



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: 04-25-2025

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 17	Change Order No:		Procurement Folder:	969527
Document Name:	Building 4 Renovations Project	Reason for Modification: Change Order 10 To extend and increase 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:	2025-04-15		

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 2025 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
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 4 112 CALIFORNIA AVE CHARLESTON WV 25305 US

4/30/25 GL

Total Order Amount: \$29,383,776.96

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 4/30/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 5/10/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 5-5-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:**Change Order**

Change Order No. 10 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: April 16, 2025

Extend Contract From: January 31, 2025
To: April 15, 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: \$ 59,493.07
Change Order 10 increase: \$ 22,971.11
New Contract Total: \$ 29,383,776.96

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	2025-04-15				

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
Service From	Service To	Manufacturer	Model No		

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
Service From	Service To	Manufacturer	Model No		

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
Service From	Service To	Manufacturer	Model No		

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
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

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
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

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
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

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
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

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
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

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
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

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
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

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
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

Commodity Line Description: Change Order 9

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	72121103	0.00000		0.000000	22971.11
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

Commodity Line Description: Change Order 10

Extended Description:

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: 010 Date: 03/26/2025
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. 61 Additional concrete sidewalk for handicapped parking' from Swope Construction, for an ADD cost of \$ **6,972.30**.
- 'CPR No. 62 Finish wall in Room 032' from Swope Construction, for an ADD cost of \$ **3,156.77**.
- 'CPR No. 63 Enclosure of existing aluminum door with storefront' from Swope Construction, for an ADD cost of \$ **1,814.86**.
- 'CPR No. 64 Rework of lobby clock' from Swope Construction, for an ADD cost of \$ **327.36**.
- 'CPR No. 65 Order and installation of replacement mirror in basement restrooms' from Swope Construction, for an ADD cost of \$ **954.06**.
- 'CPR No. 66 Various door hardware changes' from Swope Construction, for an ADD cost of \$ **8,239.78**.
- 'CPR No. 67 Supplied and installed break metal around accessible lift and threshold at lactation room' from Swope Construction, for an ADD cost of \$ **1,505.98**.
- Swope Construction Co. letter requesting a 75-day time extension for the Building 4 Renovation Project.

The original Contract Sum was	\$	28,563,000.00
The net change by previously authorized Change Orders	\$	797,805.85
The Contract Sum prior to this Change Order was	\$	29,360,805.85
The Contract Sum will be increased by this Change Order in the amount of	\$	22,971.11
The new Contract Sum including this Change Order will be	\$	29,383,776.96

The Contract Time will be increased by Seventy-five (75) days.

The new date of Substantial Completion will be 3/16/2025

The new date of Final Completion will be 4/15/2025.

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, RA, Senior Associate

Mark Burdette, Project Manager

James R. Jones, Proc. Admin.
Robert Kilpatrick, GSD Director

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE

DATE



Change Proposal Request #061

Project: Building 4 Renovation
 Project No.: 22-22
 Subject: CPR #061

Description:

Additional concrete sidewalk for added handicap parking. Included:
 Equipment, Excavation and spoil haul off, gravel, reinforcement, concrete. Sleeve for handicap sign,
 cleanup. Completed week 02.03.2025

Cost Breakdown:				
General	Swope	\$3447.94	15.00%	\$3965.13
Subcontractors	S&D Construction	\$2490.00	10.00%	\$2739.00
Subtotal				\$6704.13
	Bond / BR Cost		2%	\$134.08
	B&O Tax		2%	\$134.08
Total Cost - Add				\$6972.30

Mark Burdette
 Project Manager, Swope Construction Co.

1325 Bluefield Avenue ■ Bluefield, West Virginia 24701 ■ (304) 325-8146 (Office) ■ (304) 327-9444 (Fax)
 100 Price Industrial Lane ■ Huntington, West Virginia 25705 ■ (304) 525-8958 (Office) ■ (304) 327-9444 (Fax)

www.swopeco.com



Change Proposal Request #062

Project: Building 4 Renovation
Project No.: 22-22
Subject: CPR #062

Description:

Installation of finished wall in room 032 per PWWG

Cost Breakdown:				
General	Swope	\$321.79	15.00%	\$ 370.06
Subcontractors	New Age	\$2113.00	10.00%	\$2324.30
	Conlay Painting	\$310.00	10.00%	\$341.00
Subtotal				\$3035.36
	Bond / BR Cost		2%	\$60.71
	B&O Tax		2%	\$60.71
Total Cost - Add				\$3156.77

Mark Burdette
 Project Manager, Swope Construction Co.

1325 Bluefield Avenue ■ Bluefield, West Virginia 24701 ■ (304) 325-8146 (Office) ■ (304) 327-9444 (Fax)
 100 Price Industrial Lane ■ Huntington, West Virginia 25705 ■ (304) 525-9958 (Office) ■ (304) 327-9444 (Fax)

www.swopeco.com



**NEW AGE
CONSTRUCTION, LLC**
Commercial Construction Services

62

Chris Sauvageot
cell: 304-410-1469
404 Greenbrier Way
Tornado, WV 25202
newageconstructionllc@outlook.com

WV Capital Complex BLDG 4 Renovations
112 California Avenue
Charleston, WV 25305
12/26/24

The following is for the above referenced per PWWG and correspondences with Swope Construction
All pricing reflects material, Labor costs unless noted otherwise.

Framing/Drywall

Material Cost: \$ 413.00

Labor Cost: \$ 1,700

Total Cost: \$ 2,113

Scope Of Work:

- Install furring wall to cover up existing mason wall room 032 east side column line B using 3 5/8 metal framing 1 layer 5/8 drywall, tape and finish all joints to bottom side of structure ready to receive paint.



0189

Work Authorization

Customer	SCOPE
Estimate #	4
Est. Address	1135 E. Camelback Rd. Suite 100 Phoenix, AZ 85016
Phone	740.302.5147
Date	12-23-24

EXTERIOR PAINTING

INTERIOR PAINTING

Office of Mrs. D Room # 032
 Wall color (pink and blue)
 Base coat

WORK ORDER SUMMARY

QTY	MATERIALS	PRICE	AMOUNT	LABOR	HRS	RATE	AMOUNT
1	Paint	25	100				
1	Primer	25	100		3	80	240
1	Roller Hops	10	100				

Thank You!

Order by: Scoff

Contract Signature

TOTAL LABOR	
TOTAL MATERIAL	70.00
TAX	0.00
TOTAL	310.00



Change Proposal Request #063

Project: Building 4 Renovation
 Project No.: 22-22
 Subject: CPR #063

Description:

Enclosed existing aluminum door with materials to match storefront.

Cost Breakdown:				
General	Swope	\$321.79	15.00%	\$370.06
Subcontractors	Central Glass	\$1250.00	10.00%	\$1375.00
Subtotal				\$1745.06
	Bond / BR Cost		2%	\$34.90
	B&O Tax		2%	\$34.90
Total Cost - Add				\$1814.86

Mark Burdette
 Project Manager, Swope Construction Co.

Mark Burdette

From: Jason Clark <jclark@centralglasswv.net>
Sent: Friday, December 27, 2024 10:20 AM
To: Mark Burdette
Subject: Re: Building 4

Mark,
It would be \$1250.00 to enclose that opening with a storefront frame and matching black panel.
Thanks
Sent from my iPhone

On Dec 26, 2024, at 3:13 PM, Mark Burdette <mburdette@swopeco.com> wrote:

Jason,
Can you send me the quote for covering up the existing aluminum door in the lobby at
Building 4
Thank you

Mark Burdette
Project Manager
6444 Sissonville Dr.
Charleston WV 25320
P: 304-625-9958
F: 304-327-9444
M: 304-851-2438
www.swopeco.com

<image001.png>



Change Proposal Request #064

Project: Building 4 Renovation
Project No.: 22-22
Subject: CPR #064

Description:

Rework lobby clock design, placement and provide new parts

Cost Breakdown:				
General	Swope	\$273.71	15.00%	\$ 314.77
Subcontractors			10.00%	
Subtotal				\$314.77
	Bond / BR Cost		2%	\$6.30
	B&O Tax		2%	\$6.30
Total Cost - Add				\$327.36

Mark Burdette
 Project Manager, Swope Construction Co.

West Virginia Gemological
Laboratories
34 Crabapple Lane
Alum Creek, WV 25009
304-648-0316

Invoice

DATE	INVOICE #
	104046

BILL TO	SHIP TO
David Taylor 304-680-1762	

ITEM		DESCRIPTION		DUE DATE		P.O. NUMBER	
Clock Repair		33928 black set of quartz 1 shaft hands		2/13/2026			
		QTY	RATE	AMOUNT			
		1	40.00	40.00			
		Reimbursement for David Taylor					
		2222	158				
		PAID		Subtotal		40.00	
				5% Tax			
				Total		40.00	



Change Proposal Request #065

Project: Building 4 Renovation
Project No.: 22-22
Subject: CPR #065

Description:

Order and installation of replacement mirror in basement restrooms

Cost Breakdown:				
General	Swope	\$321.79	15.00%	\$ 370.06
Supplier	Pierce Metals	497.55	10.00%	\$547.31
Subtotal				\$917.37
	Bond / BR Cost		2%	\$18.35
	B&O Tax		2%	\$18.35
Total Cost - Add				\$954.06

Mark Burdette
 Project Manager, Swope Construction Co.

1325 Bluefield Avenue ■ Bluefield, West Virginia 24701 ■ (304) 325-8146 (Office) ■ (304) 327-9444 (Fax)
 200 Price Industrial Lane ■ Huntington, West Virginia 25705 ■ (304) 525-9958 (Office) ■ (304) 327-9444 (Fax)

www.swopeco.com

Pierce Metals, Inc.

1224 5th Street
Bristol, TN 37620
Tel: (423) 764-4910 or (423) 968-3866
pmi@piercemetalsinc.com

INVOICE

	INVOICE #
	22103TB5104

BILL TO

Swope Construction
1325 Bluefield Avenue
Bluefield, WV. 24701

PROJECT

Swope Construction
c/o WV Capital Complex Building 4
6444 Stationville Dr.
Charleston, WV 25320

P.O. NO.	TERMS	DUE DATE	SHIP VIA	REP	Please remit to: Pierce Metals, Inc 1224 5th Street Bristol, TN 37620				
verbal Mark	Net 30	3/9/2025		TRS					
QTY.	DESCRIPTION			RATE	AMOUNT				
1	Mirrors (qty. 2)			465.00	465.00				
	Contractor to pay state sales tax.								
	Out Of State			0.00%	0.00				
<p>Thank you for your business Federal ID #62-1136405</p> <p>Due to credit card fees there will be a 3% increase added to your invoice when paying with credit card. Thank you.</p> <p>Past Due Accounts Will Be Charged A Finance Charge At The Periodic Rate of 1 1/2% Per Month Which Is An Annual Percentage Rate Of 18% Or A Periodic Rate Not To Exceed Maximum Rate Allowed By Law. The customer will be responsible for any lawyer fees if this invoice is not paid.</p>									
Total					\$465.00				

3022
VA
465.00 X 116% = 539.40
465.00 X 110% = 511.50



Change Proposal Request #066

Project: Building 4 Renovation
 Project No.: 22-22
 Subject: CPR #066

Description:

Various Door Hardware Changes (see attached Oscar Henry proposal for detail)

Cost Breakdown:				
General	Swope	\$321.79	15.00%	\$ 370.06
Subcontractors	Oscar Henry	\$6866.19	10.00%	\$7552.81
Subtotal				\$7922.87
	Bond / BR Cost		2%	\$158.46
	B&O Tax		2%	\$158.46
Total Cost - Add				\$8239.78

Mark Burdette
 Project Manager, Swope Construction Co.

1325 Bluefield Avenue ■ Bluefield, West Virginia 24701 ■ (304) 325-8146 (Office) ■ (304) 327-9444 (Fax)
 100 Price Industrial Lane ■ Huntington, West Virginia 25705 ■ (304) 525-9938 (Office) ■ (304) 327-9444 (Fax)

www.swopeco.com

Oscar F. Henry Company, Inc.
Specializing in Doors and Hardware since 1941
613 Delaware Ave. Charleston, WV 25302
Phone: (304) 343-4601 Fax: (304) 342-2160
WV Contractor's License: WV004048

PROPOSAL

QUOTATION TO: Swope Construction

DATE: February 28, 2025

PROJECT: Building 4 - WV State Capitol Complex

We propose to furnish the following Architectural Division 8 products for this project:

OFF CHANGE ORDER PROPOSAL #06

Oscar F. Henry Co. Project #421 - Building 4 (WV State Capitol Complex)

Oscar F. Henry Co. quotes the below figures as cost change proposals for additional or revised materials.
All figures below are quoted as "less tax".

This proposal prices several additions as required to address various needs identified during project completion.

1) Additional/revised closers for the stairwell doors from the elevator lobbies on the 2nd-7th floors. The closer is a parallel arm closer with an integrated stop arm feature that will work better with the existing frame profile and is black in color.
Total Cost for (12ea) LCN 4111 SCUSH 622 @ \$415.00/ea..... \$4,980.00 (Add)

2) Doors 412.2, 413.2, & 414.2: Revision of the specified "classroom security" locksets at the hearing rooms to a thumbturn locking function with a "locked/unlocked" indicator on the corridor side.
Total Cost for (3ea) Schlage L283-417 626 L583-363 thumbturn indicators @ \$124.00/ea..... \$372.00

3) Doors 8SS.1 & 801.1: Addition of new "storeroom function" locksets that will accept the new Schlage Master Keyed Interchangeable Cores because the specified mortise cylinders are incompatible with the existing door hardware.
Total Cost for (2ea) Schlage NDB0 RHO J 626 locksets @ \$490/ea..... \$980.00

4) (10ea) Miscellaneous missing cylinder tailpieces/drivers for the AD300 locksets provided "By Others".
Total Cost \$85.00

Note: Quoted figures are "less applicable tax", which must be added to the total(s).

TERMS: NET 30 DAYS; NO RETENTION

NUMBER OF ADDENDA: 4

- 1) Any state, municipal or otherwise applicable taxes or fees must be added to this quote unless otherwise stated above.
- 2) Prices quoted above are F.O.B. Charleston, WV. Freight allowed to job site.
- 3) All quotations and sales agreements are subject to final confirmation by Oscar F. Henry Co.
- 4) Oscar F. Henry Co. is not to be considered liable for delayed delivery of goods due to weather, fires, strikes, acts of carriers and all other causes beyond our control.

ACCEPTED BY: _____

Oscar F. Henry Company, Inc.

PRINT NAME: _____

Eric L. Martin

DATE: _____



Change Proposal Request #067

Project: Building 4 Renovation
Project No.: 22-22
Subject: CPR #067

Description:

Supplied and installed break metal around both doors at handicap lift
 Supplied and installed threshold at lactation room

Cost Breakdown:				
General	Swope	\$321.79	15.00%	\$ 370.06
Subcontractors	Central Glass	\$980.00	10.00%	\$1078.00
Subtotal				\$1448.06
	Bond / BR Cost		2%	\$28.96
	B&O Tax		2%	\$28.96
Total Cost - Add				\$1505.98

Mark Burdette
 Project Manager, Swope Construction Co.

1325 Bluefield Avenue ■ Bluefield, West Virginia 24701 ■ (304) 325-8146 (Office) ■ (304) 327-9444 (Fax)
 100 Price Industrial Lane ■ Huntington, West Virginia 25705 ■ (304) 525-9958 (Office) ■ (304) 327-9444 (Fax)

www.swopeco.com

Central Glass Company of Charleston Inc

Invoice

517 Russell Street
Charleston, WV 25302

WV000107

Phone #
(304) 343-5669

Fax #
(304) 343-5672

	Invoice #
	39606

Bill To		Ship To	
Swope Construction Co. 1325 Bluefield Avenue Bluefield, WV 24701		State Capitol Complex Building 4 112 California Ave. Charleston, WV	
P.O. No.	Terms	Due Date	Ship Date
22-22	Net 30		
Description			
Extra to Contract - Perimeter break metal add and material & labor to install threshold in Lactation Room.			
WHEEL CHAIR LIFT DOOR OPENINGS			

Remit To: Central Glass Co of Charleston, Inc
P.O. Box 6340
Charleston, WV 25362

We accept Discover, Mastercard, Visa, American Express.
Please note beginning March 2023 we will have a 4% processing
fee on all credit card payments.

Subtotal	\$980.00
Sales Tax (0.0%)	\$0.00
Total	\$980.00
Payments/Credits	\$0.00
Balance Due	\$980.00



Mr. Bob Kilpatrick GSD Director

Mrs. Kari Westfall GSD Project Manager

We respectfully request a 75-day time extension for the Building 4 Renovations Project due to numerous issues (described below) which have been beyond our control for completing the project per the final completion date of January 30, 2025 (per submitted and pending change order #9).

Most recently, we experienced a time delay due to an Owner-requested addition to the original scope of work which involved outside work. This work was requested at the time of final completion but could not be completed until the weather permitted. The change order for this additional work has not yet been processed, because the preceding change order has not yet been approved.

Along this same line, we owe the contract seeding of the lawn areas and planting of trees around the site. The architect has recommended this to not occur any earlier than April, 2025 so as to avoid potential further freezing temperatures.

We have also experienced manufacturer delays with doors and door hardware due to products being ordered incorrectly by the vendor and products ordered correctly that were prepared incorrectly from the manufacturer as well as flooring and plumbing material vendor delays as we were finishing out the lower two floor levels of the building.



Additionally, during the recent building inspections with the State Fire Marshal, the Owner was experiencing operational issues with their emergency generator which was installed under a previous contract. This forced us to reschedule inspections with the State Fire Marshal until the problems were resolved. A similar issue with the Owner's transformer caused AEP to have to come on site to adjust the voltage which serves Bldg. 4. This issue also came about during the time of our final completion date and was discovered during the latter part of the Owner's HVAC Commissioning process. Because of this, our Electrical Subcontractor has been delayed in finishing up their work as well.

There has been no delay in the occupancy of the building. Tenants have been occupying the building since the date of February 10th. All floors are operational and ready for tenants.

We appreciate your consideration of this request and are hopeful of approval as we diligently work to fulfill our contract for this project.

Respectfully,

Swope Construction

Mark A. Burdette
Project Manager

INCREASE PENALTY RIDER

BOND AMOUNT \$29,360,805.85 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 Sixty Thousand Eight Hundred Five Dollars and 85/100 (\$29,360,805.85).

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 26th Day of March, 2025, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

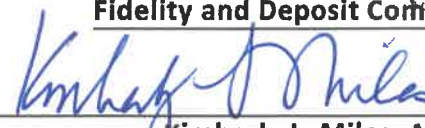
FROM: Twenty Nine Million Three Hundred Sixty Thousand Eight Hundred Five Dollars and 85/100 (\$29,360,805.85)

TO: Twenty Nine Million Three Hundred Eighty Three Thousand Seven Hundred Seventy Six Dollars and 96/100 (\$29,383,776.96)


The INCREASE of said bond penalty shall be effective as of the 26th Day of March, 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 31st Day of March, 2025

BY 
Paul R. Burdette, President
Swope Construction Company
PRINCIPAL

BY 
Kimberly L. Miles, ATTORNEY-IN-FACT
Fidelity and Deposit Company of Maryland
SURETY

THE ABOVE BOND IS HEREBY AGREED TO AND ACCEPTED BY

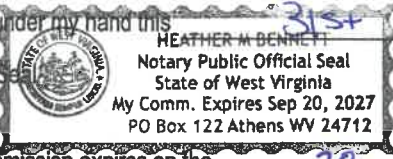
BY 
James R. Ryan, Procurement Administrator
State of West Virginia
OBLIGEE
TITLE

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 Mercur to-wit: _____
11. I, Heather Bennett, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Paul R. Burdette
13. who as, President of Swape 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 31st day of March 2025
16. Notary Seal  17. Heather M. Bennett
(Notary Public)
18. My commission expires on the 20 day of September 2027

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. 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 31st day of March 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

This 2nd day of May 2025

By: J. S. Selbe
Attorney General
(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 Expires January 27, 2029



EXTRACT FROM BY-LAWS OF THE COMPANIES

Authenticity of this bond can be confirmed at 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 31st day of March, 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
800-626-4577

Authenticity of this bond can be confirmed at bondvalidator.zurichna.com or 410-559-8790



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

DATE: March 31, 2025

REF: CPO GSD2300000002 Building 4 Renovations Project, Change Order #10

Please let this memorandum serve as justification for our request for Change Order #10 to our contract with Swope Construction Co. for the referenced contract. This request is to extend the Final Completion date to April 15, 2025, and increase the contract in the amount of \$22,971.11, 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 10 include:

CPR #61 – Owner requested additional sidewalk due to additional ADA compliant parking spaces installed in the adjacent lot. - \$6,972.30

CPR #62 – “Finish out” exterior wall that had to be removed to allow for contractor to perform appropriate tie-ins. - \$3,156.77

CPR #63 – Refacing existing aluminum faced door in 1st floor lobby to match adjacent storefront.- \$1,814.86

CPR #64 – Revisions to Lobby clock that required changes to the wiring and cutting of marble. - \$327.36

CPR #65 – Replacement of mirrors in basement restrooms due to change of ceiling heights to accommodate ductwork. - \$954.06

CPR #66 – Replacement of door hardware due to door frame issues, and tenant security needs. - \$8,239.78

CPR #67 – Installation of break metal around door openings of 1st floor chair lift due to gap between drywall and lift frame. - \$1,505.98

Original Contract Amount:	\$28,563,000.00
Change Order # 2 Increase:	\$ 178,218.00
Change Order #3 Increase:	\$ 61,123.00



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

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:	\$ 59,493.07
Change Order #10 Increase Request:	\$ 22,971.11
New Contract Total:	\$29,383,776.96

This Change Order request results in an overall increase of 2.87% to the overall contract amount.

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.

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 0211GSD2300000002, Change Order 10 Bldg. 4 Renovation

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

[Signature]
Agency Head
Eric Householder
Cabinet Secretary/Department Head

4/17/25
Date
4/24/25
Date

Governor's Office Representative

Date

Total Cost:

\$29,383,776.96 total contract amount (Change Order Increase of \$22,971.11)

Award/Requisition Document Number:

CPO 0211 GSD2300000002 Procurement Folder 969527

Description of Action/Purpose of Procurement

Requesting approval to proceed with Change Order 10, which increases the contract for Building 4 Renovations by \$22,971.11, from its current value of \$29,360,805.85 to a new total of \$29,383,776.96. The change order is required to cover the following additional scope items required to complete the project:

1. At Owner's request, additional ADA parking spaces were allocated which resulted in the need to pour additional sidewalk.
2. Work to "finish out" a portion of the East exterior wall that was required to expose existing piping for "tie-in" by the contractor.
3. Enclosing the existing aluminum-faced 1st floor lobby door to match existing material on adjacent storefront.
4. Work to revise the lobby clock, due to installation issues related to wiring.
5. Replacement mirrors in basement restrooms due to ceiling height changes that necessitated a change in the mirror size.
6. Replacement of door hardware due to issues with the closers on the 7th floor, and 4th floor tenant need for security for Hearing Rooms.
7. Installation of break metal around the door openings of the lobby chair lift. Suppliers installation left gaps between drywall and lift frame.

This change order also includes an extension of 75 days to accommodate additional exterior work that could not be completed because of weather.

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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.

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

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

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

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

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1998

Date filed

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

Wednesday, April 16, 2025 — 3:41 PM

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"Swope Construction" 

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Zip Code

e.g. 20001

State / Territory

Select State / Territory 

City

Select State (Optional)

Select City

Country

Select Country

Status

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☐ Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>72105</u> Date: <u>4/30/25</u>		Agency: General Services Division
Solicitation No. <u>CO# 10</u> <div style="margin-left: 150px;"><i>Increase</i></div> <div style="margin-left: 150px;"><i>Extend</i></div>		Procurement Officer Submitting Requisition: Jamie Jones
		Requisition No.
		PF No.: 969527

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

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

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

For Purchasing Division Use Only:

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

Signature: _____