



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: 03-07-2025

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:	CPO 0211 4004 GSD2300000002 16	Change Order No:	Procurement Folder:	969527
Document Name:	Building 4 Renovations Project		Reason for Modification:	Change Order 9 To extend and increase the contract.
Document Description:	Building 4 Renovations Project			
Procurement Type:	Central Purchase Order			
Buyer Name:	Melissa Pettrey			
Telephone:	(304) 558-0094			
Email:	melissa.k.pettrey@wv.gov			
Shipping Method:	Best Way		Effective Start Date:	2022-10-03
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	2025-01-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000206314 SWOPE CONSTRUCTION CO 1325 BLUEFIELD AVE  BLUEFIELD WV 247012612 US Vendor Contact Phone: 999-999-9999 Extension: 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: Aaron M Armstrong Requestor Phone: 304-352-5492 Requestor Email: aaron.m.armstrong@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 3-10-25

Total Order Amount: \$29,360,805.85

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 3/10/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 3/11/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 3-11-25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

## Change Order

Change Order No. 8 is issued to extend and increase the original contract, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is to provide additional time to complete construction.

Effective Date of Increase: January 31, 2025

Extend Contract From: December 26, 2024  
To: January 30, 2025

Original Contract Price: \$ 28,563,000.00  
Change Order 2: \$ 178,218.00  
Change Order 3: \$ 61,123.00  
Change Order 4: \$ 161,379.00  
Change Order 5: \$ 103,689.00  
Change Order 6: \$ 45,047.00  
Change Order 7: \$ 98,837.00  
Change Order 8: \$ 89,679.78  
Change Order 9 increase: \$ 59,493.07  
New Contract Total: \$ 29,360,805.85

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	28563000.00
Service From	Service To	Manufacturer		Model No	
2022-10-03	2025-01-30				

**Commodity Line Description:** Building 4 Renovations - Base Bid

**Extended Description:**

Base Bid: Per attached Project Plans

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

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

**Extended Description:**

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

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

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

**Extended Description:**

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

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

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

**Extended Description:**

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

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

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

**Extended Description:**

Exterior Stone Repointing  
see Section 012200 Item 3.1 D

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

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

**Extended Description:**

Limestone faade Panel Replacement  
see Section 012200 Item 3.1 E

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	72121103	0.00000		0.000000	166218.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-10-03	2025-01-30				

**Commodity Line Description:** Change Order 2

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	72121103	0.00000		0.000000	61123.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-10-03	2025-01-30				

**Commodity Line Description:** Change Order 3

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	72121103	0.00000		0.000000	104029.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>	<b>Model No</b>		
2022-10-03	2025-01-30				

**Commodity Line Description:** Change Order 4

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	72121103	0.00000		0.000000	161379.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-10-03	2025-01-30				

**Commodity Line Description:** Change Order 5

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	72121103	0.00000		0.000000	45047.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-10-03	2025-01-30				

**Commodity Line Description:** Change Order 6

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	72121103	0.00000		0.000000	98837.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-10-03	2025-01-30				

**Commodity Line Description:** Change Order 7

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	72121103	0.00000		0.000000	89679.78
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-10-03	2025-01-30				

**Commodity Line Description:** Change Order 8

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	72121103	0.00000		0.000000	59493.07
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-10-03	2025-01-30				

**Commodity Line Description:** Change Order 9

**Extended Description:**



AIA®

## Document G701® – 2017

## Change Order

**PROJECT: (Name and address)**  
22010.00 Building Four Renovations  
Project  
112 California Avenue, Charleston, WV  
25305

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: September 12, 2022

**CHANGE ORDER INFORMATION:**  
Change Order Number: 009  
Date: January 23, 2025

**OWNER: (Name and address)**  
West Virginia Department of  
Administration  
General Services Division  
112 California Avenue, 5th Floor  
Charleston, WV 25305

**ARCHITECT: (Name and address)**  
Perfido Weiskopf Wagstaff + Goettel  
408 Boulevard of the Allies  
Pittsburgh, PA 15219

**CONTRACTOR: (Name and address)**  
Swope Construction Co.  
1325 Bluefield Avenue  
Bluefield, WV 24701

## THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

- 'CPR No. 52' from Swope Construction dated August 21, 2024, for an ADD cost of \$8,374.08.
- 'CPR No. 53' from Swope Construction dated August 14, 2024, for an ADD cost of \$19,000.00.
- 'CPR No. 54' from Swope Construction dated September 3, 2024, for an ADD cost of \$2,917.20.
- 'CPR-55 Corner Guards in Bathrooms' from Swope Construction dated 11/29/2024, for an ADD cost of \$ 1,383.96.
- 'CPR-56 Granite Base at East sidewalk' from Swope Construction dated 12/6/2024, for an ADD cost of \$ 1,859.00.
- 'CPR-57 Misc Revisions' from Swope Construction dated 11/18/2024, for an ADD cost of \$ 11,143.21.
- 'CPR-58 Parking Curb Stops' from Swope Construction dated 11/20/2024, for an CREDIT cost of \$ 3,356.01.
- 'CPR-59 Basement Fire Ceiling & Columns' from Swope Construction dated 11/19/2024, for an ADD cost of \$ 4,529.25.
- 'CPR #60 Addl Smoke/Heat Detectors & Sprinkler at Elev Penthouse' from Swope Construction dated 12/06/2024, for an ADD cost of \$ 13,642.38.

The original Contract Sum was	\$	28,563,000.00
The net change by previously authorized Change Orders	\$	738,312.78
The Contract Sum prior to this Change Order was	\$	29,301,312.78
The Contract Sum will be increased by this Change Order in the amount of	\$	59,493.07
The new Contract Sum including this Change Order will be	\$	29,360,805.85

The Contract Time will be increased by Thirty-six (36) days.

The new date of Substantial Completion will be 12/31/2024

The new Final Completion date will be 1/30/2025.

**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.**

Perfido Weiskopf Wagstaff + Goettel

Swope Construction Co.

West Virginia Department of  
Administration

**ARCHITECT (Firm name)**

**CONTRACTOR (Firm name)**

**OWNER (Firm name)**

**SIGNATURE**

**SIGNATURE**

**SIGNATURE**

Joseph Filar, R.A. Senior Associate

Mark Burdette, Project Manager

James R. Jones, Procurement Administrator  
Robert Kilpatrick, GSD Deputy Director

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

**PRINTED NAME AND TITLE**

**DATE**

**DATE**

**DATE**



## Change Proposal Request #52

Date: 08.21.2024  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #52

### Description:

Provide --- (6) AD300's including rough in, cabling and terminations

Cost Breakdown:				
General	Swope		15.00%	
Subcontractors	Burdette Electric	\$8052.00	0%	\$8052.00
Subtotal				\$8052.00
	Bond / BR Cost		2.0%	\$161.04
	B&O Tax		2.0%	\$161.04
Total Cost - Add				\$8374.08

Mark Burdette  
 Project Manager, Swope Construction Co.

# Burdette Electric

## CHANGE PROPOSAL

6444 SISSONVILLE DR. SISS. W.V. 25320  
PHONE 304-984-0123 FAX 304-984-0124

Job name: WV Building 4  
Date: 7/10/2024  
Change Proposal # 18  
Description of Work: Additional AD-300's (RFI-106)

\$4000.00  
50%

Description of work.	Material	Labor	Total
Provide additional AD-300's for doors 031.1, 032.1, 033.1, 035.1, 044.1, 045.1	\$ 8,000.00		
Provide rough-in, cabling, and terminations for additional AD-300's		\$ 1,920.00	
<b>Material Cost</b>	\$ 8,000.00	\$ 1,920.00	
<b>7% Sales tax</b>	\$ 560.00		
<b>Cost including sales tax</b>	\$ 8,560.00		
<b>Material With Overhead and Profit</b>	\$ 9,844.00		
<b>Labor With Overhead and Profit</b>		\$ 2,208.00	
<i>Exclusions: AD-300's installed by others.</i>			
<b>Total:</b>	\$ 9,844.00	\$ 2,208.00	\$ 12,052.00

- 4000.00  
\$18052.00



## Change Proposal Request #053

Date: 08.14.2024  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #053

**Description: Window replacement due to bad seals**  
**8 Total – (5 type A) ( 2 type B) (1 Type D)**

Provide ---

Cost Breakdown:				
Unit Pricing	Type A (5)	\$ 2400.00		\$12000.00
	Type B (2)	\$2250.00		\$4500.00
	Type D (1)	\$2500.00		\$2500.00
Subtotal				
Total Cost - Add				\$19,000.00

Mark Burdette  
 Project Manager, Swope Construction Co.





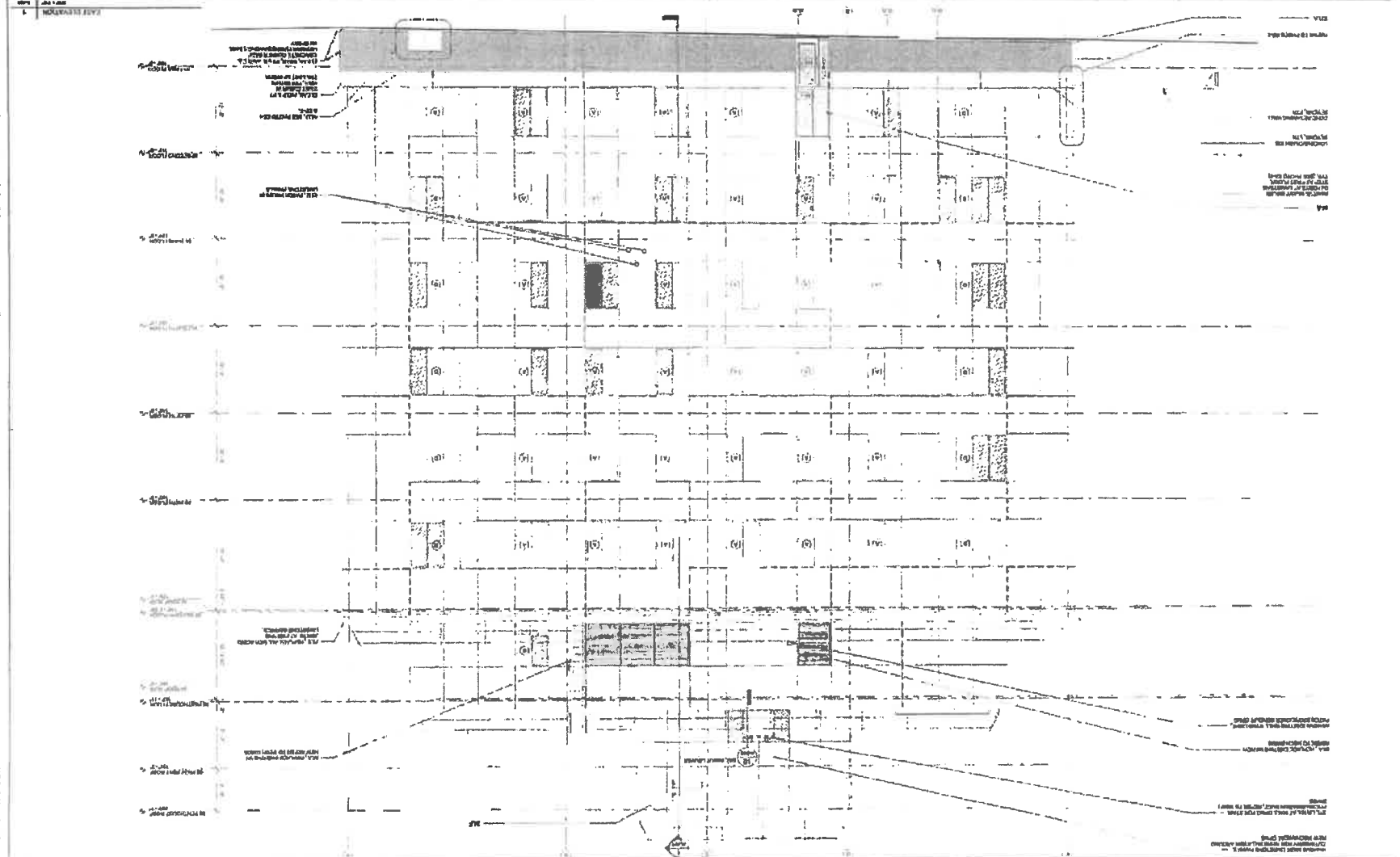
A-203

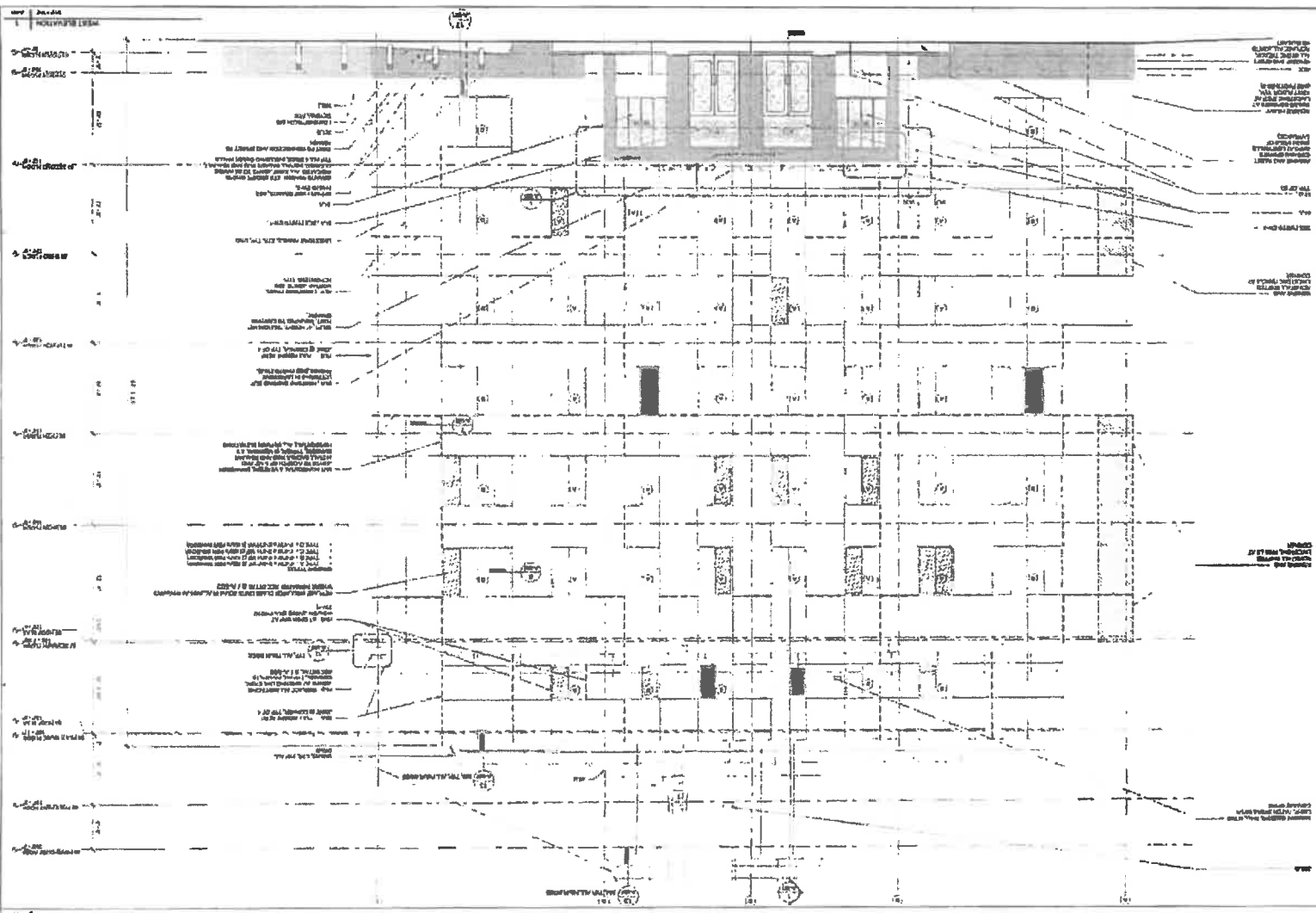
EAST  
BUILDING ELEV.  
WV CAPITOL CO  
BLDG & RENOV  
CONSTRUCTION

NO. 1000000000  
CONTRACT NO.  
CONTRACT NO.

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE SPECIFICATIONS AND DRAWINGS.  
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS.  
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES.  
4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES.  
5. THE CONTRACTOR SHALL MAINTAIN A SAFE WORKING ENVIRONMENT.  
6. THE CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE LAWS AND REGULATIONS.  
7. THE CONTRACTOR SHALL SUBMIT A DETAILED SCHEDULE OF VALUES.

DATE: 10/1/00  
BY: [Signature]  
TITLE: [Title]  
FIRM: [Firm Name]







## Change Proposal Request #54

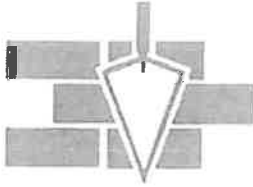
Date: 09.03.2024  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #54

### Description:

Provide --- Addition window caulking outside of original scope.

Cost Breakdown:				
General	Swope		15.00%	
Subcontractors	Wilson Restoration	\$2550.00	10.00%	\$2805.00
Subtotal				\$2805.00
	Bond / BR Cost		2.0%	\$56.10
	B&O Tax		2.0%	\$56.10
Total Cost - Add				\$2917.20

Mark Burdette  
 Project Manager, Swope Construction Co.



## **WILSON RESTORATION, INC.**

P.O. Box 14250

Pittsburgh, PA 15239

Phone: (412) 793-4400 Fax: (412) 793-1301

August 21, 2024

Mr. Mark Burdette  
Project Manager  
Swope Construction Co.  
100 Price Industrial Lane  
Huntington, WV 25705

RE: Capitol Complex Building #4—Change Order Request  
Charleston, WV

Dear Mr. Burdette:

Wilson Restoration proposes the following change order request for the above referenced location:

**EXTENT OF WORK:**

255 LF of additional caulking at the windows outside of the original scope at \$10.00 per LF.

**COST OF WORK:        ADD \$ 2,550.00**

NOTE: Support needed from GC/Owner, if necessary: electrical power source, water, permits, protection of our workers from power lines, dumpsters, and equipment staging area. If any structural steel is needed, it shall be provided by the GC. Payment terms are 15 days from invoice date. Past due invoices will be charged at 1.5% monthly interest rate.

Proposed by: Michael J. Lowe, Vice President

MJL:acw



## Change Proposal Request #55

Date:  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #55  
 Days Added: 2  
Description:

Provide and install 12 additional corner guards.

Cost Breakdown:				
General	Swope - Material	\$664.47	15.00%	\$764.14
	Swope - Labor	\$492.69	15.00%	\$566.59
Subtotal		\$1157.16		\$1330.73
	Bond / BR Cost		2.00%	\$26.61
	B&O Tax		2.00%	\$26.61
Total Cost - Add				\$1383.96

Mark Burdette  
 Project Manager, Swope Construction Co.



**Construction Specialties**

CONSTRUCTION SPECIALTIES, INC  
3 Werner Way Suite 100  
Lebanon, NJ 08833  
United States  
T: 800.233.8493

## Quote

### Acrovyn® Interior Wall Protection

Quote Number: J74566\_00

Quote Issue Date: 29 October 2024

Quote Expiration: 28 December 2024

Release Through: 30 April 2025

## PROJECT INFORMATION

**Project:** West Virginia Capital Complex Building 4 Renov

Location: Charleston, West Virginia

**Customer:** Swope Construction Company

Location: Huntington, West Virginia

**Architect:**

Location:

**Representative:** V.O. GEORGE GROUP, INC.

Wexford, PA 15090

Phone: 724-935-1500

e-mail: greg@vogeorge.com

## QUOTE TYPE

The following price is based on furnishing the types, quantities, and sizes listed herein. If ultimate quantities or types deviate from those listed, price is subject to increase or decrease proportionately. **All PO's are to be made out to Construction Specialties, Inc. without exception.**

## QUOTE SCOPE

**Specification Section:** None

**Drawing Date:** None

**Alternate:** None

**Addenda:** None

Mark	Product	Qty	UOM
	Acrovyn 4000 Corner Guard, Model SSM20AN, 90 degree, surface mounted, 2" legs, 1/4" nose radius, aluminum retainer, 4' Height, caps included. Color 949 - White.	12	EA
<b>Material Furnished Only</b>			<b>\$521 USD</b>
<b>Freight Surcharge</b>			<b>\$100 USD</b>
			<b>Total: \$621 USD</b>
<b>Tax Only:(Tax %: 7)</b>			<b>\$43 USD</b>
			<b>Grand Total: \$664 USD</b>
			<b>FCA freight included. Tax included.</b>

## QUOTE NOTES

**Pricing Options:**

**Qualifying Notes:**

1. For installation instructions log onto [www.c-sgroup.com](http://www.c-sgroup.com)

CS Terms & Conditions apply, visit: [c-sgroup.com/terms-and-conditions](http://c-sgroup.com/terms-and-conditions) for more information. | Questions? 800.233.8493



## Construction Specialties

2. Refer to <https://www.c-sgroup.com/acrovyn-wall-coverings-and-panels/finishes-and-colors> to review CS Standard Acrovyn Solid Color, Acrovyn by Design Patterns and Woodgrain collection. CS Acrovyn and Woodgrain colors noted for retirement are also shown on this site. If a color chosen is slated for retirement, please connect with your CS Representative to learn more about future availability.
3. 60 day terms of quote expiration, not inclusive of stainless-steel related material which will be subject to market rate adjustments at time of RELEASE.
4. Freight within the Continental United States. A loading dock and/or forklift is required. Lift gate service, delivery appointment, or other special arrangements may result in additional charges.

### Exclusion Notes:

Estimator: Greg McConnell

### CUSTOMER APPROVAL

Billing Company / Name:	.....	Ship To:	.....
Billing Address:	.....	Address:	.....
Billing City / State / Zip:	.....	City/State/Zip:	.....
Billing Email:	.....	Requested Delivery Date:	.....
Billing Phone Number:	.....	Site Phone Number:	.....
Is Order Tax Exempt - Yes / No:	.....		
Billing Reference Number:	.....		
Signature:	.....		
Printed Name:	.....		

### TERMS + CONDITIONS

Construction Specialties reserves the right to adjust prices at any time due to increases in costs due to the effects of duties, tariffs, and other factors outside its control. Except for the foregoing, prices are firm against escalation for 60 days from date of this quote and subject to Construction Specialties Terms and Conditions of Offer in effect as of the date here on and located at <https://www.c-sgroup.com/terms-and-conditions>. Printed Terms and Conditions of Offer can be provided by emailing your request to [terms@c-sgroup.com](mailto:terms@c-sgroup.com). This quotation together with Construction Specialties Terms and Conditions of Offer constitutes the entire agreement between the parties.





## Change Proposal Request #56

Date: 12.06.2024  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #56  
 Added Days: 4

### Description:

Provide and install 35LF of 4" granite base at east sidewalk

Cost Breakdown:					
General	Swope		15.00%		
Subcontractors	Bailes Granite & Marble	\$1625.00	10.00%		\$1787.50
Subtotal					\$1787.50
	Bond / BR Cost		2.00%		\$35.75
	B&O Tax		2.00%		\$35.75
Total Cost - Add					\$1859.00

Mark Burdette  
 Project Manager, Swope Construction Co.



## Change Proposal Request #57

Date:  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #57  
 Days added: 8  
**Description:**

Lower bulkheads in Rm 114  
 Add wall at top of elevator  
 RFI 108 Move wall to accommodate door due to ductwork  
 Lower ceiling and bulkheads in rm 414 to accommodate mechanicals

Cost Breakdown:					
General	Swope	128.72	15.00%		\$148.03
Subcontractors	New Age Construction	\$9606.00	10.00%		\$10566.00
Subtotal					\$10714.63
	Bond / BR Cost		2.00%		\$214.29
	B&O Tax		2.00%		\$214.29
<b>Total Cost - Add</b>					<b>\$11,143.21</b>

Mark Burdette  
 Project Manager, Swope Construction Co.

Total Cost This  
Work Order: \$ 4,716

NEW AGE CONSTRUCTION, LLC Extra Work Order

Project: Capital Building 4

Date: 5-15-24, 5-16-24, 5-9-24

Room # or area: Room 707 - Room 414

Employee Name	craft	Hrs.	Description of work
Nick Spurlack	Carp	17	Framing, Drywall
Christian Kelly	Carp	17	Hang + Finish to
Zack Brightwell	Finisher	6	Receive Paint
Nick Spurlack	Carp	4	lower Bulkhead + Ceiling RM 414
Zack Brightwell	Finisher	2	Grid that was already Installed

Mater. Or Equipment Supplier	Qty.	Mater. Or Equipment Description
FBM	7	10' shaft Studs
FBM	4	4" shaft Track
FBM	5	10' DW shaft liner
FBM	4	10' 5/8 Drywall
FBM	2	3 5/8 x 12' studs
FBM	2	3 5/8 x 10' Track
FBM	6	10' corner Bead

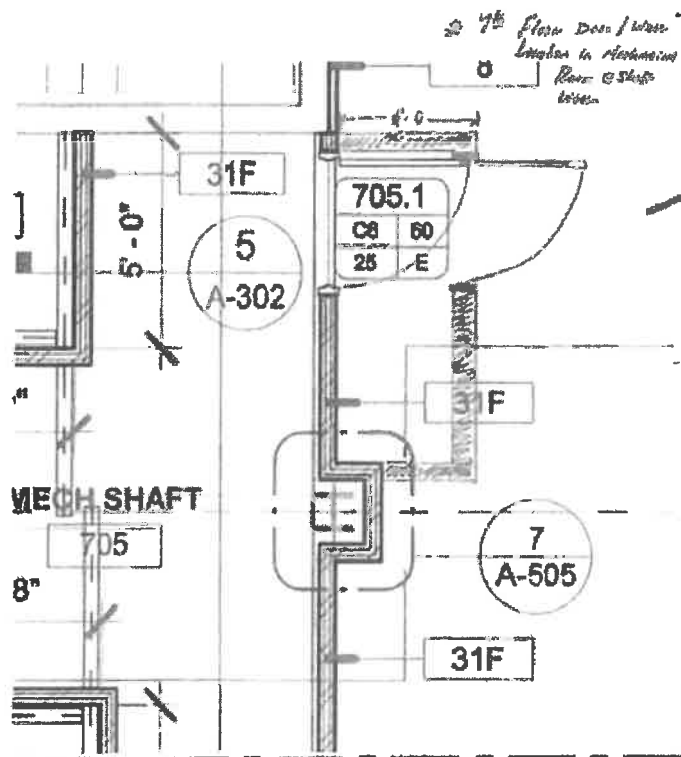
Billed To: Swope Construction

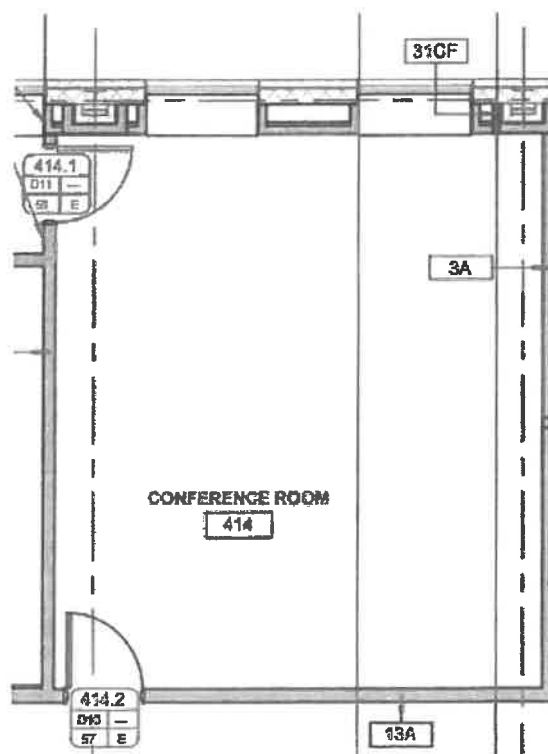
Signed by: \_\_\_\_\_

Room 707  
Total Labor: \$ 3,400  
Total Mat: \$ 682.00  
Total: \$ 4,082

Room 414  
Total Labor: \$ 510.00  
Total Mat: \$ 124.00  
Total: \$ 634.00

RFI #108 - Door to be moved out to avoid ductwork





**Mark Burdette**

---

**From:** Chris Sauvageot <newageconstructionllc@outlook.com>  
**Sent:** Monday, November 4, 2024 4:10 PM  
**To:** Mark Burdette; Charlie Ball  
**Subject:** Bldg 4 Change Request

Hey Mark, please see pricing and scope for the changes on the 1st floor bulkheads room 114, and the 8th floor wall. Please let us know if you have any questions, and also if we are to proceed with the work.

**Lower Bulkheads in room 114**

**Material costs:** \$670

**Labor costs:** \$2,910

**Total costs:** \$3,580

**Scope of work:**

- Demo drywall and wall angle as needed
- Splice studs and set new bulkhead height
- Re-hang and finish drywall
- Re-install wall angle

**Add 5' tall x 10' long wall on 8th floor Material costs:** \$290

**Labor costs:** \$1,020

**Total costs:** \$1,310

**Scope of work:**

- Metal stud framing
- Drywall hang and finish 1 side of wall

Thanks,  
Chris Sauvageot  
New Age Construction, LLC  
304-410-1469



## Change Proposal Request #58

**Date:** 11.20.2024  
**Project:** Building 4 Renovation  
**Project No.:** 22-22  
**Subject:** CPR #58

### Description:

Deduct for 30 parking blocks (Labor & Material)

Cost Breakdown:				
General	Swope - Material			\$2427.00
	Swope - Labor			\$929.01
Subtotal				\$3356.01
	Bond / BR Cost			
	B&O Tax			
Total Cost - Deduct				-\$3356.01

Mark Burdette  
 Project Manager, Swope Construction Co.

## View order details

Order date	Dec 2, 2024
Order #	111-5541265-5648261
Order total	<sup>31 TOTAL PURCHASED</sup> \$2,508.04 (4 items)

**Arriving December 10 - December 11**  
Shipped



**IRONMAX Rubber Parking Curb, 72\"  
(6ft) Parking Block Parking Bumpers  
with Yellow Reflective Stripes, Heavy  
Duty Garage Parking Assist Wheel S...**

Sold by: Happytools  
\$585.99

Track package



Get product support



Problem with order



Return or replace items



Leave seller feedback



Write a product review



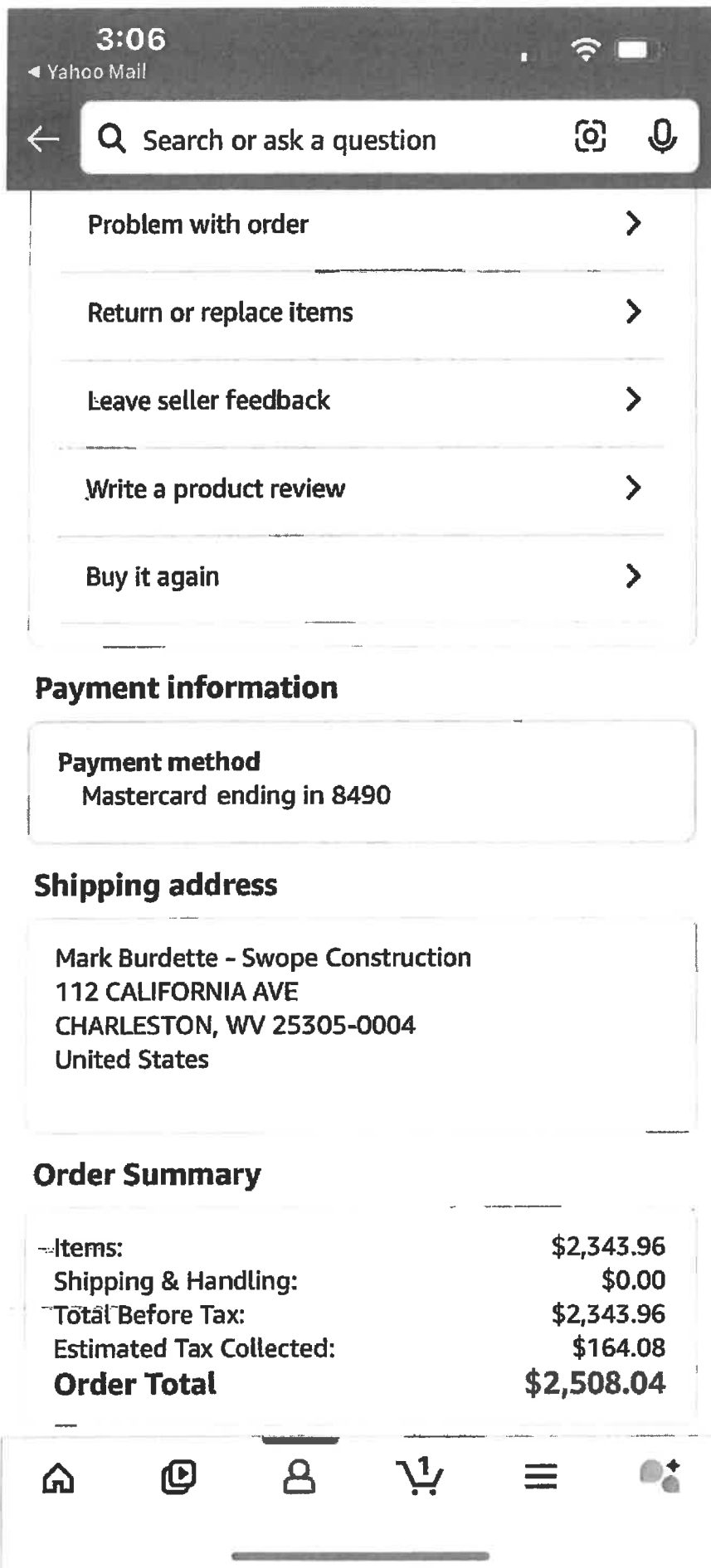
Buy it again



\$80.90 EACH  
X 30  
\$2427.00  
DEDUCT







## **6 Foot Long – Rubber Parking Curb Wheel Stop Block**



- 72" Long x 6" Wide x 4" Tall
- 34 lbs each
- Ten (10) reflective stripes
- Made of 100% recycled rubber
- Long-lasting and cost-efficient
- Ideal for indoor or outdoor parking
- Will not chip, crack, or fade
- High visibility at night
- Simple installation by one person
- Can be installed on any road surface
- Resistant to ultraviolet light, moisture, oil, and extreme temperatures
- Temporary or permanent installation
- 1/10th the weight of a standard concrete curb
- Does not require heavy machinery

Unlike concrete or plastic, which necessitate frequent replacements, recycled rubber car stops are safer and more durable. In-molded highway reflective tape (available in yellow or white) ensures visibility and pedestrian safety. The traffic control parking curb wheel stopper is constructed of 100% recycled rubber. The Traffic Kontrol rubber parking wheel stop comes with pre-molded holes and you

**SUBMITTAL COVER SHEET**  
(Attach to each copy of each submittal.)

PROJECT: WV Capitol Building #4 Renovations

PRIME CONTRACTOR: Swope Construction Co.

SUBCON./SUPPLIER: Swope Construction Co.

MANUFACTURER: Traffic Kontrol

ITEM SUBMITTED: Asphalt Paving - Curb Stop SUBMITTAL #: 1

SPEC. SECTION #: 321216 PARAGRAPH #: no spec

DRAWING REFERENCE: \_\_\_\_\_ DETAIL #: \_\_\_\_\_

CERTIFICATION: (Circle one.)

- A. Certified to comply with Drawings and Specifications.
- B. Certified to comply with Drawings and Specifications except as noted on attached Submittal Deviation Sheet.

Signature: Subcontractor/Supplier \_\_\_\_\_ Date \_\_\_\_\_

Hollie Martin 1/26/24 2/22/24  
Signature: Prime Contractor \_\_\_\_\_ Date \_\_\_\_\_

<p>SWOPE CONSTRUCTION CO</p> <p><input checked="" type="checkbox"/> APPROVED</p> <p><input type="checkbox"/> APPROVED AS NOTED</p> <p><input type="checkbox"/> REVISE - RESUBMIT</p> <p>BY: <u>HRM /ASH</u></p> <p>DATE: <u>2/22/24</u></p> <p><small>APPROVALS SUBJECT TO CONTRACT REQUIREMENTS.</small></p> <p>Submitting per discussion at 2/21/24 Owner Meeting.</p>	<input type="checkbox"/> NO EXCEPTION TAKEN	<input type="checkbox"/> EXCEPTION NOTED
	<input type="checkbox"/> SUBMIT SPECIFIED	<input type="checkbox"/> REVISE AND RESUBMIT
	<input type="checkbox"/> SEE COVER LETTER	<input type="checkbox"/> REJECTED
	<p>DATE: _____ BY: _____</p>	

(PRIME CONTRACTOR APPROVAL STAMP)

### **Parking Curb Spike – 12" Long**

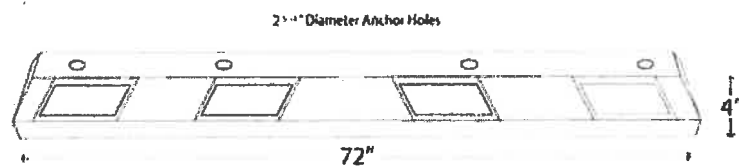


- 12" Inch Long
- Strong and Durable
- Can be used to install Indoor or outdoor parking curbs

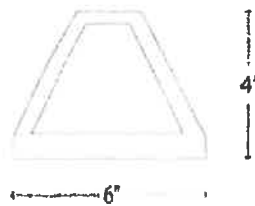
# SPECIFICATIONS



Front View



Side View



**TRAFFIC KONTROL** 

- Choosing environmentally friendly options demonstrates a commitment to corporate social responsibility and contributes to a greener and more sustainable approach.

**5. Versatility in Applications:**

- Rubber parking blocks are versatile and suitable for various applications, including commercial parking lots, garages, and residential spaces. Shoppers should assess the adaptability of the product to different environments to ensure it meets their specific needs.
- The versatility of rubber parking blocks makes them a versatile and cost-effective solution for a wide range of parking scenarios.

**6. Compliance with Safety Standards:**

- Compliance with safety standards and regulations is paramount. Shoppers should verify that the rubber parking blocks meet relevant safety standards to ensure they provide effective protection and guidance in accordance with industry requirements.
- Meeting safety standards is not only a legal necessity but also reinforces the commitment to creating a secure and well-maintained parking environment.

In conclusion, the purchase of rubber parking block curb wheel stoppers is a prudent choice when considering factors such as durability, easy installation, enhanced visibility, environmentally friendly materials, versatility, and compliance with safety standards. By prioritizing these aspects, shoppers can confidently invest in a solution that not only addresses immediate parking needs but also contributes to long-term efficiency and sustainability.

can buy Spikes separately. They are lightweight and flexible; conforming to the contour of uneven road surfaces. rubber car stops are available in 6' lengths.

When considering the purchase of rubber parking block curb wheel stoppers, shoppers should carefully evaluate several key factors to ensure a well-informed decision that aligns with their specific needs and requirements. Here's a detailed analysis of what considerations are crucial and why investing in rubber parking blocks is ultimately advantageous:

**1. Durability and Longevity:**

- Rubber parking blocks are renowned for their durability and longevity. Shoppers should prioritize this aspect, as investing in a robust material ensures the longevity of the wheel stoppers.
- The resilient nature of rubber allows for effective resistance against environmental elements, including exposure to harsh weather conditions, UV rays, and heavy vehicular traffic.

**2. Easy Installation and Maintenance:**

- Shoppers should consider the ease of installation and maintenance. Rubber parking blocks often feature user-friendly designs that facilitate straightforward installation without the need for specialized tools or extensive labor.
- Low maintenance requirements contribute to long-term cost-effectiveness, making rubber parking blocks a practical choice for businesses and facilities seeking efficient solutions.

**3. Enhanced Visibility:**

- The visibility of parking blocks is crucial for ensuring safety in parking areas. Rubber parking blocks often come in high-contrast colors, such as yellow or reflective options, maximizing visibility both during the day and at night.
- Enhanced visibility not only contributes to safety but also helps in guiding drivers to park accurately within designated spaces.

**4. Environmentally Friendly Materials:**

- Increasingly, environmental considerations are vital for conscientious shoppers. Rubber parking blocks are often made from recycled materials, aligning with sustainability goals and reducing the overall environmental impact of the product.



## Change Proposal Request #59

Date:  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #59

### Description:

Basement Fire Ceilings, Columns & Ceiling Deducts: See attached breakdown

Cost Breakdown:					
General	Swope	\$257.43	15.00%		\$296.04
Subcontractors	New Age Construction	\$3690.00	10.00%		\$4059.00
Subtotal					\$4355.04
	Bond / BR Cost				\$87.10
	B&O Tax		1.25%		\$87.10
Total Cost - Add					\$4529.25

Mark Burdette  
 Project Manager, Swope Construction Co.



-----Original Message-----

From: Chris Sauvageot <newageconstructionllc@outlook.com>  
Sent: Tuesday, November 19, 2024 8:00 AM  
To: Mark Burdette <mburdette@swopeco.com>  
Subject: Fw: Building 4 RFI 120

---

From: Chris Sauvageot <newageconstructionllc@outlook.com>  
Sent: Wednesday, October 16, 2024 3:40 PM  
To: Mark Burdette  
Subject: Fw: Building 4 RFI 120

Hey Mark, please see pricing/scope below for the basement deducts/adds. Let me know if you have any questions on them.

Deduct for horizontal shaft ceiling assemblies eliminated in South Stair Discharge 002, Corridor 030  
Material: (\$2,300)  
Labor: (\$5,850)  
Total: (\$8,150)

Add shaft assembly bulkhead, finished drywall to enclose ductwork in South Stair Discharge 002  
Material: \$830  
Labor: \$920  
Total: \$1,750

Add for laminating walls with 1 layer drywall in Southwest Stairwell  
Material: \$460  
Labor: \$3,200  
Total: \$3,660

Add for laminating 10 columns with 2 layers drywall, and add framing as needed  
Material: \$2,000  
Labor: \$4,440  
Total: \$6,440

Total adds: \$ 13020.00  
Total deducts: \$ 9330.00  
Net change: \$ 3690.00

---

From: Amy Price <aprice@swopeco.com>  
Sent: Thursday, September 5, 2024 8:56 AM  
To: Chris Sauvageot; Charlie Ball  
Cc: Mark Burdette  
Subject: Building 4 RFI 120

## Mark Burdette

---

**From:** Chris Sauvageot <newageconstructionllc@outlook.com>  
**Sent:** Thursday, November 21, 2024 3:59 PM  
**To:** Mark Burdette  
**Subject:** Re: Building 4 RFI 120

Hey Mark, my apologies on the incorrect total. Also, please see below for adds and deducts for eliminating the ceiling in Corridor 020. Thanks!

**Deduct:** Acoustic ceiling in Corridor 020

Material: (\$800)

Labor: (\$380)

Total: (\$1,180)

**Add:** Finishing to level 4 for drywall above ceiling in Corridor 020

Material: \$70

Labor: \$1,100

Total: \$1,170

This brings the new total of deducts to (\$9,330) and the new total of adds to \$13,020 for a net change of \$3,690

**From:** Mark Burdette <mburdette@swopeco.com>  
**Sent:** Wednesday, November 20, 2024 10:35 AM  
**To:** Chris Sauvageot  
**Subject:** RE: Building 4 RFI 120

Chris,

Also Kari at GSD caught the following on the CPR. Total adds is \$11850 leaving \$3700 as the total change. The 6780 is not correct. Also that we didn't give a deduct for the ceiling being completely eliminated in the corridor where the roll up door is. Please rework and send back as soon as you can.

Thanks

Mark Burdette  
Project Manager  
100 Price Industrial Lane  
Huntington, WV 25705  
P: 304-525-9958  
F: 304-327-9444  
M: 304-851-2438  
<http://www.swopeco.com/>

**1325 Bluefield Avenue  
Bluefield, WV 24701  
Ph : (304) 325-8146**

**Phone:**

**Spec Section:**  
**Schedule Impact:** TBD





## Change Proposal Request #60

Date: 12.06.2024  
 Project: Building 4 Renovation  
 Project No.: 22-22  
 Subject: CPR #60  
 Days Added: 4 Days

### Description:

Provide and install 6 extra heat detectors and 4 extra smoke detectors in penthouse elevator shaft.

Cost Breakdown:				
General	Swope		15.00%	
Subcontractors	Burdette Electric	\$11925.16	10.00%	\$13117.68
Subtotal				\$13117.68
	Bond / BR Cost		2.00%	\$262.35
	B&O Tax		2.00%	\$262.35
Total Cost - Add				\$13642.38

Mark Burdette  
 Project Manager, Swope Construction Co.

# Burdette Electric

## CHANGE PROPOSAL

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

Job name: Building 4 Penthouse Elevator Fire Alarm Adds per Inspection  
Date: 11/26/2024  
Change Proposal # 20  
Description of Work: Installation of Smoke and Heat Detectors within 2ft of each Sprinkler Head

Description of work.	Material	Labor	Total
Heat Detectors-			
Add (qty. 6) Heat Detectors so that each Sprinkler head is covered per Inspection.	\$ 900.00	\$ 3,840.00	
Smoke Detectors-			
Add (qty. 4) Smoke Detectors to accommodate each beam pocket.	\$ 600.00	\$ 2,560.00	
Quoted Material from Electronic Specialty	\$ 2,210.00		
<b>Material Cost</b>	\$ 3,710.00		
<b>7% Sales tax</b>	\$ 259.70		
<b>Cost including sales tax</b>	\$ 3,969.70		
<b>Material With Overhead and Profit</b>	\$ 4,565.16		
		\$ 6,400.00	
<b>Labor With Overhead and Profit</b>		\$ 960.00	
<b>EXCLUSIONS:</b>			
<i>Additional Devices may be Required after Reinspection.</i>			
	\$ 4,565.16	\$ 7,360.00	\$ 11,925.16

## INCREASE PENALTY RIDER

BOND AMOUNT \$29,301,312.78 BOND NO. 9403880

To be attached and form a part of Bond No. 9403880 dated the 25th Day of August, 2022, executed by Fidelity and Deposit Company of Maryland as surety, on behalf of Swope Construction Company as current principal of record, and in favor of State of West Virginia, as Obligee for West Virginia Capitol Complex - Building Four Renovations 112 California Avenue Charleston, WV 25305, and in the amount of Twenty Nine Million Three Hundred One Thousand Three Hundred Twelve Dollars and 78/100 (\$29,301,312.78).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Fidelity and Deposit Company of Maryland hereby consents that effective from the 23rd Day of January, 2025, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:


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

TO: Twenty Nine Million Three Hundred Sixty Thousand Eight Hundred Five Dollars and 85/100 (\$29,360,805.85)


The INCREASE of said bond penalty shall be effective as of the 23rd Day of January, 2025, 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 30th Day of January, 2025

BY   
Paul R. Burdette, President  
Swope Construction Company  
PRINCIPAL

BY   
Tammy S. Selbe, ATTORNEY-IN-FACT  
Fidelity and Deposit Company of Maryland  
SURETY

THE ABOVE BOND IS HEREBY AGREED TO AND ACCEPTED BY:


BY   
James R. Jones  
State of West Virginia  
OBLIGEE

# ACKNOWLEDGMENTS

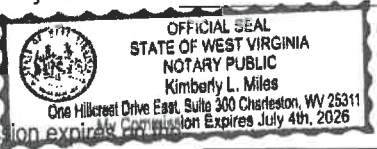
## Acknowledgment by Principal if individual or Partnership

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 Mercer to-wit: \_\_\_\_\_
11. I, Beth Mallory, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Paul R. Burdette
13. who as, President of Swope Construction Co. signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 3rd day of January 20 25
16. Notary Seal  17: Beth Mallory  
(Notary Public)
18. My commission expires on the 18 day of October 20 26

## Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit: \_\_\_\_\_
21. I, Kimberly L. Miles, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Tammy S. Selbe
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Fidelity and Deposit Company of Maryland a corporation,  
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this 30th day of January 20 2025
26. Notary Seal  27: Kimberly L. Miles  
(Notary Public)
28. My commission expires on the 4th day of July 20 2025

## Sufficiency in Form and Manner of Execution Approved

This 11th day of March 20 25

By: [Signature]  
(Deputy Attorney General)



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

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

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

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 16th day of January, A.D. 2025.



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

By: *Christopher Nolan*  
Vice President

By: *Dawn E. Brown*  
Secretary

**State of Maryland  
County of Baltimore**

On this 16th day of January, A.D. 2025, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Christopher Nolan, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

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

**Genevieve M. Maison**  
Notary Public  
My Commission Expire January 27, 2029



**EXTRACT FROM BY-LAWS OF THE COMPANIES**

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

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

#### **CERTIFICATE**

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

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

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

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

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

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 30th day of January, 2025



*MJ Pethick*

Mary Jean Pethick  
Vice President

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

Zurich Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056  
[reportsfclaims@zurichna.com](mailto:reportsfclaims@zurichna.com)  
800-626-4577

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



APPROVED  
*[Signature]*  
3/7/25

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:** Tara Lyle, Buyer Supervisor, WV Purchasing Division

**FROM:** Jamie Jones, Procurement Administrator

*James R. Jones*

**DATE:** January 27, 2025

**REF:** CPO GSD2300000002 Building 4 Renovations Project, Change Order #9

Please let this memorandum serve as justification for our request for Change Order #9 to our contract with Swope Construction Co. for the referenced contract. This request is to extend the Final Completion date to January 30, 2025, and increase the contract in the amount of \$54,493.07, per the documentation attached to the header of the OASIS document, and the explanation given below.

This Changes to the Scope of Work is to address three Change Proposal Requests (CPRs) for Building 4 and turn those requests into Change Order 9 include:

CPR #52 – additional rough in, cabling and terminations to doors that had not been clearly identified in the drawings as requiring card readers, and electric strike plates. - \$8,374.08

CPR #53 – replacement of additional windows due to failed seals (pricing per unit prices)- \$19,000.00

CPR #54 – additional caulking performed as a result of failed caulking identified during construction - \$2,917.20

CPR #55 – Agency requested that additional corner guards be installed in bathroom areas to protect non-tiled drywall corners - ~~\$1,389.96~~ *1,383.96*

CPR #56 – installation of 35 linear feet of 4" granite base along the east sidewalk due to an unfinished gap due to new concrete sidewalk slope. - \$1,859.00

CPR #57 – additional work required to drop ceiling height to accommodate duct work and construction of a wall at the elevator penthouse. - \$11,143.21

CPR #58 – credit for reduction in the number of wheel stops to be installed in the parking lot on the south side of the building. - (\$3,356.01)

CPR #59 – revision to basement fire ceilings, columns & ceiling. - \$4,529.25

CPR #60 – installation of additional heat and smoke detectors as a result of elevator inspection recommendations. - \$13,642.38



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

Original Contract Amount:	\$28,563,000.00
Change Order # 2 Increase:	\$ 178,218.00
Change Order #3 Increase:	\$ 61,123.00
Change Order #4 Increase:	\$ 104,029.00
Change Order #5 Increase:	\$ 161,379.00
Change Order #6 Increase:	\$ 45,047.00
Change Order #7 Increase:	\$ 98,837.00
Change Order #8 Increase:	\$ 89,679.78
Change Order #9 Increase Request:	\$ 59,493.07
New Contract Total:	\$29,360,805.85

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

Thank you for your time and consideration of this project.

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.*

### SWOPE CONSTRUCTION CO.

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

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

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

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

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

**Annual Reports****Filed For**

2024

2023

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

Friday, January 31, 2025 — 9:34 AM








## Keyword Search

For more information on how to use our keyword search, visit our help guide

### Simple Search

### Search Editor

- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"Swope Construction"



Entity



Location



Status



- ☒ Active
- ☐ Inactive

Reset 



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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 *SW*  
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.

CPO GSD23\*2, Change Order #9 Building 4 Renovations Project

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

*R. P. Kilpatrick, Director, BSD*  
Agency Head

*2/28/25*  
Date

*Eric Householder*  
Cabinet Secretary/Department Head

*3/5/25*  
Date

\_\_\_\_\_  
Governor's Office Representative

\_\_\_\_\_  
Date

**Total Cost:**

\$29,360,805.85

**Award/Requisition Document Number:**

CPO GSD2300000002

**Description of Action/Purpose of Procurement**

Change Order 9, which increases the contract for Building 4 Renovations by \$59,493.07, from its current value of \$29,301,312.781 to a new total of \$29,360,805.85, is required to cover the following additional scope items required to complete the project:

1. Security access to areas in the building (basement level) for areas that need to be restricted to Agency personnel for mechanical purposes;
2. Replacement of additional failed windows and caulk beyond what was indicated in the original solicitation, but discovered during construction to have flaws;
3. Installation of protective corner guards where tiled wall surfaces abutted drywall corners;
4. To fill a gap between the new sidewalk and the building, to prevent a trip hazard;
5. Adjustments to ceiling heights due to needed space for ductwork in the elevator penthouse and the basement, in addition to the construction of a wall in the elevator penthouse for safety concerns;
6. Installation of additional heat and smoke detectors in elevator shafts for elevators to pass inspection (Fire Marshall required change from original plans).

The change order also includes a contract extension of 36 days to accommodate the additional work and to cover delay in work coordinated with WVOT and HVAC Commissioning agent. Extension does not delay substantial completion nor building occupancy.

Funding for the increase comes from existing Appropriated funding for Capital Outlay. All costs are vetted against existing contractual terms (AIA, A201 and WV Supplementary Conditions) regarding change orders.

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TL/OS</u> Date: <u>3/2/25</u> Solicitation No. <u>Increase/Extend</u> <u>C#19</u>  <u>Gov/cab sec - approved</u> ✓	Agency: General Services Division <hr/> Procurement Officer Submitting Requisition: Jamie Jones <hr/> Requisition No.  <hr/> PF No.: 969527
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

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

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

#### FOR CHANGE ORDERS/RENEWALS:

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

\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: Tara [Signature]