



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: 05-28-2025

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 4022 GSD2500000007 5	Change Order No:	Procurement Folder:	1431105	
Document Name:	Building 22 Interior Renovations			Reason for Modification: Change Order No. 3 - To Increase and Extend Contract per attached documentation.	
Document Description:	Building 22 Interior Renovations				
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.yyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-01-27
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-05-21

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200085 THE NEIGHBORGALL CONSTRUCTION COMPANY 1216 SEVENTH AVE  HUNTINGTON WV 25701 US Vendor Contact Phone: 304-525-5181 Extension: 243 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: Timothy M Lee Requestor Phone: 304-352-5492 Requestor Email: timothy.m.lee@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
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 22 - TAX AND REVENUE 1001 LEE ST CHARLESTON WV 25301 US

CR 5-29-25

Total Order Amount: \$8,127,628.00

Purchasing Division's File Copy

25/28/25

PURCHASING DIVISION AUTHORIZATION DATE: 5/29/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 5/30/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 5-30-25 ELECTRONIC SIGNATURE ON FILE
--	---	--

**Extended Description:**

Change Order 3

Change Order No. 3 is issued to extend and increase the original contract to May 21, 2026 (31 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: 5/14/2025

Extend Contract from 04/20/2026 to 05/21/2026

Original Contract Price: \$ 7,820,000.00  
Change Order 2 (Increase) \$ 38,721.00  
Change Order 3 (Increase) \$ 268,907.00  
New Contract Total: \$ 8,127,628.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	7820000.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-05-21				

**Commodity Line Description:** Base Bid plus alternate**Extended Description:**

Base Bid plus alternate

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121103	0.00000		0.000000	38721.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-05-21				

**Commodity Line Description:** Change Order 2**Extended Description:**

Change Order 2 (CCDs: 1-6)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72121103	0.00000		0.000000	268907.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-05-21				

**Commodity Line Description:** Change Order 3**Extended Description:**

Change Order 3 (CCDs: 7-12)



# AIA® Document G701® – 2017

## Change Order

**PROJECT:** *(Name and address)*  
Building 22 Interior Renovations  
1001 Lee Street, East  
Charleston, WV 25301

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: January 27, 2025

**CHANGE ORDER INFORMATION:**  
Change Order Number: 003  
Date: April 29, 2025

**OWNER:** *(Name and address)*  
General Services Division  
103 Michigan Avenue  
Charleston, WV 25305

**ARCHITECT:** *(Name and address)*  
Pickering Associates - Charleston  
318 Lee Street, West  
Charleston, WV 25302

**CONTRACTOR:** *(Name and address)*  
Neighborgall Construction  
1216 7th Avenue  
Huntington, WV 25701

### 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.)*

CCD #7 - Change for asbestos abatement work that is not part of the base bid and time associated with the additional work. ADD - \$9,880.00. The contract time will increase by three (3) days.

CCD #8 - Changes associated with the existing fire alarm and access control devices in a portion of the first floor would need to be changed out with new devices in order to work with the new panels and avoid having to keep the existing panel to operate two systems. ADD - \$5,457.00

CCD #9 - Additional cameras and access control per Owner's request. Proposal includes pricing from NewTech for equipment & Miscellaneous items. ADD - \$60,366.00. The contract time will increase by fourteen (14) days.

CCD #10 - Owner request to change structured cabling from CAT6 to CAT6A. ADD - \$141,704.00. The contract time will increase by seven (7) days.

CCD #11 - Change per RFI#4 response is to provide a 100A/3P breaker in Panel 4H and sub-feed a 100A Panel. New panel to be located in Room 408 to pick up remaining circuits that will not fit in existing panel. ADD - \$13,700.00.

CCD #12 - Changes to the 4th floor per revised drawings: A114, A124, A154, A410, and A411 dated 3/31/25 E125, E126, and E605 dated 3/19/2025. Changes include casework items, new HM window frame & glazing, Finish Schedule changes for flooring, base, ceilings, & Paint, and electrical items at cubicle layout, EF-12 and mail room. This will be a tax expense. ADD - \$37,800.00. The contract will increase by seven (7) days.

**Grand Total \$268,907.00**

**Total Number of days added to the Contract Time is Thirty-One (31) days. New Final Completion Date is May 21, 2026.**

The original Contract Sum was	\$ 7,820,000.00
The net change by previously authorized Change Orders	\$ 38,721.00
The Contract Sum prior to this Change Order was	\$ 7,858,721.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 268,907.00
The new Contract Sum including this Change Order will be	\$ 8,127,628.00

The Contract Time will be increased by Thirty-One (31) days.  
The new date of Final Completion will be May 21, 2026

**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 (Signature)

BY: Sean G. Simon, AIA, NCARB  
Director of Construction Services

(Printed name, title, and license  
number if required)

4/29/25

Date



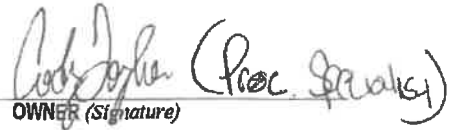
CONTRACTOR (Signature)

BY: C.R. Neighborgall, IV, President

(Printed name and title)

5/01/2025

Date

 (Proc. Specialist)

OWNER (Signature)

James R. Jones, Procurement Supervisor

(Printed name and title)

5/12/25

Date



# Document G714® – 2017

## Construction Change Directive

<b>PROJECT: (name and address)</b> Building 22 Interior Renovations  1001 Lee Street, East Charleston, WV 25301	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: 03-30-2025	<b>CCD INFORMATION:</b> Directive Number: CCD007 Date: March 31, 2025
<b>OWNER: (name and address)</b> General Services Division 103 Michigan Avenue Charleston, WV 25305	<b>ARCHITECT: (name and address)</b> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	<b>CONTRACTOR: (name and address)</b> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:  
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Cost Proposal reflects costs for asbestos abatement work that is not part of the base bid and time associated with the additional work.

### PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

- ☒ Lump Sum increased by \$ 9,880.00  
☐ Unit Price of \$ 0.00 per  
☐ Cost, as defined below, plus the following fee: 0.00  
(Insert a definition of, or method for determining, cost)  
☐ As follows:

2. The Contract Time will be increased by Three ( 3 ) days.

**NOTE:** The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

  
ARCHITECT (Signature)

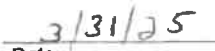
BY: Sean G. Simon, AIA, NCARB  
Director of Construction Services

(Printed name, title, and license  
number if required)

  
Date

  
OWNER (Signature)

BY: Timothy M. Lee  
(Printed name and title)

  
Date

  
CONTRACTOR (Signature)

BY: Hollie R. Massie, Sr.  
Project Manager

(Printed name and title)

3/31/2025

Date



1216 7th Avenue  
Huntington, WV 25701  
304-525-5181

## Change Proposal Request No.07

Date: March 25, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: PR #07 - Asbestos Abatement at 4th Floor Restroom Tile  
Pickering # - PA 2226056

### Description:

During demolition activities in the Restroom of the 4th Floor, black mastic was discovered under the ceramic tile. This is the same situation as addressed for the Basement Restroom Flooring. Cost Proposal reflects costs for asbestos abatement work that is not part of the base bid and time associated with the additional work.

Request for time extension to adjust the Substantial Completion date - ADD - 3 days

### Cost Breakdown:

<i>NCC Labor</i>	Haul out / Coordination	\$ 1,140.00	15%	\$ 1,311.00
	Temp Toilets, Fencing, Protection Mats	\$ 900.00	15%	\$ 1,035.00
	General Cleanup / Temporary Enclosure	\$ 1,214.00	15%	\$ 1,396.10
<i>NCC Material</i>	Temporary Enclosure materials	\$ 95.00	15%	\$ 109.25
	Skidsteer Equipment	\$ 150.00	15%	\$ 172.50
<i>NCC Subcontractor</i>	Astech Corporation	\$ 4,850.00	10%	\$ 5,335.00
<i>Subtotal</i>				\$ 9,358.85
Bond & Insurance				\$ 327.42
<u>B&amp;O Tax</u>			2%	\$ 193.73
<b>Total Cost - ADD</b>				<b>\$ 9,880.00</b>

Hollie R. Massie  
Senior Project Manager

# Astech Corporation

3400 Falcon Drive  
Charleston, West Virginia 25312  
(304) 342-0545

3-20-2025

Neighborgall Construction  
Amy Price  
304-525-5181  
[Estimating@neighborgall.com](mailto:Estimating@neighborgall.com)

## PROPOSAL

We propose to remove the asbestos containing mastic on the 4<sup>th</sup> floor bathroom of Building 22 for the sum of \$4,850.00.

This includes all labor, equipment, disposal fees, and clearance testing.

Sincerely,

  
Denver Davis

# AIA® Document G714® – 2017

## Construction Change Directive

<b>PROJECT:</b> <i>(name and address)</i> Building 22 Interior Renovations  1001 Lee Street, East Charleston, WV 25301	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: December 09, 2024	<b>CCD INFORMATION:</b> Directive Number: 008 Date: March 31, 2025
<b>OWNER:</b> <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	<b>ARCHITECT:</b> <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	<b>CONTRACTOR:</b> <i>(name and address)</i> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:  
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)*

Per on site discussion, a portion of the 1st floor does not have any work associated with this project. The existing firm alarm and access control devices in this portion of the first floor would need to be changed out with new devices in order to work with the new panels and avoid having to keep the existing panel to operate two systems.

### PROPOSED ADJUSTMENTS


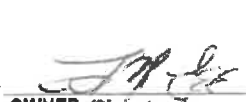

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
  - ☒ Lump Sum increased by \$ 5,457.00
  - ☐ Unit Price of \$ 0.00 per
  - ☐ Cost, as defined below, plus the following fee: 0.00  
*(Insert a definition of, or method for determining, cost)*
  - ☐ As follows:

- The Contract Time will be unchanged by ( 0 ) days.

**NOTE:** The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

 ARCHITECT (Signature)	 OWNER (Signature)	 CONTRACTOR (Signature)
BY: Sean G. Simon, AIA, NCARB Director of Construction Services <i>(Printed name, title, and license number if required)</i>	BY: Timothy M. Lee <i>(Printed name and title)</i>	BY: Hollie R. Massie, Sr. Project Manager <i>(Printed name and title)</i>
3/31/25 Date	4/3/25 Date	4/2/2025 Date





1216 7th Avenue  
Huntington, WV 25701  
304-525-5181

## Change Proposal Request No.08

Date: March 25, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: PR #08 - Fire Alarm & Access Control 1st Floor  
Pickering # - PA 2226056

### Description:

Per onsite discussion, a portion of the 1st Floor does not have any work associated with this project. The existing fire alarm and access control devices in this portion of the 1st Floor would need to be changed out with new devices in order to work with the new panels and avoid having to keep the existing panel to operate two systems.

### Cost Breakdown:

<i>NCC Subcontractor</i>	Hatzel & Buehler	\$ 4,700.00	10%	\$ 5,170.00
<i>Subtotal</i>				\$ 5,170.00
Bond & Insurance				\$ 180.00
B&O Tax			2%	\$ 107.00
<b>Total Cost - ADD</b>				<b>\$ 5,457.00</b>

A handwritten signature in black ink, appearing to read 'Hollie R. Massie'.

Hollie R. Massie  
Senior Project Manager



**HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

**BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER**

Date: 03/18/2025

To: Hollie Massie  
Neighborgall Construction

Hatzel & Buehler, Inc. (H&B) is pleased to offer the following proposal for the change in electrical scope of work on the BUILDING 22 RENOVATIONS Project:

**Fire Alarm Devices (LABOR ONLY)**

THREE THOUSAND FIVE HUNDRED DOLLARS

**\$3,500.00**

**Card Reader Devices (LABOR ONLY)**

ONE THOUSAND TWO HUNDRED DOLLARS

**\$1,200.00**

Hatzel & Buehler appreciates the opportunity to provide this proposal, and we hope it meets with your approval.

Sincerely,  
Ian Haddox

\* Total = \$4,700.00

Office: 681.305.1070  
Mobile: 304.563.4557  
i.haddox@hatzelandbuehler.com



**HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

**Clarifications**

1. Proposal is based on:
  - a. Working four (4) 10-hour days per week. No premium time included.
2. Proposal is valid for acceptance within 30 days. H&B reserves the right to revise pricing based on materials and equipment costs if the change order is not awarded within this period.
3. This proposal is to replace the existing to remain fire alarm and card reader devices, located on the first floor, with new, to match the new manufacturer and eliminate the need for multiple head-end systems respectively.

**Inclusions:**

1. Demolition:
  - a. Removal and return to owner, existing Siemens fire alarm control panel.
  - b. 17 – Existing fire alarm devices shown to remain (1<sup>st</sup> floor)
  - c. 9 – Existing duct smoke detectors
  - d. 7 – Existing Card Readers shown to remain (1<sup>st</sup> floor)
2. Furnish and install:
  - a. 17 – New Fire Alarm Devices (1<sup>st</sup> Floor)
  - b. 9 – New Duct Smoke Detectors
  - c. 7 – New Card Readers (1<sup>st</sup> Floor)

**Exclusions**

1. Bonding unless specifically addressed in the Inclusions.
2. Purchase and installation of equipment, instruments, etc., unless specifically addressed in Inclusions.
3. Furnishing and/or installing HVAC controls, unless specifically addressed in Inclusions.
4. All Civil and Structural work
5. Lifting equipment for material handling.
6. Painting, Patching and Repairs.
7. Electrical utility costs.
8. All temporary facilities.
9. Scaffolding.
10. Liquidated Damages
11. Any hazardous waste testing, removal, or abatement.

# AIA® Document G714® – 2017

## Construction Change Directive

<b>PROJECT:</b> <i>(name and address)</i> Building 22 Interior Renovations  1001 Lee Street, East Charleston, WV 25301	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: December 09, 2024	<b>CCD INFORMATION:</b> Directive Number: 009 Date: March 31, 2025
<b>OWNER:</b> <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	<b>ARCHITECT:</b> <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	<b>CONTRACTOR:</b> <i>(name and address)</i> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:  
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)*

At Owner's request, returned submittals included revised drawings E130, E131, E132, and E133 for additional cameras and access control. See attached pricing breakdown from our electrical subcontractor, Hatzel & Buehler, for scope details. Hatzel & Buehler's proposal includes pricing from NewTech for equipment & miscellaneous items. We have also included a request for time extension based on the additional work.

### PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

- ☒ Lump Sum increased by \$ 60,366.00  
☐ Unit Price of \$ 0.00 per  
☐ Cost, as defined below, plus the following fee: 0.00  
*(Insert a definition of, or method for determining, cost)*  
☐ As follows:

2. The Contract Time will be increased by Fourteen ( 14 ) days.

**NOTE:** *The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.*

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.



ARCHITECT (Signature)

BY: Sean G. Simon, AIA, NCARB  
Director of Construction Services

(Printed name, title, and license  
number if required)

3/31/25

Date



OWNER (Signature)

BY: Timothy M. Lee  
(Printed name and title)

4/3/25

Date



CONTRACTOR (Signature)

BY: Hollie R. Massie,  
Senior Project Manager

(Printed name and title)

4/2/2025

Date



**NEIGHBORGALL  
CONSTRUCTION**

1216 7th Avenue  
Huntington, WV 25701  
304-525-5181

## Change Proposal Request No.09

Date: March 25, 2025  
Project: **WV Building 22 Renovation**  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: **PR #09 - Camera & Access Control Additions**  
Pickering # - PA 2226056

### Description:

At Owner's Request, returned submittals included Revised Drawings E130, E131, 132, and E133 for additional cameras and access control. See attached pricing breakdown from our Electrical Subcontractor, Hatzel & Buehler, for scope details. Hatzel & Buehlers' proposal includes pricing from NewTech for equipment & miscellaneous items. We have also included a request for time extension based on the additional work.

Request for time extension to adjust the Substantial Completion date - ADD - 14 days

### Cost Breakdown:

<b>NCC Labor</b>	General Cleanup	\$ 3,174.00	15%	\$ 3,650.10
	Protection Mats, Fencing, Temp Facilities	\$ 3,600.00	15%	\$ 4,140.00
	Coordination / Layout	\$ 2,681.00	15%	\$ 3,083.15
<b>NCC Material</b>	Skidsteer Equipment	\$ 565.00	15%	\$ 649.75
			15%	\$ -
<b>NCC Subcontractor</b>	Hatzel & Buehler	\$ 41,750.00	10%	\$ 45,925.00
<b>Subtotal</b>				\$ 57,448.00
<b>Bond &amp; Insurance</b>				\$ 1,734.35
<b>B&amp;O Tax</b>			2%	\$ 1,183.65
<b>Total Cost - ADD</b>				\$ 60,366.00

Hollie R. Massie  
Senior Project Manager



**HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

**BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER**

Date: 03/18/2025

To: Hollie Massie  
Neighborgall Construction

Hatzel & Buehler, Inc. (H&B) is pleased to offer the following proposal for the change in electrical scope of work on the BUILDING 22 RENOVATIONS Project:

**Camera & Card Reader Additions**

**FORTY-ONE THOUSAND SEVEN HUNDRED FIFTY DOLLARS**

**\$41,750.00**

*LABOR: \$17,950.00*

*MATERIAL: \$6,300.00*

*SUBCONTRACT: \$17,500.00*

*(NEWER AT \$15,912.83 x 10%)  
SEE ATTACHED PRICING*

Hatzel & Buehler appreciates the opportunity to provide this proposal, and we hope it meets with your approval.

Sincerely,  
Ian Haddox

*\* INCLUDES EQUIPMENT COST FOR ACCESS.  
\* COREDRILLING  
\* HANGERS, LABELING, CONDUIT, ETC.*

Office: 681.305.1070  
Mobile: 304.563.4557  
i.haddox@hatzelandbuehler.com



**HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

**Clarifications**

1. Proposal is based on:
  - a. Working four (4) 10-hour days per week. No premium time included.
2. Proposal is valid for acceptance within 30 days. H&B reserves the right to revise pricing based on materials and equipment costs if the change order is not awarded within this period.
3. This proposal is for owner directed additions of 12 new cameras, 1 original camera to be moved to a new location and replaced with a Fish-Eye camera and 2 new card readers.

**Inclusions:**

1. Furnish and install:
  - a. 12 – New Cameras
  - b. Extra hard drive space for recording.
  - c. New 24 port Switch.
  - d. 2 – New Access Control Readers
  - e. Programing, testing and training

**Exclusions**

1. Bonding unless specifically addressed in the Inclusions.
2. Purchase and installation of equipment, instruments, etc., unless specifically addressed in Inclusions.
3. Furnishing and/or installing HVAC controls, unless specifically addressed in Inclusions.
4. All Civil and Structural work
5. Lifting equipment for material handling.
6. Painting, Patching and Repairs.
7. Electrical utility costs.
8. All temporary facilities.
9. Scaffolding.
10. Liquidated Damages
11. Any hazardous waste testing, removal, or abatement.





**QUOTATION: 40090**

**BILL TO:**

**JOB LOCATION:**

COMPANY: Hatzel & Buehler

COMPANY: Hatzel & Buehler

DATE: March 10, 2025

ADDRESS: P.O. Box 7499

ADDRESS: P.O. Box 7499

SALES REP: Shawn Schrader

PHONE:

Wilmington, DE 19803-0499

Wilmington, DE 19803-0499

EMAIL: sschrader@newtech-sys.com

CONTACT:

CONTACT: Eric DeLong

PHONE: (740) 420 3088

PHONE: (740) 420 3088

EXPIRES: 90 DAYS

**TITLE:**

Building 22 Camera Change Order

**SCOPE OF WORK:**

This proposal is for the additions of CCTV Cameras to Building 22.

- Includes 12 cameras, One original camera to be moved to a new location and replaced with a Fish-Eye camera.
- Included is extra hard drive space for recording.
- Included is a new 24 port Switch.

Professional Services include Programming and Testing

Freight is included.



QUOTATION: 40090

QTY	PART NUMBER	PART DESCRIPTION
<b>SECTION 28 20 00 VIDEO SURVEILLANCE</b>		
1.00	HNW-HC60WZ5R30	5MP Network TDN WDR IR Speed Dome Camera, 30X Zoom
1.00	HNW-HA60CNMZ	PTZ Corner mount bracket, white
1.00		HA60WLMZI Wall Mount Bracket for PTZ Camera, 1.5" NPT, White
1.00	HNW-HC60WB5R2	5MP IP IR BULLET, 2.7-12 MM MFZ
1.00	HNW-HA60BB1	Junction box, 60 series outdoor bullet
9.00		Honeywell HC35W43R3 35 Series 3MP IR Rugged WDR Mini Dome Camera, 2.8mm Lens, White
1.00	HNW-HC30WF5R1	NDAA Compliant, Network TDN, IR Fisheye, 1/2.7" Imager, 1.16mm fixed lens, 6 IR LEDs, PoE/12vdc, H.2
1.00		WD WD84PURZ Hard Disk Drive
1.00	INT-561242	24-Port Gigabit Ethernet PoE+ Switch with two SFP Ports, LCD Display, 370W
1.00		Professional Services
<b>SECTION 28 20 00 VIDEO SURVEILLANCE Total: \$12,405.50</b>		

<b>SUBTOTAL:</b>	\$12405.51
<b>TAX:</b>	\$868.38
<b>TOTAL:</b>	\$13273.89

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

BUYER: \_\_\_\_\_ BUYER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Print Name)



**QUOTATION: 40093**

**BILL TO:**

**JOB LOCATION:**

COMPANY: Hatzel & Buehler

COMPANY: Hatzel & Buehler

DATE: March 10, 2025

ADDRESS: P.O. Box 7499

ADDRESS: P.O. Box 7499

SALES REP: Shawn Schrader

Wilmington, DE 19803-0499

Wilmington, DE 19803-0499

PHONE:

EMAIL: [sschrader@newtech-sys.com](mailto:sschrader@newtech-sys.com)

CONTACT:

CONTACT: Eric Delong

PHONE: (740) 420 3088

PHONE: (740) 420 3088

EXPIRES: 90 DAYS

**TITLE:**

Building 22 Access Control Adds

**SCOPE OF WORK**

This proposal is for the addition of 2 access control Readers and Board on the Mezzanine Level at Building 22.

Professional Services includes all Head End Installation, Programming Testing and Training.

Freight is Included.



QUOTATION: 40093

QTY	PART NUMBER	PART DESCRIPTION
<b>SECTION 28 10 00 ACCESS CONTROL</b>		
1.00	HON-PW7K1R2B	PW7000 Dual Reader Board
2.00	RS2-P-500-H	Alps Pyramid Series Proximity 125-kHz Proximity Reader
1.00	FREIGHT	Freight
1.00		Professional Services

**SECTION 28 10 00 ACCESS CONTROL Total: \$2,489.57**

<b>SUBTOTAL:</b>	<b>\$2489.57</b>
<b>TAX:</b>	<b>\$149.37</b>
<b>TOTAL:</b>	<b>\$2638.94</b>

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

BUYER: \_\_\_\_\_ BUYER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Print Name)



# Document G714® – 2017

## Construction Change Directive

**PROJECT: (name and address)**  
Building 22 Interior Renovations

1001 Lee Street, East  
Charleston, WV 25301

**OWNER: (name and address)**  
General Services Division  
103 Michigan Avenue  
Charleston, WV 25305

**CONTRACT INFORMATION:**

Contract For:  
General Construction  
Date:  
December 09, 2024

**ARCHITECT: (name and address)**  
Pickering Associates - Charleston  
318 Lee Street, West  
Charleston, WV 25302

**CCD INFORMATION:**

Directive Number:  
010  
Date:  
04-21-2025

**CONTRACTOR: (name and address)**  
Neighborgall Construction  
1216 7th Avenue  
Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:  
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Per Owner request and returned submittals, cost proposal to change the Structured Cabling from CAT6 to CAT6A. Proposal includes credits for original materials & labor, then additional cost for changes to work, reference attached quote from Hatzel & Buehler for breakdown of items.

### PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

- ☒ Lump Sum increased by \$ 141,704.00  
☐ Unit Price of \$ 0.00 per  
☐ Cost, as defined below, plus the following fee: 0.00  
(Insert a definition of, or method for determining, cost)

- ☐ As follows:

2. The Contract Time will be increased by Seven ( 7 ) days.

**NOTE:** The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

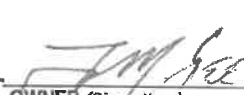
  
ARCHITECT (Signature)

BY: Sean G. Simon, AIA, NCARB  
Director of Construction Services

(Printed name, title, and license  
number if required)

Date

4/21/25

  
OWNER (Signature)

BY: Timothy M. Lee  
(Printed name and title)

Date

4/22/25

  
CONTRACTOR (Signature)

BY: Hollie R. Massie, Sr.  
Project Manager

(Printed name and title)

Date

4/21/2025



1216 7th Avenue  
Huntington, WV 25701  
304-525-5181

## Change Proposal Request No.12

Date: April 16, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: PR #12 - Structured Cabling CAT 6A

Pickering # - PA 2226056

### Description:

Per Owner request and returned submittals, cost proposal to change the Structured Cabling from CAT 6 to CAT 6A. Proposal includes credits for original materials & labor, then additional costs for changes to work, reference attached quote from Hatzel & Buehler for breakdown of items.

Request for time extension to adjust the Substantial Completion date - ADD - 7 days

### Cost Breakdown:

<b>NCC Labor</b>	General Cleanup	\$ 1,585.00	15%	\$ 1,822.75
	Protection Mats, Fencing, Temp Facilities	\$ 1,800.00	15%	\$ 2,070.00
	Coordination / Layout	\$ 1,340.00	15%	\$ 1,541.00
<b>NCC Material</b>	Skidsteer Equipment	\$ 275.00	15%	\$ 316.25
<b>NCC Subcontractor</b>	Hatzel & Buehler	\$ 119,100.00	10%	\$ 131,010.00
<b>Subtotal</b>				\$ 136,760.00
<b>Bond &amp; Insurance</b>				\$ 2,165.49
<b>B&amp;O Tax</b>			2%	\$ 2,778.51
<b>Total Cost - ADD</b>				\$ 141,704.00

  
Holle R. Massie  
Senior Project Manager



## **HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

### **BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER**

Date: 04/16/2025

To: Hollie Massie  
Neighborgall Construction

Hatzel & Buehler, Inc. (H&B) is pleased to offer the following proposal for the change in electrical scope of work on the BUILDING 22 RENOVATIONS Project:

#### **Structured Cabling Specification and Scope Changes**

**ONE HUNDRED NINETEEN THOUSAND ONE HUNDRED DOLLARS** **\$119,100.00** ✓

*LABOR CREDIT (CAT6 CABLING, MODULAR OUTLETS, 4 SQUARE BOXES):* **(\$49,390.00)**

*LABOR ADDER (CAT6A CABLING, MODULAR OUTLETS, 5S BOXES):* **\$51,650.00**

*LABOR ADDER (SPEC CHANGES AND SCOPE ADDITIONS):* **\$40,165.00**

*LABOR ADDER (COORDINATION AND LAYOUT)* **\$7,565.00**

**LABOR SUBTOTAL: \$49,990.00**

*MATERIAL CREDIT (CAT6 CABLING, MODULAR OUTLETS, 4 SQUARE BOXES):* **(\$36,420.00)**

*MATERIAL ADDER (CAT6A CABLING, MODULAR OUTLETS, 5S BOXES):* **\$71,252.00**

*MATERIAL ADDER (SPEC CHANGES AND SCOPE ADDITIONS):* **\$31,943.00**

**MATERIAL SUBTOTAL: \$66,775.00**

**B&O TAX: \$2,335.00**

Hatzel & Buehler appreciates the opportunity to provide this proposal, and we hope it meets with your approval.

Sincerely,  
Ian Haddox  
Office: 681.305.1070  
Mobile: 304.563.4557  
i.haddox@hatzelandbuehler.com



**HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

**Clarifications**

1. Proposal is based on:
  - a. Working four (4) 10-hour days per week. No premium time included.
2. Proposal is valid for acceptance within 30 days. H&B reserves the right to revise pricing based on materials and equipment costs if the change order is not awarded within this period.
3. This proposal is for owner directed revisions to the Structured Cabling Specification and addition of 11 new consolidation points via RFI #5 Response.

**Inclusions:**

1. Adders for the following:
  - a. 11 new Consolidation points and required accessories.
  - b. 7000 additional feet of structured cable (20 ft. avg per drop)
  - c. Cat6A Cabling
  - d. Cat6A Modular Outlets
  - e. Cat6A Patch Panels (3 per floor)
  - f. Cat6A Patch Cables (500 total)
  - g. Labeling for Patch Cables / Panels and additional terms at Consolidation points
  - h. Removal of existing Cat6 Rack accessories
  - i. 5S by 3" deep backbox for voice and data cables (250 total)
2. Credits for the following:
  - a. Originally quoted Cat6 Cabling
  - b. Originally quoted Cat6 Modular Outlets
  - c. 4" Square x 2-1/8" Deep boxes for voice and data (250 total)

**Exclusions**

1. Bonding unless specifically addressed in the Inclusions.
2. Purchase and installation of equipment, instruments, etc., unless specifically addressed in Inclusions.
3. Furnishing and/or installing HVAC controls, unless specifically addressed in Inclusions.
4. All Civil and Structural work
5. Lifting equipment for material handling.
6. Painting, Patching and Repairs.
7. Electrical utility costs.
8. All temporary facilities.
9. Scaffolding.
10. Liquidated Damages
11. Any hazardous waste testing, removal, or abatement.





# Document G714® – 2017

## Construction Change Directive

**PROJECT: (name and address)**  
Building 22 Interior Renovations  
  
1001 Lee Street, East  
Charleston, WV 25301

**OWNER: (name and address)**  
General Services Division  
103 Michigan Avenue  
Charleston, WV 25305

**CONTRACT INFORMATION:**  
Contract For:  
General Construction  
Date:  
December 09, 2024

**ARCHITECT: (name and address)**  
Pickering Associates - Charleston  
318 Lee Street, West  
Charleston, WV 25302

**CCD INFORMATION:**  
Directive Number:  
011  
Date:  
April 21, 2025

**CONTRACTOR: (name and address)**  
Neighborgall Construction  
1216 7th Avenue  
Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:  
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Per RFI #4 Response, cost proposal is to provide a 100A/3P breaker in Panel 4H and sub-feed a 100A Panel. New panel to be located in Room 408 to pick up remaining circuits that will not fit in the existing panel. See attached quote from Hatzel & Buehler for additional information.

### PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

☒ Lump Sum increased by \$ 13,700.00

☐ Unit Price of \$ 0.00 per

☐ Cost, as defined below, plus the following fee: 0.00  
(Insert a definition of, or method for determining, cost)

☐ As follows:

2. The Contract Time will be unchanged by ( 0 ) days.

**NOTE:** The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

  
ARCHITECT (Signature)

BY: Sean G. Simon, AIA, NCARB  
Director of Construction Services

(Printed name, title, and license  
number if required)

4/21/25  
Date

  
OWNER (Signature)

BY: Timothy M. Lee  
(Printed name and title)

4/22/25  
Date

  
CONTRACTOR (Signature)

BY: Hollie R. Massie, Sr.  
Project Manager

(Printed name and title)

4/21/2025  
Date



1216 7th Avenue  
Huntington, WV 25701  
304-525-5181

## Change Proposal Request No.11

Date: April 16, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: PR #11 - Panel 4H Sub-Feed per RFI #4  
Pickering # - PA 2226056

### Description:

Per RFI #4 Response, cost proposal is to provide a 100A/3P breaker in Panel 4H and sub-feed a 100A Panel. New panel to be located in Room 408 to pick up remaining circuits that will not fit in the existing panel. See attached quote from Hatzel & Buehler for additional information.

### Cost Breakdown:

NCC Subcontractor	Hatzel & Buehler	\$ 11,800.00	10%	\$ 12,980.00
Subtotal				\$ 12,980.00
Bond & Insurance				\$ 451.37
B&O Tax			2%	\$ 268.63
Total Cost - ADD				\$ 13,700.00

A handwritten signature in black ink, appearing to read 'Hollie R. Massie', is written over a horizontal line.

Hollie R. Massie  
Senior Project Manager



**HATZEL & BUEHLER, INC.**  
*Electrical Construction Since 1884*

**BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER**

Date: 04/14/2025

To: Hollie Massie  
Neighborgall Construction

Hatzel & Buehler, Inc. (H&B) is pleased to offer the following proposal for the change in electrical scope of work on the BUILDING 22 RENOVATIONS Project:

**Panel 4H Sub-Feed**

**ELEVEN THOUSAND EIGHT HUNDRED DOLLARS**

**\$11,800.00**

*LABOR: \$5,010.00*

*MATERIAL: \$6,790.00*

Hatzel & Buehler appreciates the opportunity to provide this proposal, and we hope it meets with your approval.

Sincerely,  
Ian Haddox

Office: 681.305.1070  
Mobile: 304.563.4557  
i.haddox@hatzelandbuehler.com



## **HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

### **Clarifications**

1. Proposal is based on:
  - a. Working four (4) 10-hour days per week. No premium time included.
2. Proposal is valid for acceptance within 30 days. H&B reserves the right to revise pricing based on materials and equipment costs if the change order is not awarded within this period.
3. This proposal is for owner directed revisions via RFI #4 Response.

### **Inclusions:**

- a. New 3PH/4W, 480V, 100A 30 circuit Siemens panelboard with required breakers for rooftop circuits.
- b. New feed for sub-panel from existing Panel 4H.
- c. New 3P-100A breaker in Panel 4H for sub-feed. (~~EXISTING PANEL~~ / ~~REFURBISHED BREAKER~~)
- d. Twenty feet each of additional conduit/wire for six rooftop circuits routed to new sub-feed panel.

### **Exclusions**

1. Bonding unless specifically addressed in the Inclusions.
2. Purchase and installation of equipment, instruments, etc., unless specifically addressed in Inclusions.
3. Furnishing and/or installing HVAC controls, unless specifically addressed in Inclusions.
4. All Civil and Structural work
5. Lifting equipment for material handling.
6. Painting, Patching and Repairs.
7. Electrical utility costs.
8. All temporary facilities.
9. Scaffolding.
10. Liquidated Damages
11. Any hazardous waste testing, removal, or abatement.



Pickering Associates  
11263 Emerson Ave.  
Parkersburg, West Virginia 26104  
P: 304.363.1004

Project: 2226056 State of WV Building 22 Interior Renovations  
1001 Lee Street  
Charleston, West Virginia 25301

## RFI #4: Panel 4H

**Status** Closed on 03/31/25

**To** Mark Moore (Pickering Associates)

**From** Brooklynn Hazlett (Neighborgall Construction)

**Date Initiated** Mar 19, 2025

**Due Date** Mar 26, 2025

**Location**

**Spec Section**

**Drawing Number**

**Reference**

**Linked Drawings**

**Received From** Brooklynn Hazlett (Neighborgall Construction)

**Copies To** Michael Dempsey (WV State Tax Department), Brooklynn Hazlett (Neighborgall Construction), Christopher King (WV State Tax Department), Timothy Lee (West Virginia State Capitol), Hollie Massie (Neighborgall Construction), Mark Moore (Pickering Associates), Doug Pate (West Virginia State Capitol), Scotty Pauley (West Virginia State Capitol), Sean Simon (Pickering Associates)

### Activity

#### Question

**Question from Brooklynn Hazlett Neighborgall Construction on Wednesday, Mar 19, 2025 at 09:23 AM EDT**

After demolition of circuits to be removed, Panel 4H has 12 available spaces and a total of 16 will be needed to install new equipment. Please advise on a final solution.

Suggestion: Suggestion: Proposal to provide a 100A/3P breaker in Panel 4H and sub-feeding a 100A Panel, Located in room 408, to pick up the remaining circuits. Cost change associated.

#### Attachments

RFI #4 Panel 4H.pdf

#### Official Response

**Response from Mark Moore Pickering Associates on Monday, Mar 31, 2025 at 03:13 PM EDT**

We have reviewed alternate options. It appears the proposed solution is the best option to address the lack of available breakers in Panel 4H.

#### Attachments

RFI #4 Panel 4H-Answered.pdf

#### All Replies

**Response from Mark Moore Pickering Associates on Monday, Mar 31, 2025 at 03:13 PM EDT**

We have reviewed alternate options. It appears the proposed solution is the best option to address the lack of available breakers in Panel 4H.

#### Attachments

RFI #4 Panel 4H-Answered.pdf

# AIA® Document G714® – 2017

## Construction Change Directive

<b>PROJECT: (name and address)</b> Building 22 Interior Renovations  1001 Lee Street, East Charleston, WV 25301	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: December 09, 2024	<b>CCD INFORMATION:</b> Directive Number: 012 Date: April 21, 2025
<b>OWNER: (name and address)</b> General Services Division 103 Michigan Avenue Charleston, WV 25305	<b>ARCHITECT: (name and address)</b> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	<b>CONTRACTOR: (name and address)</b> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:  
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Cost Proposal for changes to the 4th floor as per Revised Drawings: A114, A124, A154, A410, and A411 dated 3/31/25  
E125, E126, and E605 dated 3/19/2025

Proposal reflects changes to Casework items, new HM Window Frame & Glazing, Finish Schedule changes for flooring, base, ceilings, & paint, and electrical items at cubicle layout, EF-12, and mail room. This will be a tax expense.

### PROPOSED ADJUSTMENTS

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
  - ☒ Lump Sum increased by \$ 37,800.00
  - ☐ Unit Price of \$ 0.00 per
  - ☐ Cost, as defined below, plus the following fee: 0.00  
(Insert a definition of, or method for determining, cost)
  - ☐ As follows:

- The Contract Time will be increased by Seven ( 7 ) days.

**NOTE:** The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.

  
ARCHITECT (Signature)

BY: Sean G. Simon, AIA, NCARB  
Director of Construction Services

(Printed name, title, and license  
number if required)

4/21/25  
Date

  
OWNER (Signature)

BY: Timothy M. Lee  
(Printed name and title)

4/22/25  
Date

  
CONTRACTOR (Signature)

BY: Hollie R. Massie, Sr.  
Project Manager

(Printed name and title)

4/21/2025  
Date



**NEIGHBORGALL  
CONSTRUCTION**

1216 7th Avenue  
Huntington, WV 25701  
304-525-5181

### Change Proposal Request No.10

Date: April 14, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: PR #10 - 4th Floor Changes per Revised Drawings  
Pickering # - PA 2226056

**Description:**

Cost Proposal for changes to the 4th Floor as per Revised Drawings:

- A114, A124, A154, A410 and A411 dated 3/31/25
- E125, E126, and E605 dated 3/19/2025

Proposal reflects changes to Casework items, new HM Window Frame & Glazing, Finish Schedule changes for flooring, base, ceilings, & paint, and electrical items at cubicle layout, EF-12, and mail room.

Request for time extension to adjust the Substantial Completion date - ADD - 7 days

**Cost Breakdown:**

<b>NCC Labor</b>	<b>General Cleanup</b>	\$ 1,363.00	15%	\$ 1,567.45
	Temp Toilets, Fencing, Protection Mats	\$ 1,800.00	15%	\$ 2,070.00
	Coordination / Layout	\$ 1,587.00	15%	\$ 1,825.05
	Casework Install (\$2,270 - \$400)	\$ 1,870.00	15%	\$ 2,150.50
	HM Window Frame install	\$ 325.00	15%	\$ 373.75
<b>NCC Material</b>	<b>Skidsteer Equipment</b>	\$ 250.00	15%	\$ 287.50
	Chandler's Plywood - Casework material	\$ 6,199.58	15%	\$ 7,129.52
	A.G. Mauro - HM Window Frame material	\$ 893.45	15%	\$ 1,027.47
<b>NCC Subcontractor</b>	<b>May Contracting - Glazing</b>	\$ 962.00	10%	\$ 1,058.20
	Cornerstone Interiors - Finishes	\$ 8,250.00	10%	\$ 9,075.00
	Hatzel & Buehler - Electrical Items	\$ 8,450.00	10%	\$ 9,295.00
<b>Subtotal</b>				\$ 35,859.43
<b>Bond &amp; Insurance</b>				\$ 1,199.39
<b>B&amp;O Tax</b>			2%	\$ 741.18
<b>Total Cost - ADD</b>				\$ 37,800.00

Hollie R. Massie  
Senior Project Manager





## Quotation

Date 04/03/25

To: General Contractor 12

Ship To: Same as 'To'

Attention : n/a  
Project Desc. : BUILDING 22 4TH FLOOR CHANGES  
Terms : n/a  
Answers Ticket: n/a

Project Id : 17591  
Ship Via : Our Truck  
P.O. Number : n/a  
Salesperson : Tyler Bowman

PRICE IS FOR CHANGES TO 4TH FLOOR OF THIS PROJECT ONLY AS LISTED BY ROOM NUMBERS AND MATERIALS LISTED ON QUOTE.

TOTAL PRICE INCLUDES DEDUCTIONS FOR METAL SUPPORT BRACKETS NO LONGER USED FROM ORIGINAL QUOTE.

QUOTE IS FOR CHANDLER'S 3200 STANDARD PLASTIC LAMINATE CASEWORK WITH FINISHED INTERIORS AND ADJUSTABLE SHELVES WITH 3MIL EDGING.

Item No	Description	Qty UOM	Selling Price
<b>CORRIDOR 400</b>			
1	B24 OPEN FIN. INTERIOR		\$ 299.00
2	B30 OPEN FIN. INTERIOR (QTY2)		\$ 734.00
3	B28 OPEN FIN. INTERIOR		\$ 367.00
4	B36 OPEN FIN. INTERIOR (QTY2)		\$ 788.00
5	BASE CORNER FILLER		\$ 100.00
<b>CUBICLE 409</b>			
6	B24 OPEN FIN. INTERIOR		\$ 299.00
7	BASE CORNER FILLER		\$ 100.00
8	B30 OPEN FIN. INTERIOR (QTY2)		\$ 734.00
9	P-LAM TOP 84" X 48" X 25 1/4"		\$ 475.00

Item No	Description	Qty UOM	Selling Price
<b>MAIL ROOM 411</b>			
10	B36 OPEN FIN. INTERIOR (QTY5)		\$ 1,970.00
11	W3630 OPEN FIN. INTERIOR (QTY2)		\$ 396.00
<b>HOTEL SPACE 410</b>			
12	B36 OPEN FIN. INTERIOR (QTY6)		\$ 2,364.00
<b>P-LAM COUNTER TOP DEDUCT</b>			
13	P-LAM COUNTER TOP DEDUCT FOR MAIL ROOM 411 (QTY2)		(\$ -957.00) DEDUCT
<b>BRACKETS DEDUCT</b>			
14	METAL BRACKETS DEDUCT		(\$ -1,875.00) DEDUCT
15	Base Bid		\$ 5,794.00
TOTAL			<u>\$ 5,794.00</u>

Please Note: Prices valid for 30 days.

\*Total does not include applicable taxes

#### Acceptance of Quotation

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: General Contractor 12 By: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: Chandler's Plywood Products By: \_\_\_\_\_ Date: \_\_\_\_\_

405.58 + Tax

6,199.58



THE A.G. MAURO COMPANY  
A UNIFIED COMPANY  
310 ALPHA DRIVE, PITTSBURGH, PA 15238  
TELEPHONE: (412)782-6600, X116  
FAX: (412)963-6913  
e-mail: [jheiskell@agmauro.com](mailto:jheiskell@agmauro.com)

ARCHITECTURAL HARDWARE, DOORS & SPECIALTIES

Quote #P11839-R4

Date : January 20, 2025

Hollie Massie  
Nelghborgall Construction

Job Name: WV Building 22 Renovation

Job Location: Charleston, WV

WE HEREBY PROPOSE TO FURNISH THE FOLLOWING MATERIALS:

**REVISED DRAWING CHANGES**

ADD 1 EA. 6'0" x 2'0" x 5-3/4" HOLLOW METAL 16G WELDED BORROWED LIGHT FRAME AT ROOM 427

ADD PRICE:	\$ 835.00
6% WV/1% CHARLESTON SALES TAX:	\$ 58.45
TOTAL ADD PRICE:	\$ 893.45 ✓

Please sign and return this quotation if we are to proceed with issuing this change. No materials or labor related to this change can be processed until a directive to proceed has been received.

PRICING VALID FOR 30 DAYS.

Terms No Retention-Net 30 Days

Finance charge of 1-1/4% per month  
will be applied on invoices after 60 days.

Quoted By

Jeff Heiskell, X116  
Project Manager

All Prices delivered unless noted. All prices quoted herein are guaranteed for fifteen (15) days only unless otherwise noted, and are thereafter subject to change without notice. All quotations made and orders received applying thereto are subject to the approval of our Credit Dept.

ACCEPTANCE OF PROPOSAL: The above prices, specifications, terms and conditions are satisfactory and are hereby accepted.

DATE OF ACCEPTANCE \_\_\_\_\_

COMPANY \_\_\_\_\_

COMPLETION DATE OF JOB \_\_\_\_\_

BY \_\_\_\_\_



Date: 4/7/25

Contact: Hollie Massie, Neighborgall Const.

Reference: WV Building 22-Directors office, Room 427

\*Change order

Addtion cost for 1-2'x 6'x ¼" clear tempered glass to be installed in Hollow metal frame.

Total cost, \$962.00 each ✓

Thank you,

Richard Dudding

PO Box 412  
 Eleanor, WV 25070  
 PHONE: 304-586-4700  
 FAX: 304-586-9540  
 WV License: WV025109

# **CORNERSTONE INTERIORS**

**Rev 3**

Bid Submitted For:		Bid Data	
Job Name:	State of WV Bldg 22 Interior Reno	Bid Date:	4.14.25
Contractor:	Neighborgall Construction	Bid No:	101
	1216 7th Avenue		
	Huntington, WV 25701		

## **Scope of Work**

	<u>ADD</u>	
035416	Cementitious Floor Prep	
095113	Acoustical Ceilings	
096513	Resilient Rubber Base	
096519	Resilient SVP Flooring	
096813	Carpet Tile Flooring	
099123	Prime and paint GWB walls	\$ 9,869.00
	 <u>Deduct</u>	
096813	Carpet Tile Flooring_ Labor Only	\$ (1,619.00)
	<p><i>Note: materials are already ordered so there will be no deduct for materials</i></p> <p><i>This revision has a net deduct of 17SY of carpet after making the changes and added of 550 SF of LVT &amp; 1 carton of base</i></p> <p><i>So the savings is negligible on the floors</i></p>	
<b>Exclusions:</b>	<u>Any Exterior Or Interior Inspections, Demo, Dumpster, Rough or Finish Carpentry, Moisture Mitigation, Major Floor Prep, Floor Protection, Waxing or Sealing of any Flooring</u>	

**Total Bid Amount \$ 8,250.00** ✓

## **Customer Acceptance**

Signature

Printed Name

Title

Date

## **Terms and Conditions**

The above prices, specifications and conditions are satisfactory and are hereby accepted. Upon authorized signature Cornerstone Interiors is authorized to commence work as specified. Payment will be due within 30days upon date of invoice



**HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

**BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER**

Date: 04/16/2025

To: Hollie Massie  
Neighborgall Construction

Hatzel & Buehler, Inc. (H&B) is pleased to offer the following proposal for the change in electrical scope of work on the BUILDING 22 RENOVATIONS Project:

**4<sup>th</sup> Floor Electrical Revisions**

**EIGHT THOUSAND FOUR HUNDRED FIFTY DOLLARS**

**\$8,450.00**

*LABOR: \$4,355*

*MATERIAL: \$4,095.00*

Hatzel & Buehler appreciates the opportunity to provide this proposal, and we hope it meets with your approval.

Sincerely,  
Ian Haddox

Office: 681.305.1070  
Mobile: 304.563.4557  
i.haddox@hatzelandbuehler.com



**HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

**Clarifications**

1. Proposal is based on:
  - a. Working four (4) 10-hour days per week. Premium time is included.
  - b. Owner provided cubicles include required receptacles.
2. Proposal is valid for acceptance within 15 days. H&B reserves the right to revise pricing based on labor, materials and equipment costs if the change order is not awarded within this period.
3. This proposal is for owner directed revisions of Fourth Floor power and data layout and cubicle connections.

**Inclusions:**

1. Furnish and install:
  - a. E125:
    - i. One new quadraplex outlet in Mail Room 141 and associated conduit/wire.
    - ii. Two new floor penetrations, poke-thru boxes and additional associated conduit/wire for cubicle connections, keyed note 3. *(All other connection types shown were accounted for in initial bid)*
  - b. E135:
    - i. Revisions were a wash, no additional cost for changes.
  - c. E605:
    - i. Difference in costs of initial (24 - 1P/20A breakers) and revised (9 new 3P/20A breakers).

**Exclusions**

1. Bonding unless specifically addressed in the Inclusions.
2. Purchase and installation of equipment, instruments, etc., unless specifically addressed in Inclusions.
3. Furnishing and/or installing HVAC controls, unless specifically addressed in Inclusions.
4. All Civil and Structural work
5. Lifting equipment for material handling.
6. Painting, Patching and Repairs.
7. Electrical utility costs.
8. All temporary facilities.
9. Scaffolding.
10. Liquidated Damages
11. Any hazardous waste testing, removal, disposal or abatement.

Change Order Number: 003  
Building 22 Interior Renovations  
1001 Lee Street, East  
Charleston, WV 25301

## Increase PENALTY RIDER

To be attached to and form part of:

Bond Number 449981J  
Dated November 15, 2024  
Issued by the Ohio Farmers Insurance Company  
(Surety)  
On behalf of The Neighborgall Construction Company  
(Principal)  
And in favor of State of West Virginia Department of Administration Purchasing Division  
(Obligee)

Now therefore, it is agreed that in consideration of the premium charged, the original bond shall be amended as follows:

THE BOND PENALTY SHALL BE Increased:

TO: Eight Million One Hundred Twenty Seven Thousand Six Hundred Twenty Eight Dollars and no/100  
(\$8,127,628.00)

It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This Rider is to be Effective this 29th day of April, 2025

Signed, Sealed & Dated this 29th day of April, 2025

The Neighborgall Construction Company  
PRINCIPAL

BY: [Signature]  
C.R. Neighborgall, IV, President

Ohio Farmers Insurance Company  
SURETY

BY: [Signature]  
Patricia A. Moye, WV Resident Agent, ATTORNEY IN FACT




# ACKNOWLEDGMENTS


## Acknowledgment by Principal if individual or Partnership

1. STATE OF \_\_\_\_\_
2. County of \_\_\_\_\_ to-wit: \_\_\_\_\_
3. I, \_\_\_\_\_, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that \_\_\_\_\_  
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_
6. Notary Seal \_\_\_\_\_ 7. \_\_\_\_\_  
(Notary Public)
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Cabell to-wit: \_\_\_\_\_
11. I, Jennifer Lynn Beckett, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that C. R. Neighborgall, IV
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 29th day of April 20 2025
16. Notary Seal  17. Jennifer Lynn Beckett  
(Notary Public)
18. My commission expires on the 2 day of November 20 28

## Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit: \_\_\_\_\_
21. I, Kimberly J. Wilkinson, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Patricia A. Moya
23. who as, Attorney-in-fact and WV Resident Agent signed the foregoing writing for
24. Ohio Farmers 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 and the \_\_\_\_\_ day of April 20 25
26. Notary Seal  27. Kimberly J. Wilkinson  
(Notary Public)
28. My commission expires on the 24th day of July 20 2027

## Sufficiency in Form and Manner of Execution Approved

This 30th day of May 20 25.

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

Attorney General

(Deputy Attorney General)



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

---

## Building 22 Interior Renovations Change Order 3 - Pre-Approval

1 message

**Taylor, Cody G** <cody.g.taylor@wv.gov>  
To: Tara L Lyle <tara.l.lyle@wv.gov>

Mon, May 5, 2025 at 1:13 PM

Good Afternoon,

Same as earlier today, just wanted to get this over while I wait on the 100k approval. This one is a bit of a bigger deal due to price tag, but all things addressed here are warranted. The big ticket item is the recabling/upgrading the data cabling. This is a big ticket item, but while we have everything torn apart, now is the perfect time to upgrade it during this total renovation. That's really the only eye-catching thing here. The rest is a combination of normal things and tenant requests (the tenant is the Tax Department).

Let me know if you have any questions or need anything else.

--

**EFT (direct deposit) payments are the safest, quickest way to receive payment!**

Click the link <https://www.wvsao.gov/ElectronicPayments/Default>

Cody Taylor, Procurement Specialist

WV Department of Administration

General Services Division

112 California Avenue, 6<sup>th</sup> Floor

Charleston, WV 25305

Office: (304)352-5531

---

### 2 attachments

 **Justification Letter.docx**  
90K

 **Change Order 3 - Increase and Extend (Draft).pdf**  
21965K



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

**Date:** May 5, 2025

**Ref:** Change Order # 3 – CPO GSD2500000007 – Building 22 Interior Renovations

---

Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order #3 to our contract (CPO GSD2500000007) with Neighborgall Construction. for Building 22 Interior Renovations. The following are the Construction Change Directives (CCDs) associated with the changes requested:

CCD#7 (\$9,880.00) – Asbestos (Black Mastic) was discovered on the 4<sup>th</sup> floor during demolition and needed remediated.

CCD#8 (\$5,457.00) – To consolidate two operating systems for Fire Alarm controls/monitoring it was necessary to change the 1<sup>st</sup> floor fire alarm and access control systems to what is being used in the rest of the building.

CCD#9 (\$60,366.00) – At the tenant's request, additional security cameras and access controls were required to increase and better secure the Tax Department (Tenant).

CCD#10 (\$141,704.00) – At the owner's request, upgrade structure cabling from CAT 6 to CAT 6 A. While the areas have been demoed, this is the ideal time to go ahead and upgrade the cabling in the building.

CCD#11 (\$13,700.00) – Original circuit panel would not hold all new/required circuits, so an additional panel was needed.

CCD#12 (\$37,800.00) – At tenant's request, changes in design reflects changes to Casework items, new HM Window Frame & Glazing, Finish Schedule changes for flooring, base, ceilings, & paint, and electrical items at cubical layout, EF-12, and mail room.



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

The additional equipment and work will have a total cost of \$268,907.00 and require an extension of 31 days.

Original Contract Price: \$7,820,000.00  
Change Order 2 (Increase): \$ 38,721.00  
Change Order 3 (Increase): \$ 268,907.00  
New Contract Total: \$8,127,628.00

Current Final Completion Date: April 19<sup>th</sup>, 2026  
New Final Completion Date: June 20<sup>th</sup>, 2026

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.

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 *SLW*  
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 GSD2500000007 - Building 22 Interior Renovations CO#3

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

Agency Head

*Eric Householder*  
Cabinet Secretary/Department Head

*5/12/25*  
Date

*5/13/25*  
Date

Governor's Office Representative

Date

**Total Cost:**

Current = \$7,858,721.00, CO#3 = \$268,907.00, New Total = \$8,127,628.00

**Award/Requisition Document Number:**

CPO 0211 GSD2500000007, Change Order #3

**Description of Action/Purpose of Procurement**

Requesting approval to submit Change Order #3 for the Building 22 Tax Interior Renovations Project, and increase of \$268,907.00 to the current contract value of \$7,858,721.00, resulting in a new contract total of \$8,127,628.00. At the project's 30% completion milestone, change orders to-date equate to approximately 3.7%. The following scope changes are needed:

CCD#7 (\$9,880.00) – Asbestos (Black Mastic) was discovered on the 4th floor during demolition and needed remediated.

CCD#8 (\$5,457.00) – To consolidate two operating systems for Fire Alarm controls/monitoring it was necessary to change the 1st floor fire alarm and access control systems to what is being used in the rest of the building.

CCD#9 (\$60,366.00) – At the tenant's request, additional security cameras and access controls were required to increase and better secure the Tax Department (Tenant).

CCD#10 (\$141,704.00) – At the owner's request, upgrade structure cabling from CAT 6 to CAT 6 A. While the areas have been demoed, this is the ideal time to go ahead and upgrade the cabling in the building.

CCD#11 (\$13,700.00) – Original circuit panel would not hold all new/required circuits, so an additional panel was needed.

CCD#12 (\$37,800.00) – At tenant's request, changes in design reflects changes to Casework items, new HM Window Frame & Glazing, Finish Schedule changes for flooring, base, ceilings, & paint, and electrical items at cubical layout, EF-12, and mail room.

This change order would also accomplish a 31-day extension of the overall construction duration, to accommodate the added scope. New substantial completion date will be May 20, 2026.

Funding: Appropriated General Revenue, Appropriated Special Revenue. GSD is under MOU with Tax for their agency to fund "Tenant"-required scope items, plus to fund 47% of the overall construction costs. Tax has reviewed and approved of the request for the change order.

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.*

#### THE NEIGHBORGALL CONSTRUCTION COMPANY

##### Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	1/23/1946		1/23/1946	Domestic	Profit			

##### Organization Information

<b>Business Purpose</b>	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)			<b>Capital Stock</b>	50000.0000
<b>Charter County</b>	Cabell			<b>Control Number</b>	0
<b>Charter State</b>	WV			<b>Excess Acres</b>	0
<b>At Will Term</b>				<b>Member Managed</b>	
<b>At Will Term Years</b>				<b>Par Value</b>	100.000000
<b>Authorized Shares</b>	500			<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	1216 7TH AVENUE HUNTINGTON, WV, 25701
<b>Mailing Address</b>	1216 7TH AVENUE HUNTINGTON, WV, 25701 USA
<b>Notice of Process Address</b>	CHARLES NEIGHBORGALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
<b>Principal Office Address</b>	1216 7TH AVENUE HUNTINGTON, WV, 25701 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Incorporator</b>	C. R. NEIGHBORGALL 105 W. 10TH AVE. HUNTINGTON, WV, 25701
<b>Incorporator</b>	C. R. NEIGHBORGALL, JR. 233 MAIN ST. HUNTINGTON, WV, 25701
<b>President</b>	C. R. NEIGHBORALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
<b>Secretary</b>	ELIZABETH H NEIGHBORGALL 1216 7TH AVENUE HUNTINGTON, WV, 25701
<b>Treasurer</b>	C R NEIGHBORGALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
<b>Vice-President</b>	DONALD A BATES 1216 7TH AVENUE HUNTINGTON, WV, 25701
<b>Type</b>	<b>Name/Address</b>

<b>Date</b>	<b>Amendment</b>
<b>1/5/1999</b>	RESTATED ARTICLES
<b>1/27/1955</b>	AMENDMENT INCREASE TO \$100,000.00. BOOK 216, PAGE 610
<b>Date</b>	<b>Amendment</b>



## Annual Reports

### Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2007

2006

2005

2004

2003

2002

2000

1999

1998

### Date filed

[File Your Current Year Annual Report Online Here](#)

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

Friday, May 23, 2025 — 10:12 AM

© 2025 State of West Virginia

Filter By

## Keyword Search

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

Simple Search

Search Editor

☐ Any Words <sup>i</sup>

☐ All Words <sup>i</sup>

☐ Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"the neighborgall construction company" ×

Entity

Location

Status

☒ Active

☐ Inactive

Reset 

Entity Information 



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search Inactive

Go Back

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>05/12</u> Date: <u>5/27/25</u> Solicitation No. <u>C0#3</u> <u>increased extend</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD2500000007 PF No.: 1431105
--	--

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 type="checkbox"/> nlp
<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: \_\_\_\_\_

*Tanya*