



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: 11-20-2024

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 0432 1215 DCH2500000001 3	Procurement Folder:	1383541
Document Name:	West Virginia Natural Resources Exhibit	Reason for Modification:	Change Order 02 To Increase Contract
Document Description:	West Virginia Natural Resources Exhibit		
Procurement Type:	Central Purchase Order		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-07-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-02

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200085 THE NEIGHBORGALL CONSTRUCTION COMPANY 1216 SEVENTH AVE HUNTINGTON WV 25701 US Vendor Contact Phone: 304-525-5181 Extension: 243 Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Samuel J Calvert Requestor Phone: (304) 558-0220 Requestor Email: samuel.j.calvert@wv.gov 2025 FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US

11/26/24 6C

Total Order Amount: \$5,587,525.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara</i> 11/25/24 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John D. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>11-26-24</i> ELECTRONIC SIGNATURE ON FILE
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11/26/2024

Extended Description:

Change Order
Change Order 02 issued to increase the original contract according to all terms, conditions, and specifications according to the original contract including all authorized change orders, except that the contract cost is increased as defined in the attached documentation.

Effective date of change: November 20, 2024

Original Contract Price: \$5,300,000.00
Change Order 01 Increase: \$0.00
Change Order 02 Increase: \$287,525.00
Contract New Total: \$5,587,525.00

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111618	0.00000	LS	0.000000	0.00
Service From	Service To	Manufacturer		Model No	

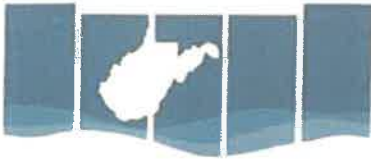
Commodity Line Description: West Virginia Natural Resources Exhibit

Extended Description:
DO NOT USE THIS LINE - Line has been deactivated. Use Commodity Line 2.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111618	0.00000		0.000000	5587525.00
Service From	Service To	Manufacturer	Model No		
2024-07-01	2025-03-02				

Commodity Line Description: West Virginia Natural Resources Exhibit

Extended Description:



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

To: West Virginia Purchasing Division
From: Charles Thompson, Procurement Officer
Date: October 21, 2024
Subject: Change Order 02 - CPO DCH2500000001 - West Virginia Natural Resources Exhibit - Increase Request

Please allow this memorandum to serve as written justification for a request for Change Order No. 2 to increase the above referenced contract with The Neighborgall Construction Company per the attached documentation. Through negotiations, GSD was initially assigned to complete the requested services, but the new leadership of GSD and the WVDACH Cabinet Secretary determined that it would be more cost-effective and efficient for Neighborgall to finish the work, as outlined in Neighborgall's original proposal. Besides the services requested, an additional expense arose due to an unforeseen discovery of a manhole that needed to be demolished.

Change Order No. 2 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders, except that the contract scope of work is increased as defined in the attached documentation.

Original Contract Price: \$5,300,000.00
Change Order 01 Increase: \$ 0
Changer Order 02 Increase: \$287,525.00
Contract New Total: \$5,587,525.00

APPROVED
BY: [Signature] DATE: 11/01/24

Thank you,

[Signature]
Charles Thompson
Procurement Officer
WVDACH

Date: 10/21/24

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)
Culture Center
Natural Resources Exhibit
Charleston, West Virginia

CONTRACT INFORMATION:
Contract For: CPO 0432 1215
DCG2500000001
Date: July 17, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 02

Date: October 14, 2024

OWNER: (Name and address)
WV Department of Art, Culture & History
1900 Kanawha Blvd E.
Charleston, WV 25305

ARCHITECT: (Name and address)
Chapman Technical Group
200 Sixth Avenue
St. Albans, West Virginia 25177

CONTRACTOR: (Name and address)
Neighborgall Construction Company
1216 7th Avenue
Huntington, WV 25701

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.)

See executed Change Order Directives, attached, for a full description of work:

CCD 01: DEDUCT \$5,400.00

CCD 02: ADD \$3,855.00

CCD 03: ADD \$15,070.00

CCD 04: ADD \$73,000.00

CCD 05: ADD \$201,000.00

TOTAL: ADD \$287,525.00

The original Contract Sum was	\$	5,300,000.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	5,300,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$	287,525.00
The new Contract Sum including this Change Order will be	\$	5,587,525.00

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

The new date of Substantial Completion will be March 2, 2025

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.

Chapman Technical Group

Neighborgall Construction Company

WV Department of Arts, Culture & History

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

Kelly Estep, Project Manager

C.E. NEIGHBORGALL
PRESIDENT

Randall Reid-Smith

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

10/16/24
DATE

10/17/2024
DATE

October 16, 2024
DATE

Cabinet Secretary

AIA® Document G714' – 2017

Construction Change Directive

PROJECT: (name and address)
Culture Center
Natural Resources Exhibit

CONTRACT INFORMATION:
Contract For: CPO 0432 1215
DCG25000000001
Date: July 17, 2024

CCD INFORMATION:
Directive Number: 01
Date: September 04, 2024

OWNER: (name and address)
WV Department of Art, Culture &
History
1900 Kanawha Blvd E.
Charleston, WV 25305

ARCHITECT: (name and address)
Chapman Technical Group
200 Sixth Avenue
Saint Albans, WV 25177

CONTRACTOR: (name and address)
Neiborgall Construction Company
1216 7th Avenue
Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

See attached document, Change Proposal Request No. 01, dated 8/5/24.
Delete type II retaining wall between railroad track and sidewalk.

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
- ☒ Lump Sum of \$Deduct \$5,400.00
 - ☐ Unit Price of \$ per
 - ☐ Cost, as defined below, plus the following fee:
(Insert a definition of, or method for determining, cost)
 - ☐ As follows:

2. The Contract Time is proposed to unchanged. The proposed adjustment, if any, is .

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

Chapman Technical Group
ARCHITECT (Firm name)

SIGNATURE

Kelly L. Estep, PLA
Project Manager

PRINTED NAME AND TITLE

9/5/24
DATE

WV Dept. Arts, Culture & History
OWNER (Firm name)

SIGNATURE

Randall Reid-Smith
Cabinet Secretary

PRINTED NAME AND TITLE

September 25, 2024
DATE

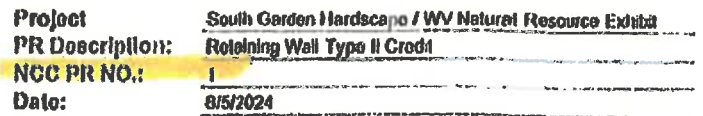
Neiborgall Construction Company
CONTRACTOR (Firm name)

SIGNATURE

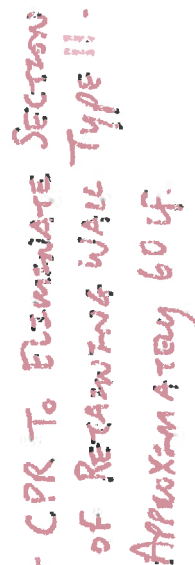
C.R. Neiborgall, IV, President

PRINTED NAME AND TITLE

September 27, 2024
DATE



SCOPE
For request, eliminate approximately 60 LF of the Segmental Block Retaining Wall Type II at the West End of the Project, see attached drawing for location.



Hollie Massie

SGH - CHERRY RIVER CONSTRUCTION

From: Brian Hinkle <bhinkle@cherryriverconstruction.net>
Sent: Tuesday, July 23, 2024 7:38 AM
To: Hollie Massie; Austin Hinkle; Will Legg
Cc: Greg Ashman
Subject: Re: South Garden Hardscape - Change Order Proposal Request

Hollie, the credit for the elimination of the retaining wall is \$5400. This is for approximately 60lf of retaining wall 2' in height.

If you need this further, just let me know.

Brian

J. Brian Hinkle
Cherry River Construction, LLC
(304) 751-6815



From: Hollie Massie <hollie.massie@neighborgall.com>
Sent: Monday, July 22, 2024 3:22 PM
To: Brian Hinkle <bhinkle@cherryriverconstruction.net>; Austin Hinkle <ahinkle@cherryriverconstruction.net>; Will Legg <wlegg@cherryriverconstruction.net>
Cc: Greg Ashman <greg.ashman@neighborgall.com>
Subject: RE: South Garden Hardscape - Change Order Proposal Request

Brian -

The Owner/Architect group has decided to replace the sidewalk, they do not wish to pursue a credit on the sidewalk.

I need a credit for the Retaining Wall Type II that would be eliminate per the attached sketch. Approximately 58 LF of Segmental Wall.

Can you have a price to me this week please? No later than noon on 7/26/2024.

Let me know if you have any questions.

Hollie Massie

SGH - CHERRY RIVER CONSTRUCTION

From: Brian Hinkle <bhinkle@cherryriverconstruction.net>
Sent: Wednesday, July 31, 2024 9:22 AM
To: Hollie Massie; Austin Hinkle; Will Legg
Cc: Greg Ashman
Subject: Re: South Garden Hardscape - Change Order Proposal Request

Hollie, please see breakdown below:

Labor / Equipment: \$2733
Material: \$1962
O/P: \$705



BREAKDOWN :

(+5,400.00) CREDIT

SEGMENTAL BLOCK WALL - TYPE II

J. Brian Hinkle
Cherry River Construction, LLC
(304) 751-6815



From: Hollie Massie <hollie.massie@neighborgall.com>
Sent: Monday, July 29, 2024 9:29 AM
To: Brian Hinkle <bhinkle@cherryriverconstruction.net>; Austin Hinkle <ahinkle@cherryriverconstruction.net>; Will Legg <wlegg@cherryriverconstruction.net>
Cc: Greg Ashman <greg.ashman@neighborgall.com>
Subject: RE: South Garden Hardscape - Change Order Proposal Request

See email below.

Can you please provide a breakdown for the \$5,400 credit into material and labor.
Thanks!

Hollie R. Massie
Senior Project Manager
1216 7th Avenue, Huntington, WV 25701-2320
Cell: 304-812-7702
Phone: 304-525-5181 Ext: 256
Fax: 304-525-7795 email: hollie.massie@neighborgall.com

**AIA****Document G714 - 2017****Construction Change Directive**

PROJECT: (name and address)
 Culture Center
 Natural Resources Exhibit

CONTRACT INFORMATION:
 Contract For: CPO 0432 1215
 DCC325000000001
 Date: July 17, 2024

CCD INFORMATION:
 Directive Number: 02
 Date: September 4, 2024

OWNER: (name and address)
 WV Department of Arts, Culture &
 History
 1900 Kanawha Blvd E.
 Charleston, WV 25305

ARCHITECT: (name and address)
 Chapman Technical Group
 200 Sixth Avenue
 Saint Albans, WV 25177

CONTRACTOR: (name and address)
 Neighborgall Construction Company
 1216 7th Avenue
 Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

See attached document, Change Proposal Request No. 02, dated 8/23/24. Delete gas piping, manhole 3-4, and associated stormwater piping. Add (2) 3" electrical conduit from communication manhole to guard shack.

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

- ☒ Lump Sum of \$Add \$3,855.00
- ☐ Unit Price of \$ per
- ☐ Cost, as defined below, plus the following fee:
(Insert a definition of, or method for determining, cost)

☐ As follows:

2. The Contract Time is proposed to unchanged. The proposed adjustment, if any, is

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

Chapman Technical Group
ARCHITECT (Firm name)

WV Dept. Arts, Culture & History
OWNER (Firm name)

Neighborgall Construction Company
CONTRACTOR (Firm name)


SIGNATURE
 Kelly L. Estep, P.L.A.
 Project Manager


SIGNATURE
 Randall Reid-Smith
 Cabinet Secretary


SIGNATURE
 C.R. Neighborgall, IV, President

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

9/5/24
DATE

September 25, 2024
DATE

September 27, 2024
DATE



1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.02

Date: August 23, 2024
Project: South Garden Hardscape / WV Natural Resource Exhibit
Neighborgall #: 24-025
State PO #: GSD2300000002 CTG #: 22014
Description: PR #02 - Conduit Raceways, Credit Site Gas, & Credit Site Storm Manhole

Description:

Proposal for the following scope of work:

1. Conduit Raceways for future fiber from the existing vault to the Guard Shack. Includes approximately 300 LF of trenching & backfill for (2) 3" PVC Conduits per attached scope of work from Progressive Electric. Existing Fiber will be relocated as per construction documents.
2. Credit for Site Gas Piping installation, work not required and eliminated completely.
3. Credit for Manhole 3-4 and 28 LF of Site Storm Piping, work not required and eliminated.
4. Proposal excludes any new fiber lines from the cultural center to the guard shack. This would be future work outside this contract.

Cost Breakdown:

NCC Labor	Excavation & Backfill for Conduit - 3 days	\$ 3,720.00	15%	\$ 4,278.00
	Equipment Cost	\$ 409.43	15%	\$ 470.84
NCC Material	Backfill Bedding	\$ 250.00	15%	\$ 287.50
Subcontractor	Progressive Electric	\$ 8,429.08		
	Cherry River Construction	\$ (9,804.00)		
	Subtotal Subcontractors	\$ (1,374.92)		\$ (1,374.92)
Subtotal				\$ 3,661.42
Bond & Insurance				\$ 117.99
B&O Tax			2%	\$ 75.59
Total Cost - ADD				\$ 3,855.00

Hollie R. Massie
Senior Project Manager

CHANGE ORDER REQUEST FORM

DATE: 8-21-24

CHANGE ORDER DESCRIPTION: CREDIT for Gas 1 line, Storm MH 3 4 and 280 of 12" pvc

PROJECT: SOUTH GARDEN HARDSCAPES
CHARLESTON, WEST VIRGINIA

CONTRACTOR: CHERRY RIVER CONSTRUCTION, LLC

CONTRACTOR COR NO.:

MATERIAL*

Description	Quantity (Q)	Unit of Measure (U)	Unit Cost (UC)	Total Cost (Q x UC)	Total Material Cost
12" pvc	28.00	lf	\$9.50	\$266.00	
MH 3-4	1.00	EA	\$1,400.00	\$1,400.00	
Stone / Gravel Backfill	10.00	TN	\$24.00	\$240.00	
Gas Line	160.00	lf	\$10.00	\$1,600.00	
(A) TOTAL MATERIALS				\$3,506.00	
(E) SUBTOTAL					\$3,506.00

LABOR*

Trade	No. of Workers	Total Hours (H)	Total Rate w/Fringes (HR)	Total Cost (H x HR)	Total Labor Cost
OPERATOR	1	20.00	\$70.00	\$1,400.00	
LABORER	1	16.00	\$65.00	\$1,040.00	
(F) SUBTOTAL LABOR				\$2,440.00	
(H) SUBTOTAL					\$2,440.00

EQUIPMENT AND TOOLS*

Equipment	Quantity (Q)	Hours	Rental Rate (R)	Total Cost (HR x R)	Total Equip. Cost
EXCAVATOR	1	20.00	\$85.00	\$1,700.00	
COMPACTOR	1	8.00	\$45.00	\$360.00	
SKID STEER	1	8.00	\$65.00	\$520.00	
(I) SUBTOTAL EQUIPMENT COSTS				\$2,580.00	
(K) SUBTOTAL					\$2,580.00

SUBCONTRACTORS / UNIT PRICING** AND / OR DEDUCTS

Company	Type of Work Provided	Total Cost**	Total SC Cost**
		\$0.00	
(L) SUBTOTAL		\$0.00	
(M)		\$0.00	
(N)		\$0.00	
(O)		\$0.00	
(P)		\$0.00	
(Q) TOTAL DEDUCTS			\$0.00

SUMMARY

TOTAL MATERIAL & SHOP LABOR (E)	\$3,506.00
TOTAL LABOR (H)	\$2,440.00
TOTAL EQUIPMENT (K)	\$2,580.00
TOTAL SUBCONTRACTS, DEDUCTS (Q)	\$0.00
TOTAL COST:	\$8,526.00
OH / PROFIT (15%)	\$1,278.90
TOTAL COST + OH & PROFIT	\$9,804.90

CREDIT TOTAL PROPOSAL (E+H+K+Q-R):

\$9,804.90

* TYPE IN A NEGATIVE NUMBER

**INSERT EXTRA LINES, IF NEEDED.

***THIS FORM TO BE PROVIDED BY ALL SUBCONTRACTORS.

Contractor's Signature



PROGRESSIVE ELECTRIC, INC.

P. O. BOX 3695
CHARLESTON, WV 25336
WV CONTRACTOR LICENSE WV 00005

PHONE:
(304) 345-1253
FAX
(304) 345-1256

August 22, 2024

Hollie Massie
Neighborgall Construction Co.
1216 7th Ave
Huntington, WV 25701

RE: South Garden Renovation Charleston, WV
Change Order Request E-01

Ma'am,

Based on the request to install (2) 3" PVC conduits from the vault to the guard shack communication box and drilled holes into the vault, we request the following changes to the original contract:

<u>Electrical:</u>	<u>Material/Sub</u>	<u>Labor</u>
3" PVC from Vault to Guard Shack	\$ 2,341.98	60 hours
Total Material	\$ 2,341.98	
7% State Tax	\$ 163.94	
Labor @ \$78/hr.	\$ 4,680.00	60 hours
Total Cost:	\$ 7,185.92	
15% Profit:	\$ 1,077.89	
2% B/O Tax	\$ 165.28	
TOTAL	\$ 8,429.08	

If you have any questions or require additional information, please contact me.

Progressively yours,

Geoffrey S. Heaton
Assistant Project Manager

Hollie Massie

PROGRESSIVE ELECTRIC... SCOPE

From: Geoff Heaton <geoff@wewireu.com>
Sent: Thursday, August 22, 2024 1:27 PM
To: Hollie Massie
Subject: South Garden CO SG EC#001
Attachments: CO SG EC#001.pdf

Hollie,

Please see attached for our portion of the new fiber conduit installation requested by the State and CTG.

Our scope includes,

- Purchase and install (2) 3" PVC runs from the vault to the guard shack communication box.
 - o Long sweep 90s and pullstrings in each.
- Core drilling through the vault.

Our scope does not include,

- Conduit being run through the new duct bank to the cultural center.
- Any fiber purchasing or installing.
- All trenching and backfill. — By NEA HOBBS & CO. CONSTRUCTION
- Any pullboxes, quazite boxes, or breaks in fiber conduit.

Please let me know if you have any questions or concerns.

Thank you!

Geoffrey S. Heaton

Project Manager

Progressive Electric Inc.

P.O. Box 3695

Charleston, WV 25336

Phone: (304) 345-1253

Fax: (304) 345-1256

Cell: (410) 861-7657

Email: GHeaton@WeWireU.com

Website: www.WeWireU.com

AIA Document G714[®] – 2017

Construction Change Directive

PROJECT: (name and address)
Culture Center
Natural Resources Exhibit

CONTRACT INFORMATION:
Contract For: CPO 0432 1215
DCG2500000001
Date: July 17, 2024

CCD INFORMATION:
Directive Number: 03

Date: September 26, 2024

OWNER: (name and address)
WV Department of Arts, Culture & History
1900 Kanawha Blvd E.
Charleston, WV 25305

ARCHITECT: (name and address)
Chapman Technical Group
200 Sixth Avenue
Saint Albans, WV 25177

CONTRACTOR: (name and address)
Neighborgall Construction Company
1216 7th Avenue
Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

See attached document, Change Proposal Request No. 03, dated 8/17/24. Cap and install a spread foundation over an existing stormwater manhole.

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
- ☒ Lump Sum of \$Add \$15,070.00
- ☐ Unit Price of \$ per
- ☐ Cost, as defined below, plus the following fee:
(Insert a definition of, or method for determining, cost)
- ☐ As follows:

2. The Contract Time is proposed to unchanged. The proposed adjustment, if any, is

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

Chapman Technical Group
ARCHITECT (Firm name)


SIGNATURE

Kelly L. Estep, PLA
Project Manager

PRINTED NAME AND TITLE

9/26/24
DATE

WV Dept. Arts, Culture & History
OWNER (Firm name)


SIGNATURE

Randall Reid-Smith
PRINTED NAME AND TITLE
Cabinet Secretary

10/11/24
DATE

Neighborgall Construction Company
CONTRACTOR (Firm name)


SIGNATURE

C.R. Neighborgall, IV President
PRINTED NAME AND TITLE

October 11, 2024
DATE



1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.03

Date: September 17, 2024
Project: South Garden Hardscape / WV Natural Resource Exhibit
Neighborgall #: 24-025
State PO #: CPO 0432 1215 DCH2500000001 1 CTG #: 22014
Description: PR #03 - Stormwater Manhole Spread Foundation

Description:

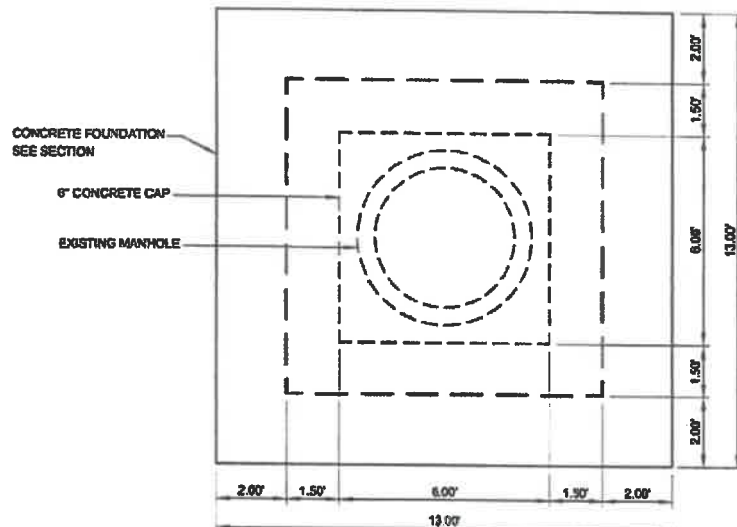
Proposal for the following scope of work based on Sketch SK1 dated 9/13/2024:

1. Remove sections of the existing manhole to required top of MH elevation.
2. Install a 6'-0" x 6'-0" concrete pad at the top of the manhole
3. Provide a sand layer and gravel backfill between the foundation and manhole concrete cap
4. Proposal includes required excavation, backfill, and forming work for the new pad & foundation
5. Install a 13'-0" x 13'-0" foundation pad with footer turndown per details.
6. Includes all required rebar as shown.
7. Miscellaneous investigation work included in researching manhole inverts.
8. Crew of (3) workers for 3 days plus equipment and material.

Cost Breakdown:

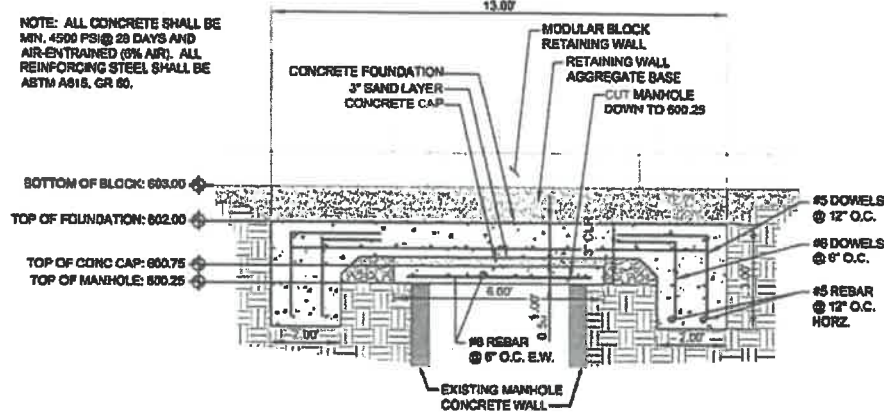
NCC Labor	Excavation, Haul-off, & Sand/Gravel	\$ 1,930.00	15%	\$ 2,219.50
	Concrete Place, Forming, and Rebar	\$ 3,228.00	15%	\$ 3,712.20
	Investigation of Inverts	\$ 215.00	15%	\$ 247.25
	Removal Manhole Sections w/ Excavator	\$ 800.00	15%	\$ 920.00
NCC Material	Sand/Gravel	\$ 225.00	15%	\$ 258.75
	Concrete, Forming, and Rebar	\$ 5,403.00	15%	\$ 6,213.45
	Excavation Equipment	\$ 600.00	15%	\$ 690.00
Subtotal				\$ 14,261.15
Bond & Insurance				\$ 513.36
B&O Tax			2%	\$ 295.49
Total Cost - ADD				\$ 15,070.00

Hollie R. Massie
Senior Project Manager

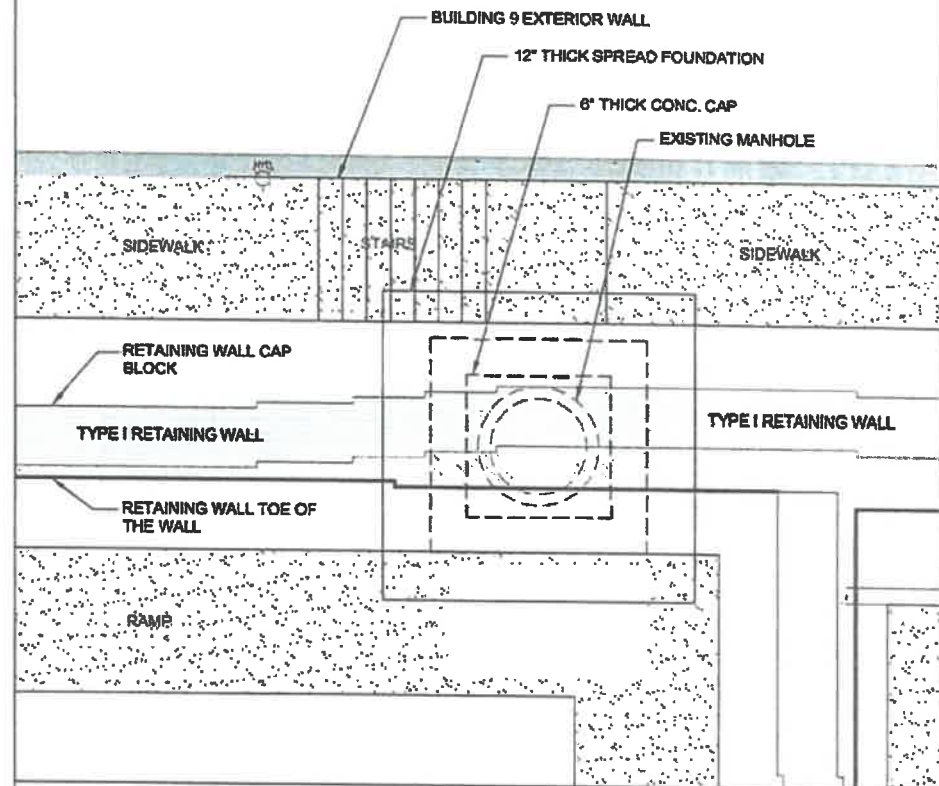


PLAN

NOTE: ALL CONCRETE SHALL BE MIN. 4500 PSI @ 28 DAYS AND AIR-ENTRAINED (5% AIR). ALL REINFORCING STEEL SHALL BE ASTM A615, GR 60.



SECTION



SITE PLAN



REVISIONS	DATE	BY	CHK



AIRPORT PLANNING / DEVELOPMENT
ARCHITECTURE / INTERIOR DESIGN
CIVIL ENGINEERING / SITE DEVELOPMENT
ENVIRONMENTAL ENGINEERING
LANDSCAPE ARCHITECTURE
SURVEYING

St. Albans, WV
(204) 727-3801
Buckhannon, WV
(204) 472-8044

www.chapted.com

PROJECT INFORMATION
WV DIVISION OF ARTS, CULTURE & HISTORY
CULTURE CENTER
SOUTH GARDEN
HARDSCAPE RENOVATION

STORMWATER MANHOLE
SPREAD FOUNDATION

DATE: 2/20/14
SCALE: NOT TO SCALE
DATE: 2/13/14
SCALE: 1\"/>

SK1



AIA

Document G714 - 2017

Construction Change Directive

PROJECT: (name and address)
Culture Center
Natural Resources Exhibit

CONTRACT INFORMATION:
Contract For: CPO 0432 1215
DCG2500000001
Date: July 17, 2024

CCD INFORMATION:
Directive Number: 04
Date: October 3, 2024

OWNER: (name and address)
WV Department of Arts, Culture &
History
1900 Kanawha Blvd E.
Charleston, WV 25305

ARCHITECT: (name and address)
Chapman Technical Group
200 Sixth Avenue
Saint Albans, WV 25177

CONTRACTOR: (name and address)
Neiborgall Construction Company
1216 7th Avenue
Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Add the installation of sealants to the contract. Deletion of work was noted on drawing S-C-500, Revision 1, 8/1/24.

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - ☒ Lump Sum of \$ Add \$73,000.00
 - ☐ Unit Price of \$ per
 - ☐ Cost, as defined below, plus the following fee:
(Insert a definition of, or method for determining, cost)
 - ☐ As follows:

2. The Contract Time is proposed to unchanged. The proposed adjustment, if any, is .

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

Chapman Technical Group
ARCHITECT (Firm name)

WV Dept. Arts, Culture & History
OWNER (Firm name)

Neiborgall Construction Company
CONTRACTOR (Firm name)

SIGNATURE

Kelly L. Estep, PLA
Project Manager

PRINTED NAME AND TITLE

DATE

SIGNATURE

Randall Reid-Smith
Cabinet Secretary

PRINTED NAME AND TITLE

DATE

SIGNATURE

C.R. Neiborgall, IV President
PRINTED NAME AND TITLE

October 11, 2024
DATE



AIA®

Document G714® – 2017

Construction Change Directive**PROJECT: (name and address)**Culture Center
Natural Resources Exhibit**CONTRACT INFORMATION:**Contract For: CPO 0432 1215
DCG2500000001
Date: July 17, 2024**CCD INFORMATION:**

Directive Number: 05

Date: October 3, 2024

OWNER: (name and address)WV Department of Arts, Culture &
History
1900 Kanawha Blvd E.
Charleston, WV 25305**ARCHITECT: (name and address)**Chapman Technical Group
200 Sixth Avenue
Saint Albans, WV 25177**CONTRACTOR: (name and address)**Neigborgall Construction Company
1216 7th Avenue
Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Add existing wall restoration work, as outlined on sheets S-S-100 and S-S-501, back into the contract. Deletion of this work was noted in revisions dated 8/1/24. Cost of this work \$176,000.00.

Since this work will be completed in colder weather, an additional \$25,000.00 is included for extra mobilizations, tenting to maintain working temperatures, alternate products that perform in cooler temperatures, and additional supervision. The labor and material for this additional work will be tracked. A deductive change order will be issued should this additional work total less than \$25,000.00.

Should the structural engineer direct additional repairs, above the quantities noted on sheet S-S-100, the following unit prices shall be used:

Repair B - Exposed Reinforcing Steel Repair: \$150.60 per lineal foot

Repair C - Concrete Crack Repair with Pins: \$75.65 per lineal foot

Repair D - Concrete Crack Repair (Injection Only): \$100.85 per lineal foot

Repair E - Caulk Joint: \$8.10 per lineal foot

Repair F - Recessed Light Repair: \$415.25 per square foot

Repair G - Rout and Seal Crack: \$12.50 per lineal foot

Repair H - Concrete Spall Repair: \$148.30 per square foot

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

☒ Lump Sum of \$ Add \$201,000.00

☐ Unit Price of \$ per

☐ Cost, as defined below, plus the following fee:

(Insert a definition of, or method for determining, cost)

☐ As follows:

2. The Contract Time is proposed to be unchanged. The proposed adjustment, if any, is none.

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Chapman Technical Group
ARCHITECT (Firm name)

SIGNATURE

Kelly L. Estep, PLA
Project Manager

PRINTED NAME AND TITLE

10/3/24
DATE

WV Dept. Arts, Culture & History
OWNER (Firm name)

SIGNATURE

Randall Reid-Smith

PRINTED NAME AND TITLE

Cabinet Secretary

DATE 10/11/24

Cabinet Secretary

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

Neighborgall Construction Company
CONTRACTOR (Firm name)

SIGNATURE

C.R. Neighborgall, IV President

PRINTED NAME AND TITLE

October 11, 2024

DATE



1216 7th Avenue
Huntington, WV 25701
304-525-5181

Unit Pricing - Restoration Work

Date: October 3, 2024
Project: South Garden Hardscape / WV Natural Resource Exhibit
Neighborgall #: 24-025
State PO #: CPO 0432 1215 DCH2500000001 1
Description: Unit Pricing for Restoration Work

CTG #: 22014

Description:

Per VE Item #3 regarding the Restoration Work shown on S-S-100 and SOS-501, here are the associated Unit Prices for the scope of work.

Item	Description	Unit Price - Add	
Repair B	Exposed Reinforcing Steel Repair	\$ 150.60	LF
Repair C	Concrete Crack Repair with Pins	\$ 75.65	LF
Repair D	Concrete Crack Repair (Injection Only)	\$ 100.85	LF
Repair E	Caulk Joint	\$ 8.10	LF
Repair F	Recessed Light Repair	\$ 415.25	SF
Repair G	Rout & Seal Crack	\$ 12.50	LF
Repair H	Concrete Spall Repair	\$ 148.30	SF

Hollie R. Massie
Senior Project Manager

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is made and entered by and between the DEPARTMENT OF ADMINISTRATION/GENERAL SERVICES DIVISION-hereinafter referred to as, **GSD** and The Department of Arts, Culture and History –hereinafter referred to as **DACH**.

PURPOSE

The purpose of this MOU is to specify responsibilities of The Department of Arts, Culture and History (DACH) and The General Services Division (GSD) of the Department of Administration in regard to costs incurred for masonry repair work located around Building 9.

DACH responsibilities:

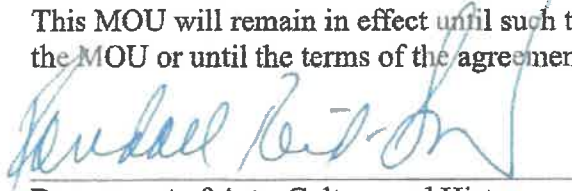
- Provide GSD with an invoice upon final payment to the vendor.
- DACH agrees, in exchange for this reimbursement, to fund a future project to replace the roof, in its entirety (for which GSD will have input into the written specifications for consistency in design, materials and requirements).

GSD responsibilities:

- GSD will reimburse for costs incurred for the approved CCDs 4 & 5 under a contract held between the Department of Arts, Culture and History with Neighborgall Construction Company for the Culture Center Natural Resources Exhibit for a total of \$274,000.00.
 - CCD #4 \$ 73,000.00 Installation of Sealants
 - CCD #5 \$201,000.00 Additional repairs, itemized on CCD#5
- Promptly reimburse DACH upon receipt of valid invoice.

MOU effective period of coverage

This MOU will remain in effect until such time as the two parties signed below either agree to dissolve the MOU or until the terms of the agreement are met in full.


Department of Arts, Culture and History

Randall Reid-Smith

Printed Name & Title

randall.reidsmith@wv.gov

Email Address

10/11/24
Date


General Services Division

Ada M. Kennedy Bus Mgr.
Printed Name & Title

Ada.M.Kennedy@wv.gov
Email Address

10/15/24
Date

INCREASE PENALTY RIDER

BOND AMOUNT \$5,300,000.00 BOND NO. 396018Q

Change Order Number 02 Dated October 14, 2024

To be attached and form a part of Bond No. 396018Q dated the 2nd Day of July, 2024, executed by Ohio Farmers Insurance Company as surety, on behalf of The Neighborgall Construction Company as current principal of record, and in favor of Owner: State of West Virginia Department of Art, Cultural and History, as Obligee for Contract For: CPO 0432 1215 CRFQ DCG2500000001 - Cultural Center South Garden Renovation Hardscape Package West Virginia Resources Exhibit - According to Plans & Specifications, and in the amount of Five Million Three Hundred Thousand Dollars and 00/100 (\$5,300,000.00).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Ohio Farmers Insurance Company hereby consents that effective from the 17th Day of October, 2024, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

FROM: Five Million Three Hundred Thousand Dollars and 00/100 (\$5,300,000.00)

TO: Five Million Five Hundred Eighty Seven Thousand Five Hundred Twenty Five Dollars and 00/100 (\$5,587,525.00)

The INCREASE of said bond penalty shall be effective as of the 17th Day of October, 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 17th Day of October, 2024

The Neighborgall Construction Company
PRINCIPAL

BY , PRESIDENT

Ohio Farmers Insurance Company
SURETY

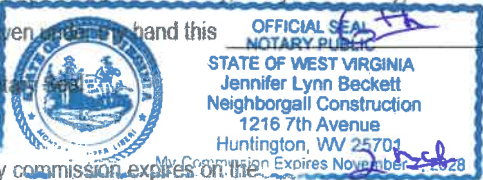
BY 
Kimberly J. Wilkinson, WV Resident Agent, ATTORNEY-IN-FACT

ACKNOWLEDGMENTS

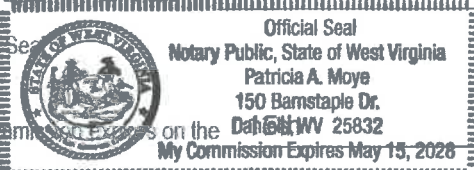
Acknowledgment by Principal if individual or Partnership

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 _____ 20 _____
6. Notary Seal _____ 7: _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Cabell to-wit: _____
11. I, Jennifer Lynn Beckett, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that C.R. Neighborgall, IV
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 24th day of November 20 24
16. Notary Seal  17: Jennifer Lynn Beckett
(Notary Public)
18. My commission expires on the 2nd day of November 20 24

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Raleigh to-wit: _____
21. I, Patricia A. Moye, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Kimberly J. Wilkinson
23. who as, Attorney-in-fact and WV Resident Agent signed the foregoing writing for
24. Ohio Farmers 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 17th day of October 20 24
26. Notary Seal  27: Patricia A. Moye
(Notary Public)
28. My commission expires on the 15th day of May 20 24

Sufficiency in Form and Manner
of Execution Approved

This 26th day of November 20 24

By: John S. Gray
(Deputy Attorney General)

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 10/03/22, FOR ANY PERSON OR PERSONS NAMED BELOW.

General
Power
of Attorney

CERTIFIED COPY

POWER NO. 4752152 06

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint
GREGORY T. GORDON, KIMBERLY J. WILKINSON, PATRICIA A. MOYE, JEREMY B. STANLEY, TERRI L. DODRILL,
JOINTLY OR SEVERALLY

of CHARLESTON and State of WV its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship in any penal limit.

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact, may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be It Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 03rd day of OCTOBER A.D., 2022.

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By:
Gary W. Stumper, National Surety Leader and
Senior Executive

State of Ohio
County of Medina ss.:

On this 03rd day of OCTOBER A.D., 2022, before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio
County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 17th day of October A.D., 2024



Frank A. Carrino, Secretary

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Business Organization Detail

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THE NEIGHBORGALL CONSTRUCTION COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/23/1946		1/23/1946	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 50000.0000
Charter County	Cabell	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	500	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	1216 7TH AVENUE HUNTINGTON, WV, 25701
Mailing Address	1216 7TH AVENUE HUNTINGTON, WV, 25701 USA
Notice of Process Address	CHARLES NEIGHBORGALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
Principal Office Address	1216 7TH AVENUE HUNTINGTON, WV, 25701 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	C. R. NEIGHBORGALL 105 W. 10TH AVE. HUNTINGTON, WV, 25701
Incorporator	C. R. NEIGHBORGALL, JR. 233 MAIN ST. HUNTINGTON, WV, 25701
President	C. R. NEIGHBORALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
Secretary	ELIZABETH H NEIGHBORGALL 1216 7TH AVENUE HUNTINGTON, WV, 25701
Treasurer	C R NEIGHBORGALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
Vice-President	DONALD A BATES 1216 7TH AVENUE HUNTINGTON, WV, 25701
Type	Name/Address

Date	Amendment
1/5/1999	RESTATED ARTICLES
1/27/1955	AMENDMENT INCREASE TO \$100,000.00. BOOK 216, PAGE 61
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, November 20, 2024 — 1:55 PM

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☒ All Words 

☐ Exact Phrase 

e.g. 123456789, Smith Corp

"THE NEIGHBORGALL CONSTRUCTION COMPANY"



Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



- ☒ Ineligible (Proceedings Pending)
- ☒ Ineligible (Proceedings Complete)
- ☒ Prohibition/Restriction
- ☒ Voluntary Exclusion

Exclusion Program



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Dates



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>11/20/24</u> Solicitation No. <u>CPO DCH25K01 c/o 2</u>	Agency: WVDACH Procurement Officer Submitting Requisition: Charles Thompson Requisition No. CPO DCH2500000001 PF No.: 1382541
---	--

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input 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"/>

**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: _____

