



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

State of West Virginia
Contract

Order Date: 01-13-2025

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 4074 GSD2500000007 2	Procurement Folder:	1464651
Document Name:	Building 74 Design Renovations Project	Reason for Modification:	Change Order 1 To increase the contract.
Document Description:	Building 74 Design Renovations Project		
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:	2024-09-12
Free on Board:		Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000207246 CHAPMAN TECHNICAL GROUP LTD PO BOX 1355 SAINT ALBANS WV 251771355 US Vendor Contact Phone: 859-223-3999 Extension:	Requestor Name: Richard Scot Casdorph Requestor Phone: 304-957-7145 Requestor Email: scot.r.casdorph@wv.gov																				
Discount Details:	2025 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><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></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
		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 74 PLAZA FOUR 318-324 4TH AVE SOUTH CHARLESTON WV 25303 US

CR 2-11-25

Total Order Amount: \$426,895.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION <i>[Signature]</i> DATE: 2/10/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>[Signature]</i> DATE: 2/10/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: 2-12-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:**Change Order**

Change Order No. 1 is issued to increase the original contract to adjust contract deliverables due to Agency request for multiple bid packages and inclusion of elevator modernization, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of change: January 10, 2025

Original Contract Price : \$340,000.00

Change Order 1 increase: \$ 86,895.00

New Contract Price: \$426,895.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$340,000.00
Service From	Service To	Manufacturer		Model No	
2024-09-12	2026-12-31				

Commodity Line Description: Architectural engineering

Extended Description:

Building 74 Design Renovations Project

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$86,895.00
Service From	Service To	Manufacturer		Model No	
2024-09-12	2026-12-31				

Commodity Line Description: Change Order 1 - Phase 1 designs & elevator modernization

Extended Description:

Building 74 Design Renovations Project - Phase 1 designs & elevator modernization



**Chapman
Technical
Group**
a division of
GRW

January 10, 2025

Kari J. Westfall
Construction Project Manager
General Services Division
Building 4, Fifth Floor
112 California Avenue
Charleston, West Virginia 25305

200 Sixth Avenue
Saint Albans, WV 25177

304.727.5501

Buckhannon, WV
Lexington, KY

www.chaptech.com

Re: Building 74 Renovation

Dear Ms. Westfall:

Chapman Technical Group was requested to break out a separate construction package for the Building 74 renovation to include demolition and window replacement. This will require additional design services to create and coordinate the separate package; additional bidding phase services; and additional construction phase services. We have also been asked to add the elevator replacement to our services and we will need to include an elevator consultant. Additional structural engineering will also be required.

We have estimated our additional fees on the attached fee summary document. The elevator consultant fees are indicated with a 15% markup. Chapman Technical Group requests a modification to our Agreement in the amount of \$86,895.00. Please let me know what additional documentation you may need to process this modification.

Sincerely,

CHAPMAN TECHNICAL GROUP

Joseph E. Bird, ASLA
Senior Vice President

Chapman Technical Group
Building 74
Fee Modificaion Worksheet
January 10, 2025

Classification	Bill rate	Hours	Task Costs	Total
Additional Contract Preparation				
Engineer VI (mechanical/electrical)	\$ 160.00	16	\$ 2,560.00	
Engineer VI (structural for elevator)	\$ 160.00	80	\$ 12,800.00	
Architect V	\$ 140.00	40	\$ 5,600.00	
CADD Tech IV	\$ 85.00	80	\$ 6,800.00	
Administrative Assistant II	\$ 70.00	16	\$ 1,120.00	
Task Total			\$ 28,880.00	\$ 28,880.00
Additional Bidding Phase Service				
Architect V	\$ 140.00	16	\$ 2,240.00	
CADD Tech IV	\$ 85.00	8	\$ 680.00	
Administrative Assistant II	\$ 70.00	8	\$ 560.00	
Task Total			\$ 3,480.00	\$ 3,480.00
Additional Construction Phase Services				
Engineer VI (structural for elevator)	\$ 160.00	16	\$ 2,560.00	
Architect V	\$ 140.00	80	\$ 11,200.00	
CADD Tech IV	\$ 85.00	16	\$ 1,360.00	
Administrative Assistant II	\$ 70.00	16	\$ 1,120.00	
Task Total			\$ 16,240.00	\$ 16,240.00
Elevator Consultant				\$ 38,295.00
Total Fee Adjustment				\$ 86,895.00



Elevator Consulting Group

13136 W. Lyric Drive
Sun City West, AZ 85375

16 Madison Square West – 12th Floor
New York, NY 10010

November 12, 2024

Mr. Joe Bird
Senior Vice President
Chapman Technical Group
200 Sixth Avenue
Saint Albans, WV 25177

via email
jbird@chaptech.com

RE: West Virginia State Building 74 – Elevator Replacement
Subject: Vertical Transportation Consulting Proposal

Dear Mr. Bird:

In response to your invitation we thank you for the opportunity to submit our proposal for the above-referenced project. We believe SKA Elevator Consulting Group is uniquely qualified to provide vertical transportation consulting services to meet the scope and magnitude of this project and we look forward to working with you on it.

I. PROJECT SCOPE:

The project consists of the design and construction of the complete replacement of the existing 3-stop in-ground hydraulic elevator with a new larger twin-post holeless hydraulic elevator in the building renovation located at 318 4th Avenue, South Charleston, WV.

II. SCOPE OF SERVICES:

A. DESIGN DEVELOPMENT PHASE:

1. *Architectural Assistance*

- a. Provide design and dimensional information and details utilizing 8.5 x 11 paper format and electronically via AutoCAD .dwg and .pdf files showing general equipment layout, shaft and machine room space of the elevator.
- b. Provide design information for the interface of the elevator system with the other engineering disciplines, such as HVAC, electrical, plumbing and structural.

2. *Specifications:* Provide preliminary specifications describing the system selected in sufficient detail so that all aspects of the transportation system can be studied and resolved prior to preparation of contract documents.

3. *Design Meetings:* Attend design coordination meetings as requested to finalize the elevator core and machine room details.

Phone: 623-594-9326
Fax: 623-594-9726

B. CONSTRUCTION DOCUMENT AND BIDDING PHASE:

1. *Architectural Assistance:*

- a. Provide final design and dimensional information and details utilizing 8.5 x 11 paper format and electronically via AutoCAD .dwg and .pdf files showing general equipment layout, shaft and machine room space of the elevator.
- b. Review AE's working drawings related to vertical transportation core areas and details as requested.
- c. Establish with the AE the design and detail of elevator cab, entrances and operating fixtures, all considerations of the life safety program and other details which will be covered in the specifications.

2. *Contract Specifications:*

- a. Provide detailed performance type specifications suitable for obtaining competitive bids from qualified companies.
- b. Identify Owner preferred third-party non-priority equipment.

3. *Architectural Assistance:*

- a. Provide final version of 8.5 x 11 design details in booklet form.
- b. Assist with any questions which may arise during the bidding process pertaining to the Contract Documents.
- c. Assist in preparation of bulletin or addendum documents.

4. *Contractor Interface:* Respond to all contractor RFI's.

5. *Bid Evaluation:* Analyze the elevator bids and provide a written report and recommendation of contract award.

6. *Bid Review Meeting:* If requested, attend bid review and award meetings to meet with the Owner and the Construction Manager to review selected tenders and make recommendations for the award.

C. CONSTRUCTION AND CONTRACT ADMINISTRATION:

- 1. *Shop Drawings:* Review elevator contractor's submittals such as shop drawings, product data and other submissions for the purpose of checking for conformance with the design concept expressed in the contract documents. Comments for appropriate action will be made and then returned to the AE for final action.
- 2. *Construction Meetings:* Attend construction coordination meetings as required with the Construction Manager, AE and Elevator Subcontractor to facilitate the approval and submittal process.

3. *Periodic Observations:* Make one (1) site visit to become generally familiar with the progress and quality of the work completed to date. Determine in general if the work is being performed in a manner indicating that the work, when completed, will be in accordance with the contract documents.
4. *Final Review:* Make one (1) final site visit upon completion to check performance standards and conduct tests to determine if the vertical transportation equipment complies with the contract performance requirements. A written report covering the measured performance and any itemized deficiencies will be issued.
5. Make one (1) final visit to verify completion of the punchlist. Should all items not be rectified further site visits will be considered Additional Services.
6. *Close-out:* Review all contract close-out documents including but not limited to as-built drawings, maintenance and parts manuals.

III. COMPENSATION:

- A. We will be compensated for our services for the project design and construction phase services work on the following basis:
 1. Our lump sum fee for all vertical transportation services detailed herein above will be Thirty Thousand dollars (\$30,00.00).
 2. The above fee will be for accomplishing the necessary work once. When significant revisions or changes to such work are necessary, the fee will be adjusted as per Paragraph D below.
 3. The lump sum fees quoted hereinabove shall apply through the duration of the project.
 4. We will be paid for the work completed during each phase, based on the following breakdown:

a. Design Development Phase:	\$9,000.00
b. Construction Documents Phase:	\$6,000.00
c. Bidding and Negotiation Phase:	\$3,000.00
d. Construction Administration Phase:	\$12,000.00
- B. Billing and Payments: Work will be billed monthly based on the percentage completed of the phases above and shall be payable and due within 30 days of billing date.
- C. Reimbursable Expenses: We shall be reimbursed at direct costs incurred should the occasion arise and we have obtained approval in advance.
 1. Transportation and living expenses in connection with out-of-town travel, estimated Not-to-Exceed \$3,300.00.
 2. Expense of additional insurance coverage or limits requested by the Owner in excess of that normally carried by the Consultant.

- D. Additional Services: Should additional services beyond the scope of Basic Services outlined above be needed or, should the Project Scope change materially, extra work will be billed on an hourly basis or a separate fixed fee will be established and an agreement for additional services executed. Our present hourly rates are:

Principals: \$395 Associates: \$250

- E. This proposal is subject to the attached terms and conditions.
- F. If this proposal is acceptable to you, please indicate the same by signing below.

Sincerely,

Steve Kinnaman & Associates LLC
dba: SKA Elevator Consulting Group

Steve Kinnaman

Steve Kinnaman
Principal/CEO

	ACCEPTED FOR:
COMPANY NAME	_____
STREET	_____
ADDRESS	_____
CITY, STATE ZIP	_____
AUTHORIZED	_____
SIGNATURE	X _____
NAME	_____
TITLE	_____
DATE	_____



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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division
From: Jamie Jones, Procurement Administrator, General Services Division *James R Jones*
Date: January 13, 2025
Ref: CCT GSD2500000007 EOI: Building 74 Design Renovations Project

Melissa:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #1 to increase CCT GSD2500000007, with Chapman Technical Group, for the Building 74 Design Renovations Project, per the attached documentation and the explanation given below.

The Agency has requested that the Vendor contract for services to aid in elevator modernization at this location (in response to the assessment and recommendations from a separate contract), as well as to adjust from a single bid package to multiple packages. The request for multiple packages is to begin renovations to commence work for a new tenant to be able to move into the building in 2026.

Original Contract Price: \$ 340,000.00
Change Order 1 (increase): \$ 86,895.00
New Contract Total: \$ 426,895.00

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.



Lyle, Tara L <tara.l.lyle@wv.gov>

Fwd: CCT GSD25*0007 Bldg. 74 Design Renovations Project CO1

1 message

Pettrey, arcMelissa K <arcmelissa.k.pettrey@wv.gov>
To: Tara L Lyle <tara.l.lyle@wv.gov>

Thu, Jan 30, 2025 at 8:44 AM

----- Forwarded message -----

From: Jones, James R <james.r.jones@wv.gov>
Date: Mon, Jan 13, 2025 at 2:06 PM
Subject: CCT GSD25*0007 Bldg. 74 Design Renovations Project CO1
To: Melissa K Pettrey <melissa.k.pettrey@wv.gov>
Cc: Tara L Lyle <tara.l.lyle@wv.gov>

Melissa,

I'm submitting Change Order No. 1 into workflow for the subject contract. We've requested a couple of modifications from the original contract which required additional time from the Vendor. We went from being able to delay for a single construction project, to requesting multiple bid packages. Also, we've asked the vendor to include elevator modernization designs based upon a separate contract we had for the assessment of the elevator.

Please let me know if you have any questions.

Thank you,

*James (Jamie) R. Jones
Procurement Administrator
General Services Division
103 Michigan Avenue
Charleston, WV 25311
(P) 304-352-5517
(C) 304-356-1076
(F) 304-558-1475*

"Only when the power of love overcomes the love of power will the world know peace." J. Hendrix

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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.

CHAPMAN TECHNICAL GROUP, LTD.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/11/1991		1/11/1991	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock 10000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years	Par Value		10.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Mailing Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177 USA
Notice of Process Address	GREG BELCHER 200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Principal Office Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177 USA
Type	Address

Officers	
Type	Name/Address
Director	GREG BELCHER CHAPMAN TECHNICAL GROUP 200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Director	BEN D. FISTER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Incorporator	HARVEY R. CHAPMAN 1528 FENTON CIRCLE NITRO, WV, 25143 USA
President	BEN FISTER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Vice-President	GREG BELCHER PO BOX 1355 ST ALBANS, WV, 25177
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CHAPMAN TECHNICAL GROUP	TRADENAME	1/11/1991	
DBA Name	Description	Effective Date	Termination

Annual Reports

Filed For

2024

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2022

2021

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

Monday, January 13, 2025 — 8:29 AM

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Simple Search

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>R</u> Date: <u>2/10/25</u> Solicitation No. <u>CO#1 increase</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1464651
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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 (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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

Tara H



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION

SAMANTHA WILLIS
PURCHASING DIRECTOR

PURCHASING DIVISION

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

MEMORANDUM


Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey 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.

GSD25*07, General Services, Building 74 design changes to add elevator modernization (increase from \$340k to \$426k)

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



Agency Head



Date



Cabinet Secretary/Department Head



Date



Governor's Office Representative



Date