C

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72151900	0.00000	EA	330.000000	0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Building 4 Renovations - Unit Price #4

Extended Description:  
Exterior Stone Repointing  
see Section 012200 Item 3.1 D

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	72151900	0.00000	EA	3850.000000	0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Building 4 Renovations - Unit Price #5

Extended Description:  
Limestone faade Panel Replacement  
see Section 012200 Item 3.1 E

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	72121103	0.00000		0.000000	166218.00
Service From	Service To	Manufacturer		Model No	
2022-10-03	2024-12-25				

Commodity Line Description: Change Order 2

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	72121103	0.00000		0.000000	61123.00
Service From	Service To	Manufacturer		Model No	
2022-10-03	2024-12-25				

Commodity Line Description: Change Order 3

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	72121103	0.00000		0.000000	104029.00
Service From	Service To	Manufacturer	Model No		
2022-10-03	2024-12-25				

Commodity Line Description: Change Order 4

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	72121103	0.00000		0.000000	161379.00
Service From ,		Service To	Manufacturer	Model No	
2022-10-03		2024-12-25			

Commodity Line Description: Change Order 5

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	72121103	0.00000		0.000000	45047.00
Service From		Service To	Manufacturer	Model No	
2022-10-03		2024-12-25			

Commodity Line Description: Change Order 6

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	72121103	0.00000		0.000000	98837.00
Service From		Service To	Manufacturer	Model No	
2022-10-03		2024-12-25			

Commodity Line Description: Change Order 7

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	72121103	0.00000		0.000000	89679.78
Service From		Service To	Manufacturer	Model No	
2022-10-03		2024-12-25			

Commodity Line Description: Change Order 8

Extended Description:



# Document G701® – 2017

## Change Order

<b>PROJECT: (Name and address)</b> 22010.00 Building Four Renovations Project 112 California Avenue, Charleston, WV 25305	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: September 12, 2022	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 008 Date: 08/02/2024
<b>OWNER: (Name and address)</b> West Virginia Department of Administration General Services Division 112 California Avenue, 5th Floor Charleston, WV 25305	<b>ARCHITECT: (Name and address)</b> Perfido Weiskopf Wagstaff + Goettel 408 Boulevard of the Allies Pittsburgh, PA 15219	<b>CONTRACTOR: (Name and address)</b> Swope Construction Co. 1325 Bluefield Avenue 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.)

'CPR No. 45R2' from Swope Construction dated July 8, 2024, for an ADD cost of \$ 84,948.34.

'CPR No. 50' from Swope Construction dated July 8, 2024, for an ADD cost of \$ 1,775.76.

'CPR No. 51' from Swope Construction received July 11, 2024, for an ADD cost of \$ 2,955.68.

The original Contract Sum was	\$ 28,563,000.00
The net change by previously authorized Change Orders	\$ 648,633.00
The Contract Sum prior to this Change Order was	\$ 29,211,633.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 89,679.78
The new Contract Sum including this Change Order will be	\$ 29,301,312.78

The Contract Time will be unchanged by Zero (0) days.

The new date of Substantial Completion will be

**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.**

Perfido Weiskopf Wagstaff + Goettel

Swope Construction Co.

West Virginia Department of  
Administration

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

Joseph Filar, RA, Senior Associate

Mark Burdette, Project Manager

Robert K. Spaulding, GMD Deputy Director

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE

DATE



## Change Proposal Request #45R2

Date: July 8, 2024  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #45R2

### Description:

Supply and install new car operating panels with RATH 2100 SVE Ethernet Extender 2-Wire including PoE.

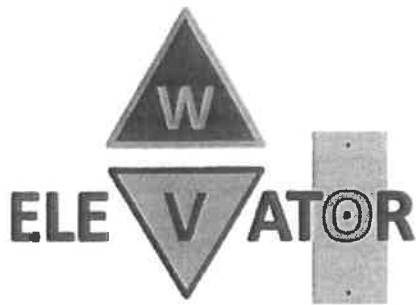
Install RATH RP7700104S System UPS

Interface RATH System with State of WV OT Department

Provide 1 Cat6 Cable from penthouse to fire command center. (2) Cat6 cables from each elevator controller to 6<sup>th</sup> floor IDF.

Cost Breakdown:				
General	Swope	\$320.00	15.00%	\$368.00
Subcontractors	WV Elevator	\$70,636.00	10.00%	\$77699.60
	Burdette Electric	\$3285	10.00%	\$3613.50
Subtotal				\$81681.10
	Bond / BR Cost		2%	\$1633.62
	B&O Tax		2%	\$1633.62
<b>Total Cost - Add</b>				<b>\$84948.34</b>

Mark Burdette  
 Project Manager, Swope Construction Co.



**PROPOSAL # Q-69397**

Change Order

Date: 3/13/2024

**CUSTOMER**

**JOB ADDRESS**

Swope Construction  
Huntington, WV 25705  
Attention: Massie, Hollie  
Phone: 304-550-0202  
Email: hmassie@swopeco.com

Capitol Complex Building 4 Charleston, WV

Elevator ID #'s: B03085 and B03086

## ***Change Order***

**Project Name: Capitol Building 4 Modernization**

**Contract Ref #: J-85453**

**Materials: \$22,756.00**

- Main Car stations -\$9,200 per station
- Rath 2100 SVE 2 -Wire Ethernet Extender -including PoE- \$2500.00
- RATH System UPS- \$1,856.00

**Labor: \$47,880.00**

- Removal of existing car operating panels and replacement with new -54 Team Hrs.
- Set up with IT and OT departments and on-site work with the RATH Microtech Field Technician on site -40 Team Hrs.
- Set up with IT and OT departments on site for laptop to be installed near the fire command center/lobby panel. Integration of fire command phone with the Rath system. -26 Team Hrs.
- Total cost of this Change Order: \$70,636.00

**Work to be Performed:**

- Supply and install new car operating panels with RATH 2100 SVE Ethernet Extender 2-Wire-including PoE.
- Install RATH RP7700104S System UPS.
- Interface RATH System with State of West Virginia OT Department.

**Change order Provisions:**

- RATH Smartview provisions to accommodate ASME A17.1 2019 Code.
- All associated LAN wiring from the elevator control system to the command center location and coordination with the State of WV OT Department is by others.

*Make Checks Payable to: West Virginia Elevator*

**Total Cost: \$70,636.00**

Submitted by West Virginia Elevator:

Grant Murphy  
Sales Account Manager  
Phone: 304-542-8226  
Email: [gmurphy@wvelevator.com](mailto:gmurphy@wvelevator.com)

Accepted by West Virginia Elevator

By \_\_\_\_\_ Date \_\_\_\_\_

Accepted by Customer:

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Accepted by Customer:

Signature: \_\_\_\_\_ Date \_\_\_\_\_

SUBJECT TO TERMS AND CONDITIONS OF THE ABOVE REFERENCED CONTRACT



# Burdette Electric

## CHANGE PROPOSAL

6444 Sissonville Dr. Siss. W.V. 25320  
PHONE 304-984-0123 FAX 304-984-0124

Job name: WV Building 4  
Date: 4/10/2024  
Change Proposal # 15 Revision 2  
Description of Work: Elevator Cabling

Description of work.	Material	Labor	Total
Provide 1 Cat6 cable from penthouse to fire command center for emergency handset. Pull 2 Cat6 cables from each elevator controller to 6th floor IDF (4 data rough-ins shown on contract drawings will be used, these will be pulled to the 6th floor idf instead of the nearest idf on the 7th floor).	\$ 1,075.00	\$ 1,600.00	
Miscellaneous Material	\$ 99.32		
Material Cost	\$ 1,174.32	\$ 1,600.00	
7% Sales tax	\$ 82.20		
Cost including sales tax	\$ 1,256.52		
Material With Overhead and Profit	\$ 1,445.00		
Labor With Overhead and Profit		\$ 1,840.00	
Exclusions: Terminations in elevator equipment.			
<b>Total:</b>	\$ 1,445.00	\$ 1,840.00	\$ 3,285.00



## Change Proposal Request #50

Date: July 8, 2024  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #50

### Description:

Provide labor and material to install break metal on the sides of storefront at front inside vestibule.

Cost Breakdown:					
General	Swope	\$160.00			\$160.00
Subcontractors	Central Glass Co	\$1392.00	10.00%		\$1531.20
Subtotal					\$1691.20
	Bond / BR Cost				\$50.74
	B&O Tax		1.25%		\$33.82
Total Cost -Add					\$1775.76

Mark Burdette  
 Project Manager, Swope Construction Co.



**CENTRAL GLASS CO.  
OF CHARLESTON, INC.**

517 RUSSELL ST., CHARLESTON, WV 25302

PHONE: 304-343-5669  
FAX: 304-343-5672  
WV #000107

[centralglass@centralglasswv.net](mailto:centralglass@centralglasswv.net)

July 3, 2024

Swope Construction

Building 4

! Change order price for break metal wraps at entrance 101.2 - revised

Hello,

We are pleased to quote to you materials and labor to install break metal wraps at the jambs only per supplied details.

Total Installed Cost: \$1,392.00

If you should have any questions please let me know.  
Thanks!



## Change Proposal Request #51

Date:  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #51

### Description:

Remove limestone slab from exterior wing wall and replace with existing slab on site.

Cost Breakdown:					
General	Swope	\$80.00	15.00%		\$92.00
Subcontractors	Wilson Restoration	\$2500.00	10.00%		\$2750.00
Subtotal					\$2842.00
	Bond / BR Cost				\$56.84
	B&O Tax		1.25%		\$56.84
<b>Total Cost - Add</b>					<b>2955.68\$</b>

Mark Burdette  
 Project Manager, Swope Construction Co.

## INCREASE PENALTY RIDER

BOND AMOUNT \$29,211,633.00 BOND NO. 9403880

To be attached and form a part of Bond No. 9403880 dated the 25th Day of August, 2022, executed by Fidelity and Deposit Company of Maryland as surety, on behalf of Swope Construction Company as current principal of record, and in favor of State of West Virginia, as Obligee for West Virginia Capitol Complex - Building Four Renovations 112 California Avenue Charleston, WV 25305, and in the amount of Twenty Nine Million Two Hundred Eleven Thousand Six Hundred Thirty Three Dollars and 00/100 (\$29,211,633.00).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Fidelity and Deposit Company of Maryland hereby consents that effective from the 2nd Day of August, 2024, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

FROM: Twenty Nine Million Two Hundred Eleven Thousand Six Hundred Thirty Three Dollars and 00/100 (\$29,211,633.00)

TO: Twenty Nine Million Three Hundred One Thousand Three Hundred Twelve Dollars and 78/100 (\$29,301,312.78)

The INCREASE of said bond penalty shall be effective as of the 2nd Day of August, 2024, 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 5th Day of August, 2024

Swope Construction Company  
PRINCIPAL

BY

Paul A. Burdette, President



Fidelity and Deposit Company of Maryland  
SURETY

BY

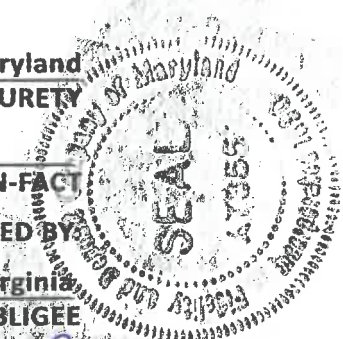
Kimberly L. Miles, ATTORNEY-IN-FACT

THE ABOVE BOND IS HEREBY AGREED TO AND ACCEPTED BY

State of West Virginia  
OBLIGEE

BY

(Procurement Specialist)  
TITLE

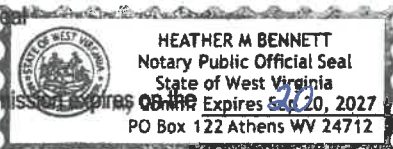


# ACKNOWLEDGMENTS


## 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, Heather M. Bennett, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Paul R. Burdette
13. who as, President of Swope Construction Co. 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 5th day of August 2024
16. Notary Seal  17. Heather M. Bennett  
(Notary Public)
18. My commission expires on Sept. 2027

## 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. Fidelity and Deposit Company of Maryland 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 \_\_\_\_\_ day of August 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

This 5th day of August 2024

By: John S. Gray  
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 Andrew K. TEETER, Jaime L. CARPENTER, Kimberly L. MILES, Douglas P. TAYLOR, Kimberly S. BURDETTE, Tammy S. SELBE, of Charleston, West Virginia, 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 11th day of September, A.D. 2023.



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

By: **Robert D. Murray**  
Vice President

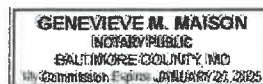
By: **Dawn E. Brown**  
Secretary

**State of Maryland  
County of Baltimore**

On this 11th day of September, A.D. 2023, 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.

*Genevieve M. Maison*



**Authenticity of this bond can be confirmed at [bondvalidator.zurichna.com](http://bondvalidator.zurichna.com) or 410-559-8790**



## 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.

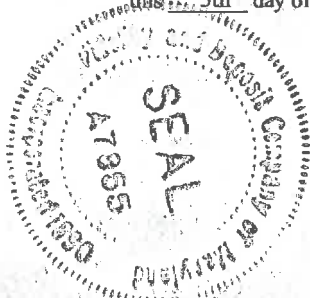
This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

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 5th day of August, 2024



*Thomas O. McClellan*

Thomas O. McClellan  
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  
[reportsfclains@zurichna.com](mailto:reportsfclains@zurichna.com)  
800-626-4577

Authenticity of this bond can be confirmed at [bondvalidator.zurichna.com](http://bondvalidator.zurichna.com) or 410-559-8790



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### Business and Licensing

Online Data Services Help

### Business Organization Detail

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### SWOPE CONSTRUCTION CO.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	5/17/1988		5/17/1988	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		<b>Capital Stock</b> 5000.0000
<b>Charter County</b>	Mercer	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>	<b>Member Managed</b>		
<b>At Will Term Years</b>	<b>Par Value</b>		1.000000
<b>Authorized Shares</b>	5000	<b>Young Entrepreneur</b>	Not Specified



Addresses	
Type	Address
<b>Local Office Address</b>	1325 BLUEFIELD AVENUE BLUEFIELD, WV, 24701
<b>Mailing Address</b>	1325 BLUEFIELD AVENUE BLUEFIELD, WV, 24701
<b>Notice of Process Address</b>	PAUL R BURDETTE 8005 SOUTHRIDGE WAY HURRICANE, WV, 25526
<b>Principal Office Address</b>	1325 BLUEFIELD AVENUE BLUEFIELD, WV, 24701
Type	Address

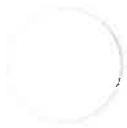
Officers	
Type	Name/Address
<b>Incorporator</b>	CHANDLER SWOPE 603 ROCK WREN CIRCLE BLUEFIELD, VA, 24605 USA
<b>President</b>	PAUL R BURDETTE 8005 SOUTHRIDGE WAY HURRICANE, WV, 25526
<b>Secretary</b>	DANIEL K BEVERLY 162 SAUNDERS STREET SCOTT DEPOT, WV, 25560
<b>Treasurer</b>	PAUL R BURDETTE 8005 SOUTHRIDGE WAY HURRICANE, WV, 25526
<b>Vice-President</b>	DANIEL K BEVERLY 162 SAUNDERS STREET SCOTT DEPOT, WV, 25560
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
BURDETTE LEGACY BUILDERS	TRADENAME	7/10/2024	
DBA Name	Description	Effective Date	Termination

Annual Reports	
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Date filed	

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

Thursday, August 22, 2024 — 9:24 AM





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Search

All Words ▼

e.g. 1606N020Q02



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Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

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Simple Search

Search Editor

☐ Any Words

☒ All Words

☐ Exact Phrase

e.g. 123456789, Smith Corp

"Swope Construction Co"



Entity



Location



Status



☒ Active

☐ Inactive

Reset



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*[Signature]*  
8/21/24

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, WV Purchasing Division  
**FROM:** Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*  
**DATE:** August 6, 2024  
**REF:** CPO GSD2300000002 Building 4 Renovations Project, Change Order #8

Melissa,

Please let this memorandum serve as justification for our request for Change Order # 8 to our contract with Swope Construction Co. for the referenced contract. This request is to increase the contract in the amount of \$89,679.78, per the documentation attached to the header of the OASIS document, and the explanation given below.

This increased scope of work is to address three Change Proposal Requests (CPRs) for Building 4 and turn those requests into Change Order 8. Change Order 8 will include the following CPRs:

CPR#45R2 – Adds RATH communications to the elevator modernization of this building (as the elevators involved in the renovation of Building 4 were not part of the larger Elevator Modernization Projects). This will allow the Agency to tie in these elevators with the other elevators from the two Elevator Modernization Projects, which also use RATH.

CPR#50 – Adds break metal on the sides of the storefront at the front inside vestibule. When the old storefront was removed (per work scope of the project) it left a considerable gap in the existing marble (which is to remain) at the head and jambs, which needed to be "covered" with some kind of material. The new storefront will be installed slightly forward of where the existing was removed in order to meet ADA clearance requirements, thus the reason there is a gap in the marble. The original submission for resolution involved replacing with new marble (granite) to match existing, but this cost was over \$19,000. We opted to find a cheaper material and decided to go with a metal which matches the material of the new storefront and will act as an extension of the storefront. This was a considerably less costly resolution.

CPR#51 – Removes limestone slab from exterior wing wall and replaces it with existing slab on site. This stone was approx. 3" out of skew from the plane of the wall and was quite glaring



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being at the top corner of the existing wall. It also had what appeared to be two rebar rods penetrating through the panel which could not be removed without leaving 1" diameter holes in the face of the panel. Thus, the reason to have them remove this panel and replace it with another panel which had been removed from an adjacent location on the building.

Original Contract Amount:	\$28,563,000.00
Change Order # 2 Increase:	\$178,218.00
Change Order #3 Increase:	\$61,123.00
Change Order #4 Increase:	\$104,029.00
Change Order #5 Increase:	\$161,379.00
Change Order #6 Increase:	\$45,047.00
Change Order #7 Increase:	\$98,837.00
Change Order #8 Increase:	\$89,679.78

New Contract Total: \$29,301,312.78

Please feel free to contact me with any questions, or if additional information and/or documentation is required to process this change order.

Thank you for your time and consideration of this project.



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GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

John K. McHugh  
Acting Cabinet Secretary

John K. McHugh  
Director

**August 15, 2024**

**To:** Samantha Willis, Director, State Purchasing Division

**From:** Robert P Kilpatrick, Deputy Director, General Services Division

**Re: Request to Purchase/Encumber Procurement Award Document in Excess of \$50,000.00**

Pursuant to the directive issued July 18, 2024, the General Services Division is requesting approval to expend, through purchase and encumbrance, the following:

**Type of Purchase:** A Centralized Purchase Order resulting from solicitation CRFQ 0211 GSD2200000052 (Procurement Folder 969527)

**Total Cost:** \$89,679.78

**Award Document Number:** CPO 0211 GSD2300000002

**Description of Action/Purpose of Procurement:** Change Order #8 (increase) to add RATH communications to the elevators that are being modernized as part of this contract, break metal on the sides of the storefront at the front side vestibule, and remove a limestone slab from exterior wing wall and replace it with existing slab on site.

Thank you for your consideration of our request.

Robert P Kilpatrick, Deputy Director, General Services Division



Whittaker, Frank M &lt;frank.m.whittaker@wv.gov&gt;

**Re: CPO 0211 GSD2300000002, Change Order 8, Request for Approval Over \$50K**

1 message

**Willis, Samantha L** <samantha.l.willis@wv.gov>  
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>  
Cc: Frank M Whittaker <frank.m.whittaker@wv.gov>

Mon, Aug 19, 2024 at 3:19 PM

This is approved. Thanks!

On Fri, Aug 16, 2024 at 3:16 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

This is a change order to an existing PO - it's Building 4 renovations.

Thanks,  
Tara

On Fri, Aug 16, 2024 at 7:12 AM Willis, Samantha L <samantha.l.willis@wv.gov> wrote:

This appears to be business as usual, but it is a little confusing: is he asking for a change order to an existing PO? or to issue a PO on a current solicitation, or possibly a release order?

On Thu, Aug 15, 2024 at 4:17 PM Kilpatrick, Robert P <robert.p.kilpatrick@wv.gov> wrote:  
Samantha:

Please see attached memo requesting approval to encumber the subject document which has been submitted to the Purchasing Division.

thanks  
bobb

--

Robert P Kilpatrick, Deputy Director  
WV Department of Administration, General Services Division  
218 California Avenue, 2nd Floor  
Charleston, WV 25305

Phone: (304)352-5491  
Cell: (304)382-3457



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 mlp</u> Date: <u>08/21/2024</u>  Solicitation No. _____  <div style="font-size: 1.5em; color: blue;">908</div>	Agency: General Services Division <hr/> Procurement Officer Submitting Requisition: Cody Taylor <hr/> Requisition No. _____ <hr/> PF No.: 969527
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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
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

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