



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

State of West Virginia
Contract

Order Date: 05-02-2025

CORRECT ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES, AND
SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CCT 0211 4001 GSD2200000005 8	Procurement Folder:	956160
Document Name:	EOI: Supreme Court Chamber Ceiling Evaluation and Repair	Reason for Modification:	Change Order No. 5 - to decrease contract per the attached documentation.
Document Description:	EOI: Supreme Court Chamber Ceiling Evaluation and Repair		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-12-13
Free on Board:		Effective End Date:	2024-12-12

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000000330 WDP & ASSOCIATES CONSULTING ENGINEERS INC 33 Summers Hospital Road Hinton WV 25951 US Vendor Contact Phone: 3046600400 Extension:	Requestor Name: Richard Scot Casdorff Requestor Phone: 304-957-7145 Requestor Email: scot.r.casdorff@wv.gov																				
Discount Details:	2025 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		Not Entered																			
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

CR 5-5-25

Purchasing Division's File Copy

Total Order Amount: \$123,119.97

CH 5/5/25

PURCHASING DIVISION AUTHORIZATION DATE: Tara H 5/5/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: J. L. S. Gray ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: Cody R 5-7-25 ELECTRONIC SIGNATURE ON FILE
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5/6/2025

Extended Description:

Change Order

Change Order No. 5 is issued to decrease the original contract according to all terms, conditions and specifications contained in the original contract and all authorized change orders except that the contract is decreased as defined in the attached documentation.

Original Contract Total: \$ 19,788.00
CO1 Increase \$ 148,109.97
CO2: \$ 0.00
CO3: \$ 126.00
CO4 Decrease: \$ (44,904.00)

Contract Total: \$123,119.97

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$19,788.00
Service From	Service To	Manufacturer		Model No	
2021-12-13	2024-12-12				

Commodity Line Description: EOI: Supreme Court Chamber Ceiling Evaluation and Repair

Extended Description:

Per attached B101, Tasks 1, 2 and 3 (Initial Investigative Phase only)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$12,009.97
Service From	Service To	Manufacturer		Model No	
2021-12-13	2024-12-12				

Commodity Line Description: Task 1 - KTA Reimbursable Paint Analysis

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$61,250.00
Service From	Service To	Manufacturer		Model No	
2021-12-13	2024-12-12				

Commodity Line Description: Task 2 - Instrumentation and Paint Evaluation

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$30,072.00
Service From	Service To	Manufacturer		Model No	
2021-12-13	2024-12-12				

Commodity Line Description: Task 3 - Design Phase Services

Extended Description:

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.

WDP & ASSOCIATES CONSULTING ENGINEERS, INC.

see attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/9/2003		4/9/2003	Foreign	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		
Charter County	Summers	Control Number	55135
Charter State	VA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified



335 Greenbrier Dr, Suite 205
Charlottesville, VA 22901-1695

T 434 245 6117
wdpa.com

April 11, 2025

West Virginia Department of Administration
General Services Division
112 California Avenue
Charleston, West Virginia 25305

Attention: Timothy Lee
Project Manager

Reference: Deductive Change Order #1
Additional Investigation, Design, and CA Services
West Virginia Supreme Court Chambers Ceiling Repairs
GSD2200000005
WDP Project No. 21338

Dear Mr. Lee:

It is our understanding that the work included in our design package for the above referenced project will not be advertised or proceeding in the near future. As such, the bid and construction phases services included in our contract will no longer be required; and a deductive change order should be executed in the amount of \$44,904.00. This is the total amount remaining on our contract.

Respectfully submitted,

WDP & Associates Consulting Engineers, Inc.

Rex Cyphers, PE
Principal

Patrick B. Dillon, PhD, PE, RA
Senior Engineer II

The General Services Division is in agreement with this deductive change order.



Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81101508	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2021-12-13	2024-12-12				

Commodity Line Description: Task 4 - Bid Assistance

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81101508	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2021-12-13	2024-12-12				

Commodity Line Description: Task 5 - Construction Administration

Extended Description:

Addresses	
Type	Address
Local Office Address	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110 USA
Notice of Process Address	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
Principal Office Address	10621 GATEWAY BOULEVARD SUITE 200 MANASSAS, VA, 20110 USA
Type	Address

Officers	
Type	Name/Address
Director	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Director	A. RHETT WHITLOCK 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
President	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Secretary	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Treasurer	REX A. CYPHERS 10621 GATEWAY BOULEVARD SUITE 200 MANASSAS, VA, 20110
Type	Name/Address

Name Changes	
Date	Old Name

6/11/2015	WHITLOCK DALRYMPLE PETERSON & ASSOCIATES, INC.
5/18/2015	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
3/18/2013	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, P.C. INC.
12/30/2008	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
Date	Old Name

Date	Amendment
6/11/2015	NAME CHANGE: FROM WHITLOCK DALRYMPLE PETERSON & ASSOCIATES, INC.
5/18/2015	NAME CHANGE: FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
3/18/2013	NAME CHANGE: FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, P.C. INC.
12/30/2008	AMENDMENT FILED CHANGING NAME FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
Date	Amendment

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

Friday, May 2, 2025 — 10:31 AM

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Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	335 GREENBRIER DR STE 205	CHARLOTTESVILLE	VA	22901	
Ordering	33 Summers Hospital Road	Hinton	WV	25951	Rex Cyphers
Billing	10621 GATEWAY BLVD #200	MANASSAS	VA	20110-2055	Bernita Harris
Payment	10621 GATEWAY BLVD #200	MANASSAS	VA	20110-2055	Bernita Harris
Ordering	10621 GATEWAY BLVD #200	MANASSAS	VA	20110-2055	Andy Dalrymple
Web Registrar	10621 GATEWAY BLVD #200	MANASSAS	VA	20110-2055	Leyla Scott

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : VS0000000330

WDP & ASSOCIATES CONSULTING ENGINEERS INC

Active From : 01/03/2018

Address Type : Payment

Active To :

Division/Department :

Default Record : ☐

Additional Address Info. :

Mail Returned : ☐

Prevent New Spending : ☐

Active Address : Yes

Default Currency : USD - US Dollar

▼ Address Information

Address ID : AD000001

Country Phone Code : 1

Street 1 : 335 GREENBRIER DR STE

Phone : 000-000-0000

Street 2 :

Phone Extension :

City : CHARLOTTESVILLE

County :

State/Province : VA

County Name :

Zip/Postal Code : 22901

Country : US

DUNS :

Extended DUNS :

Filter By

Keyword Search

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Simple Search

Search Editor

- ☐ Any Words ⁱ
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e.g. 123456789, Smith Corp

"wdp & associates consulting engineers inc" x

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Location

Status

- ☒ Active
- ☐ Inactive

Reset 

Entity Information ^



All Entity Information

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Disaster Response Registry

Responsibility / Qu



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Cristal Huskard</u> Date: <u>5/5/25</u> Solicitation No. <u>CCTGSD22*05</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 956160
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

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

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

For Purchasing Division Use Only:

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

Signature: _____

Cynthia Husted