



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

State of West Virginia  
**Contract**

Order Date: 01-09-2025

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:	CCT 0211 4004 GSD2000000020 11	Procurement Folder:	662743
Document Name:	EOI: Building Four Renovations	Reason for Modification:	Change Order 9 To increase the contract
Document Description:	EOI: Building Four Renovations		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-04-24
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-04-23

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000160802 PERFIDO WEISKOPF WAGSTAFF + GOETTEL LLC 408 BLVD OF THE ALLIES  PITTSBURGH PA 152191301 US Vendor Contact Phone: 412-391-2884 Extension: 232  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: Robert P Kilpatrick Requestor Phone: 304-352-5491 Requestor Email: robert.p.kilpatrick@wv.gov  <b>2025</b> 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
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

CR 2-4-25

Total Order Amount: \$2,189,662.90

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  DATE: 2/3/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM  DATE: 2/4/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION  DATE: 2-4-25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 9 is issued to extend and increase the original contract to allow for additional Construction Administration services to complete the construction project, according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of change: January 6, 2025  
Original Contract Price: \$1,978,000.00  
Change Order 1: \$ 30,604.00  
Change Order 4: \$ 45,137.50  
Change Order 5: \$ 58,087.25  
Change Order 7: \$ 16,022.15  
Change Order 8: \$ 41,208.00  
Change Order 9 increase: \$ 20,604.00  
New Contract Amount: \$2,189,662.90

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$2,008,604.00
Service From	Service To	Manufacturer		Model No	
2020-04-24	2025-04-23				

**Commodity Line Description:** A/E Svcs: Building Four Renovations Project**Extended Description:**

A/E Services: Building Four Renovations Project

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$45,137.50
Service From	Service To	Manufacturer		Model No	
2020-04-24	2025-04-23				

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

A/E Services: Building Four Renovations Project

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$58,087.25
Service From	Service To	Manufacturer		Model No	
2020-04-24	2025-04-23				

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

A/E Services: Building Four Renovations Project

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$16,022.15
Service From	Service To	Manufacturer		Model No	
2020-04-24	2025-04-23				

**Commodity Line Description:** Change Order 7**Extended Description:**

A/E Services: Building Four Renovations Project

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81101508	0.00000		0.000000	\$41,208.00
Service From	Service To	Manufacturer		Model No	
2020-04-24	2025-04-23				

Commodity Line Description: Change Order 8

Extended Description:  
A/E Services: Building Four Renovations Project

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81101508	0.00000		0.000000	\$20,604.00
Service From	Service To	Manufacturer		Model No	
2020-04-24	2025-04-23				

Commodity Line Description: Change Order 9

Extended Description:  
A/E Services: Building Four Renovations Project

January 6, 2025

Scot Casdorff  
Architecture & Engineering Manager  
WV Department of Administration  
General Services Division  
112 California Avenue,  
Charleston, WV 25305

RE: #22010.00 West Virginia Building Four Renovations  
Additional Services – Extended CA Phase

Dear Scot,

As the project nears completion, it was recently determined on approximately December 6, 2024, by the Contractor-Swope and GSD Project Manager to extend final completion to approximately January 31, 2025, based on the status of project progress. Substantial completion will be recorded December 30, 2024.

This schedule extension also extends PWWG's Construction Administration Phase services approximately one month from the previous schedule extension.

**Additional Services**

In accordance with the terms of the contract (AIA B101, 4.2) and based on the preceding information, we request a lump sum fee of **\$ 20,604.00**, including expenses, for additional services fees based on a pro rata share of our current Construction Administration Phase Services fee (~4%/month). This accounts for an extended construction administration phase of approximately one (1) month and includes additional site visits and participation in bi-weekly OAC meetings.

If you have any questions or require additional information, please don't hesitate to call or email me.

Sincerely,



Anthony L. Pitassi, AIA, NCARB, LEED AP  
Managing Principal

The General Services Division is in agreement with this request for additional services due to the project construction period being longer than originally anticipate.



cc: Bob Kilpatrick – General Services

Scot Casdorph  
General Services Division  
January 6, 2025  
PAGE 2 OF 2

Kari Dean – General Services  
Jamie Jones – General Services  
Joseph Filar – PWWG  
Stephanie – PWWG

Via Email  
2 pages  
2025-01-06 WV Building Four-Add Services-Extended CA-Proposal Letter\_Final-SCHEDULE EXTENSION

ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing *SLW*  
Date: January 23, 2025  
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

*CCT GSD 20\*20, General Services - existing Building 4 contract  
total \$2,169,658.90*

The Accompanying Request has been reviewed and approved by the following:

*Samantha Willis*  
Agency Head

*1/30/25*  
Date

*Eric Householder*  
Cabinet Secretary/Department Head

*1/30/25*  
Date

*[Signature]*  
Governor's Office Representative

*2/2/25*  
Date



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

John K. McHugh  
Acting Cabinet Secretary

John K. McHugh  
Director

**MEMORANDUM**

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

**From:** Jamie Jones, Procurement Administrator, General Services Division

**Date:** January 9, 2025

**Ref:** CCT GSD2000000020 EOI: Building Four Renovations Project

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Melissa:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #9 to increase and extend CCT GSD2000000020, with Perfido, Weiskopf, Wagstaff, and Goettel, for the Building Four Renovations Project, per the attached documentation and the explanation given below.

We are requesting a net increase of \$20,604.00 to cover the cost of additional services needed to complete Construction Administration, more administrative services have been necessary from PWWG, due to construction contract extension.

We are also requesting an extension of Three hundred and Sixty-Five days to the date of Final Completion of the contract. These extensions are necessary due to extensions to the construction contract.

Original Contract Price:	\$1,978,000.00
Change Order 1:	\$ 30,604.00
Change Order 4:	\$ 45,137.50
Change Order 5:	\$ 58,087.25
Change Order 7:	\$ 16,022.15
Change Order 8	\$ 41,208.00
Change Order 9 (Increase):	\$ 20,604.00
New Contract Total:	\$2,189,662.90

If you have any questions or need additional information, please contact me via email at James.R.Jones@wv.gov or by phone at (304) 352-5517.

You are viewing this page over a secure connection. Click [here](#) for more information.

## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### PERFIDO WEISKOPF WAGSTAFF + GOETTEL, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	5/30/2007		5/30/2007	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		
<b>Charter County</b>	<b>Control Number</b>		94200
<b>Charter State</b>	PA	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>	<b>Par Value</b>		
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>		Not Specified





## Addresses

Type	Address
<b>Designated Office Address</b>	408 BOULEVARD OF THE ALLIES PITTSBURGH, PA, 15219
<b>Mailing Address</b>	408 BOULEVARD OF THE ALLIES PITTSBURGH, PA, 15219 USA
<b>Notice of Process Address</b>	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
<b>Principal Office Address</b>	408 BOULEVARD OF THE ALLIES PITTSBURGH, PA, 15219 USA
Type	Address

## Officers

Type	Name/Address
<b>Member</b>	ANTHONY L PITASSI 408 BLVD OF THE ALLIES PITTSBURGH, PA, 15219
<b>Member</b>	LISA CARVER 408 BOULEVARD OF THE ALLIES PITTSBURGH, PA, 15219
<b>Member</b>	BRENT M. HOUCK 408 BOULEVARD OF THE ALLIES PITTSBURGH, PA, 15219
Type	Name/Address

## DBA

DBA Name	Description	Effective Date	Termination Date
PERFIDO WEISKOPF WAGSTAFF + GOETTEL, PLLC	FORCED DBA	5/30/2007	
DBA Name	Description	Effective Date	Termination Date

## Annual Reports

Filed For
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
Date filed

[File Your Current Year Annual Report Online Here](#)

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

Monday, February 3, 2025 — 11:54 AM

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## Keyword Search

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### Simple Search

### Search Editor

- ☐ Any Words <sup>(i)</sup>
- ☒ All Words <sup>(i)</sup>
- ☐ Exact Phrase <sup>(i)</sup>

e.g. 123456789, Smith Corp

"perfidoweiskopf wagstaff and goettiel llc" ×

Entity

Location

Status

- ☒ Active
- ☐ Inactive

Reset 



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>R</u> Date: <u>2/3/25</u> Solicitation No. <u>CCT ASD20020</u> <u>C0#9</u> <i>increase</i> <i>for office approval ✓</i>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 662743
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

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

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

#### FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> n/a
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> n/a
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: \_\_\_\_\_

*Tara J. 2/3/25*