



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: 03-10-2025

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 4071 GSD2300000003 8	Change Order No:	Procurement Folder:	1010703
Document Name:	Elevator Modernization Various Facilities (Phase II)		Reason for Modification: Change Order No. 5 - To Increase and Extend Contract.	
Document Description:	Elevator Modernization Various Facilities (Phase II)			
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:	2022-10-19
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	2025-03-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000037778 SQP CONSTRUCTION GROUP INC 281 SMILEY DR  ST ALBANS WV 25177 US Vendor Contact Phone: 3045323659 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: Patrick S O'Neill Requestor Phone: 304-352-5492 Requestor Email: patrick.s.oneill@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	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS  No City WV 99999 US

CR 3-10-25

Purchasing Division's File Copy

Total Order Amount: \$7,062,117.71

PURCHASING DIVISION AUTHORIZATION DATE: 3/10/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 3/13/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 3-13-25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order 5

Change Order No. 5 is issued to extend and increase the original contract to March 30, 2025 (284 Days), according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders per the attached documentation. The extension of this contract is provided to provide the vendor time for the additional work.

Effective Date of Increase: 3/5/2025

Extend Contract from 06/21/2024 to 3/30/2025

Original Contract Price: :\$ 6,991,150.00

Change Order 2 (Decrease):\$ (15,000.00)

Change Order 3 :\$ 27,428.37

Change Order 4 :\$ 15,031.37

Change Order 5 :\$ 43,507.97

New Contract Total: :\$ 7,062,117.71

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72154010	0.00000		0.000000	4426200.00
Service From	Service To	Manufacturer	Model No		
2022-10-19	2025-03-30				

**Commodity Line Description:** Elevator Modernization Project (Phase II): Building 5**Extended Description:**

Elevator Modernization Project (Phase II): Building 5

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72154010	0.00000		0.000000	487900.00
Service From	Service To	Manufacturer	Model No		
2022-10-19	2025-03-30				

**Commodity Line Description:** Elevator Modernization Project (Phase II): Building 15**Extended Description:**

Elevator Modernization Project (Phase II): Building 15

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72154010	0.00000		0.000000	488450.00
Service From	Service To	Manufacturer	Model No		
2022-10-19	2025-03-30				

**Commodity Line Description:** Elevator Modernization Project (Phase II): Building 17**Extended Description:**

Elevator Modernization Project (Phase II): Building 17

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72154010	0.00000		0.000000	543600.00
Service From	Service To	Manufacturer	Model No		
2022-10-19	2025-03-30				

**Commodity Line Description:** Elevator Modernization Project (Phase II): Building 84**Extended Description:**

Elevator Modernization Project (Phase II): Building 84

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72154010	0.00000		0.000000	1030000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-10-19	2025-03-30				

**Commodity Line Description:** Elevator Modernization Project (Phase II): Building 86

**Extended Description:**

Elevator Modernization Project (Phase II): Building 86

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	72154010	0.00000		0.000000	27428.37
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-10-19	2025-03-30				

**Commodity Line Description:** Change Order 3

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	72154010	0.00000		0.000000	15031.37
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-10-19	2025-03-30				

**Commodity Line Description:** Change Order 4

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	72154010	0.00000		0.000000	43507.97
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-10-19	2025-03-30				

**Commodity Line Description:** Change Order 5

**Extended Description:**



# Document G701® – 2017

## Change Order

**PROJECT:** (Name and address)  
Elevator Modernizations (Phase 2)  
Various Facilities

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: October 19, 2022

**CHANGE ORDER INFORMATION:**  
Change Order Number: 005  
Date: January 17, 2025

**OWNER:** (Name and address)  
State of West Virginia  
Dept of Administration  
General Services Division  
State Capitol  
Charleston, WV 25305

**ARCHITECT:** (Name and address)  
Miller Engineering, Inc.  
54 West Run Road  
Morgantown, WV 26508

**CONTRACTOR:** (Name and address)  
SQP Construction Group, Inc.  
281 Smiley Drive  
St. Albans, WV 25177

### 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.)

Additional costs for details not explicitly stated within the design documents or specifications. Car 6 was mislabeled on the drawings as Car 5, and Car 6 was not included in the original scope of Contract work.

Changes are \$43,057.97 for the cost of manufacturing the custom panel, operational procedures, installation and wiring between Building 5 Penthouse, and hardwired to the Emergency Response Room located in Building 7.

Final Completion to be thirty days (30) after Substantial Completion. Final Completion March 30, 2025.

The original Contract Sum was	\$ 6,991,150.00
The net change by previously authorized Change Orders	\$ 27,459.74
The Contract Sum prior to this Change Order was	\$ 7,018,609.74
The Contract Sum will be increased by this Change Order in the amount of	\$ 43,507.97
The new Contract Sum including this Change Order will be	\$ 7,062,117.71

The Contract Time will be increased by two-hundred eighty four (284) days. The new date of Substantial Completion will be February 28, 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.**

**ARCHITECT** (Firm name)  
**SIGNATURE**  
Robert Kilpatrick in lieu of  
Architect  
**PRINTED NAME AND TITLE**  
**DATE**

SQP Construction Group, Inc.  
**CONTRACTOR** (Firm name)  
**SIGNATURE**  
Donald O. Gatewood, President  
**PRINTED NAME AND TITLE**  
**DATE**

State of West Virginia/Department of  
Administration  
General Services Division  
**OWNER** (Firm name)  
**SIGNATURE**  
Cody Taylor (Procurement Specialist)  
**PRINTED NAME AND TITLE**  
**DATE**



**SQP Construction Group, Inc.**

281 Smiley Drive, St. Albans, West Virginia 25177

Phone: (304) 440-9200 • Cell: (304) 989-4649

Contact: Jacob Grose, Project Manager

**Project:**

22-018 Elevator Modernization Phase 2

**Date:**

December 23, 2024

**Proposal Number:**

**011**

**Proposal Description:**

The costs for manufacturing the custom panel, the operating procedures (including car six), installation, and wiring between the building five penthouse and the hardware at the emergency response room in building 7. SQP request a contract time extension of two hundred fifty four days (254) to achieve Substantial Completion. Final Completion date is March 30, 2025.

**COST DETAIL**

DIRECT COSTS											
SCOPE DESCRIPTION				LABOR				MATERIAL		EQUIPMENT	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate, Excl. Taxes & Ins.	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.02				-	-	-	-	-	-	-	-
1.03				-	-	-	-	-	-	-	-
1.04				-	-	-	-	-	-	-	-
1.05				-	-	-	-	-	-	-	-
1.06				-	-	-	-	-	-	-	-
1.07				-	-	-	-	-	-	-	-
1.08				-	-	-	-	-	-	-	-
1.09				-	-	-	-	-	-	-	-
1.10				-	-	-	-	-	-	-	-
1.11				-	-	-	-	-	-	-	-
1.12				-	-	-	-	-	-	-	-
1.13				-	-	-	-	-	-	-	-
1.14	Subtotal from Cost Proposal (this sheet)					subtotal of 1.01 - 1.13	-	subtotal of 1.01 - 1.13	-	subtotal of 1.01 - 1.13	-
1.15	Subtotal from Cost Proposal Continuation Sheet						-		-		-
1.97	Subtotal Direct Costs:					Subtotal Labor	\$0.00	Subtotal Mat'l	\$0.00	Subtotal Equip.	\$0.00
1.98	Taxes/Insurance:				Labor Burden 34%	% of Item 1.97H	\$0.00	Sales Tax 0%	\$0.00	Sales Tax 6%	\$0.00
1.99	Total Direct Costs					Total Labor	\$0.00	Total Mat'l	\$0.00	Total Equip.	\$0.00

SUBCONTRACTOR COSTS		
Item No.	Subcontractor Name (List totals from attached SC-1 forms)	Total Cost
A	B	C
2.01	Nitro Electric	\$ 5,500.61
2.02	West Virginia Elevator	\$ 32,530.83
2.03		-
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.10		
2.99	Total Subcontract Costs	\$ 38,031.44

SUMMARY		
Item No.	Description	Total Cost
3.01	Total Direct Labor Cost Item 1.99H	\$0.00
3.02	Total Direct Material Cost Item 1.99J	\$0.00
3.03	Total Equipment Cost Item 1.99L	\$0.00
3.04	Subtotal 3.01+3.02+3.03	\$0.00
3.05	Overhead and Profit (%) 15.00%	\$0.00
3.06	Subtotal 3.04+3.05	\$0.00
3.07	Subcontractor Cost Item 2.99	\$38,031.44
3.08	Subcontractor Markup (%) 10.00%	\$3,803.14
3.09	Subtotal 3.06+3.07+3.08	\$41,834.58
3.10	Additional Bond/Ins. Cost 2.00%	\$836.69
3.11	B&O Tax 2.00%	\$836.69
3.99	Total Proposal Cost 3.09+3.10+3.11	\$43,507.97

**Submitted By**

Casey Cantrell

[NAME]

[SIGNATURE]

Project Manager

[TITLE]

December 23, 2024

[DATE]

January 14, 2025

Casey Cantrell

SQP

St. Albans, WV



RE: CAT 6 cables

Jason,

**Scope of Work:**

This proposal includes installing 5 CAT6 cables from AHU 5 room to AHU 6 room for the integrated phone system. This proposal includes terminating ends on each end of the 5 cables but does not include making the connections in the network rack.

Material	Quantity	Price	Extended Price
1.5" emt conduit	10	\$4.02	\$40.20
term CAT 6 cables	10	\$5.00	\$50.00
core drill holes	2	\$158.80	\$317.60
j hooks	50	\$4.09	\$204.50
CAT 6 cable	760	\$1.89	\$1,436.40
Total Material			\$2,048.70
Total with tax			\$2,192.11

Mark up 15% \$2,520.93

Labor	Rate	Hours	Total
Foreman	\$96.07	16	\$1,537.12
Journeyman	\$90.16	16	\$1,442.56
Total Labor			\$2,979.68

\$0.00	0	\$0.00
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Total Estimate \$5,500.61

**NITRO CONSTRUCTION SERVICES, INC.**

4300 First Avenue, 2nd Floor | P.O. Box 879 | Nitro, West Virginia 25143-1001 | [nitrocs.com](http://nitrocs.com) | 304.204.1500

**Clarifications:**

1. The price is valid for 30 days.
2. Any work outside of this scope will be an additional cost.

If you have any questions, please feel free to contact me.



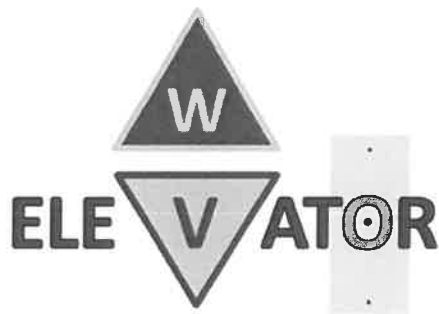
Jason Dillard | **Project Manager**

Nitro Construction Services, Inc.

4300 1st Ave., Nitro, WV 25143

**Office:** 304-204-1500 | **Cell:** 304-437-0988

**Website:** [nitroconstructionservices.com](http://nitroconstructionservices.com)



**PROPOSAL # Q-85392**

Change Order

Date: 1/ 14 /2025

**CUSTOMER**

**JOB ADDRESS**

Department of Administration  
Charleston, WV 25301  
Attention: Casey Cantrell, Project Manager SQP  
Construction  
Phone: 304-440-9205  
Email: [ccantrell@sqpgc.com](mailto:ccantrell@sqpgc.com)

Capitol Complex Charleston, WV

***Change Order***

**Project Name:** Work associated with car 6 provisions.

**Contract Ref #:** J-85586

**WORK TO BE PERFORMED:**

1. 1200 ft of 61 conductor wire, 18ga, hoistway cable.
2. piping and wiring Elevator 6 provisions @ 400/TH.
3. pull extended wiring run from Mechanical Room to command panel

*Make Checks Payable to: **West Virginia Elevator***

**Total Cost: \$32,530.83**

Submitted by West Virginia Elevator:

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

Accepted by Customer:

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

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



Accepted by West Virginia Elevator	Accepted by Customer:
By _____ Date _____	Signature: _____ Date _____
SUBJECT TO TERMS AND CONDITIONS OF THE ABOVE REFERENCED CONTRACT	

# INCREASE PENALTY RIDER

BOND AMOUNT \$7,018,609.74 BOND NO. PB02597100417

To be attached and form a part of Bond No. PB02597100417 dated the 7th Day of September, 2022, executed by Philadelphia Indemnity Insurance Company as surety, on behalf of SQP Construction Group, Inc. as current principal of record, and in favor of State of West Virginia, Department of Administration, Purchasing Division, as Obligee for Elevator Modernization Various Facilities (Phase 2) CRFQ GSD23\*11, and in the amount of Seven Million Eighteen Thousand Six Hundred Nine Dollars and 74/100 (\$7,018,609.74).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Philadelphia Indemnity Insurance Company hereby consents that effective from the 17th Day of January, 2025, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

FROM: Seven Million Eighteen Thousand Six Hundred Nine Dollars and 74/100 (\$7,018,609.74)

TO: Seven Million Sixty Two Thousand One Hundred Seventeen Dollars and 71/100 (\$7,062,117.71)

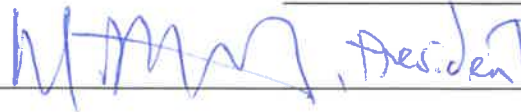
The INCREASE of said bond penalty shall be effective as of the 17th Day of January, 2025, and does hereby agree that the continuity of protection under said bond subject to changes in penalty shall not be impaired hereby, provided that the aggregate liability of the above mentioned bond shall not exceed 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 28th Day of January, 2025

SQP Construction Group, Inc.

PRINCIPAL

BY



Philadelphia Indemnity Insurance Company

SURETY

BY

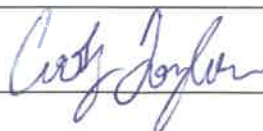
  
Kimberly L. Miles, Licensed WV Resident Agent, ATTORNEY-IN-FACT

THE ABOVE BOND IS HEREBY AGREED TO AND ACCEPTED BY:

State of West Virginia, Department of Administration, Purchasing Division

OBLIGEE

BY






# ACKNOWLEDGMENTS

## Acknowledgment by Principal if individual or Partnership

1. STATE OF \_\_\_\_\_
2. County of \_\_\_\_\_ to-wit: \_\_\_\_\_
3. I, \_\_\_\_\_, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that \_\_\_\_\_  
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_
6. Notary Seal \_\_\_\_\_ 7. \_\_\_\_\_  
(Notary Public)
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_

## Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Kanawha to-wit: \_\_\_\_\_
11. I, Lisa R Stalnaker, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Donald O. Gatenwood
13. who as, President signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 28th day of January 2025
16. Notary Seal  17. Lisa R Stalnaker  
(Notary Public)
18. My commission expires on the 11th day of April 2025

## Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit: \_\_\_\_\_
21. I, Tammy S. Selbe, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Kimberly L. Miles
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Philadelphia Indemnity Insurance Company a corporation,  
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this 28th day of January 2025
26. Notary Seal \_\_\_\_\_ 27. Tammy S. Selbe  
(Notary Public) Tammy Selbe
28. My commission expires on the 10th day of August 2029

Sufficiency in Form and Manner  
of Execution Approved

Attorney General

This \_\_\_\_\_ day of \_\_\_\_\_

By: \_\_\_\_\_

(Deputy Attorney General)

PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint Douglas P. Taylor, Andrew K. Teeter, Kimberly L. Miles, Tammy S. Selbe and Jessica J. Bentley of USI Insurance Services, LLC, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$75,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14<sup>th</sup> of November 2016.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 5<sup>TH</sup> DAY OF OCTOBER 2024.

(Seal)



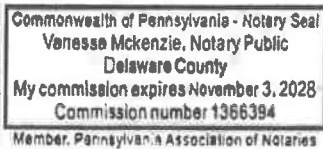
*John Glomb*

John Glomb, President & CEO  
Philadelphia Indemnity Insurance Company

On this 5<sup>th</sup> day of October, 2024 before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.

Notary Public:

*Vanessa McKenzie*



Member, Pennsylvania Association of Notaries

residing at:

Bala Cynwyd, PA

My commission expires:

November 3, 2028

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 5<sup>th</sup> day October 2024 are true and correct and are still in full force and effect. I do further certify that John Glomb, who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 28th day of January, 2025.



*Edward Sayago*

Edward Sayago, Corporate Secretary  
PHILADELPHIA INDEMNITY INSURANCE COMPANY

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**


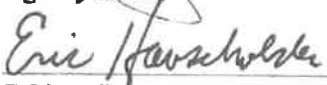
Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which 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 0211 GSD2300000003 Elevator Modernizations Various Facilities (Phase 2) - CO#5

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

  
\_\_\_\_\_  
Agency Head  
  
\_\_\_\_\_  
Cabinet Secretary/Department Head

3/3/25  
\_\_\_\_\_  
Date  
3/5/25  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Total Cost:**

Current = \$7,018,609.74, CO#5 = \$43,507.97, New Total = \$7,062,117.71

**Award/Requisition Document Number:**

CPO 0211 GSD2300000003, Change Order #5

**Description of Action/Purpose of Procurement**

Request for Change Order 5, to increase the contract for the Elevator Modernizations Project (Phase 2) by the amount of \$43,507.97, to cover the costs of adding a custom car panel in Car #6 and running CAT6 cabling from Car #6 in Building 5 to the Emergency Response Room in Building 7, all to allow for code-compliant emergency response to the elevator. The original plans inadvertently omitted providing for this feature in Car #6, and it is required by the Division of Labor to certify the car for use. All associated costs are vetted against the terms (i.e., AIA A201 with WV Supplementary Conditions) of the contract as valid.

The change order also requests an extension to the contract of 284 calendar days, to a new Final Completion date of March 30, 2025, to accommodate the additional work. The intent of the GSD was not to extend the contract beyond its original completion date, but the contractor was delayed (by materials lead times), and the Division of Labor's elevator inspector did not note the deficiency until substantial completion of the elevator was achieved. The extension is to allow for final and financial completion of the project.

**Project:** Elevator Modernizations Various Facilities (Phase 2)

**Funding:** Appropriated General Revenue



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, State Purchasing Division

**From:** Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*

**Date:** February 3, 2024

**Ref:** GSD1010703, Change Order #5 Justification

Tara:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #5 to increase CPO 0211 GSD2300000003, with SQP Construction Group Inc., for Elevator Modernization Various Facilities (Phase 2) Project, per the attached documentation and the explanation given below.

We are requesting a net increase of \$43,507.97 for the installation of Car 6 in Building 5. The drawings had mislabeled Car 6 as Car 5, and Car 6 was left off the Drawings. This was an omission of the original design. The \$43,507.97 will cover the custom car panel, operational procedures, installation and wiring between Building 5 Penthouse, and hardwired to the Emergency Response Room located in Building 7. The additional equipment and work will require an extension of Two-Hundred and Eighty-Four (284) days.

Original Contract Amount	=	\$6,991,150.00
Change Order #1 (NTP)	=	N/A
Change Order #2 Decrease	=	(\$15,000.00)
Change Order #3 (Extension)	=	\$27,428.37
Change Order #4 (Increase)	=	\$15,031.37
Change Order #5 (Increase & Ext)	=	\$43,507.97
Revised Contract Amount	=	\$7,062,117.71

Current Final Completion Date: June 20<sup>th</sup>, 2024

New Final Completion Date: March 30<sup>th</sup>, 2025

The Agency made the determination that these changes were warranted and approves the contract to be extended.

If you have any questions or need additional information, please contact me via email at [Cody.G.Taylor@wv.gov](mailto:Cody.G.Taylor@wv.gov) or by phone at (304) 352-5531.

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## 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.*

### SQP CONSTRUCTION GROUP, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	3/22/2021		3/22/2021	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 1000.0000
Charter County	Putnam	Control Number	
Charter State	WV	Excess Acres	
At Will Term	Member Managed		
At Will Term Years	Par Value		1.000000
Authorized Shares	1000	Young Entrepreneur	No



**Addresses**

Type	Address
<b>Local Office Address</b>	281 SMILEY DRIVE SAINT ALBANS, WV, 25177
<b>Mailing Address</b>	281 SMILEY DRIVE SAINT ALBANS, WV, 25177 USA
<b>Notice of Process Address</b>	DONALD O GATEWOOD 281 SMILEY DRIVE SAINT ALBANS, WV, 25177
<b>Principal Office Address</b>	281 SMILEY DRIVE ST. ALBANS, WV, 25177 USA
Type	Address

**Officers**

Type	Name/Address
<b>President</b>	DONALD GATEWOOD 75 W 3RD AVENUE HUNTINGTON, WV, 25701
<b>Secretary</b>	CHARLES CRIMMEL 75 W 3RD AVENUE HUNTINGTON, WV, 25701
<b>Treasurer</b>	CHARLES CRIMMEL 75 W 3RD AVENUE HUNTINGTON, WV, 25701
Type	Name/Address

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

Monday, February 3, 2025 — 7:24 AM



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

e.g. 123456789, Smith Corp

"SQP Construction Group, Inc." ×

Classification ▼

Excluded Individual ▼

Excluded Entity ▼

Federal Organizations ▼

Exclusion Type ▼

Exclusion Program ▼

Location ▼

Dates ▼

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Feedback

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>R-05</u> Date: _____  Solicitation No. <u>C0#5</u> <u>Increase/extend</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD2300000003 PF No.: 1010703
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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"/> AIA
<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*