



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

State of West Virginia  
**Contract**

Order Date: 10-08-2025

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

Order Number:	CCT 0211 4555 GSD2500000003 2	Procurement Folder:	1394409
Document Name:	Building 55 2nd & 5th Flr. Renovations	Reason for Modification:	Change Order No. 1 - to increase contract per attached documentation.
Document Description:	Building 55 2nd & 5th Flr. Renovations		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.l.lyle@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-06-25
Free on Board:		Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000206862 MCKINLEY ARCHITECTURE & ENGINEERING INC 1324 CHAPLINE ST STE 400  WHEELING WV 26003-3301 US Vendor Contact Phone: 304-233-0140 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: Timothy M Lee Requestor Phone: 304-352-5492 Requestor Email: timothy.m.lee@wv.gov  <b>2026</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 55  130 STRATTON ST  LOGAN WV 25601  US

CR 10-8-25

Total Order Amount: \$73,267.31

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  DATE: <i>Tara Lyle 10/8/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM  DATE: <i>John S. Gray 10/14/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION  DATE: <i>10-14-25</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 1 is issued to increase the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of change 10/1/2025

Original contract amount: \$72,000.00  
CO#1 increase: \$ 1,267.31

New contract amount: \$ 73,267.31

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$72,000.00
Service From	Service To	Manufacturer		Model No	
2024-06-25	2034-06-24				

**Commodity Line Description:** Architectural engineering

**Extended Description:**

Building 55 2nd & 5th Flr. Renovations

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$1,267.31
Service From	Service To	Manufacturer		Model No	
2024-06-25	2034-06-24				

**Commodity Line Description:** Change Order 1

**Extended Description:**

Building 55 2nd & 5th Flr. Renovations

# AIA® Document G802® – 2017

## Amendment to the Professional Services Agreement

**PROJECT:** *(name and address)*  
Logan Building 55 Renovations

130 Stratton Street  
Logan, WV 25601

**AGREEMENT INFORMATION:**

Date:  
06-25-2024

**AMENDMENT INFORMATION:**

Amendment Number:  
001  
Date:  
04-23-2025

**OWNER:** *(name and address)*  
WV Department of Administration,  
Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**ARCHITECT:** *(name and address)*  
McKinley Architecture + Engineering  
1324 Chapline Street, Suite 400  
Wheeling, WV 26003

The Owner and Architect amend the Agreement as follows:  
Additional Service change order proposal

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:  
\$736.00 consultant services  
\$531.31 mileage reimbursement  
Total: \$1,267.31

Schedule Adjustment:  
N/A

  
\_\_\_\_\_  
ARCHITECT *(Signature)*

BY:   
\_\_\_\_\_  
*(Printed name, title, and license number if required)*

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
OWNER *(Signature)*

BY: James R. Jones, Procurement Administrator  
\_\_\_\_\_  
*(Printed name and title)*

10/1/2025  
\_\_\_\_\_  
Date

# McKINLEY

ARCHITECTURE + ENGINEERING

Remit to:  
 McKinley Architecture + Engineering, Inc.  
 Fort Henry Building - Suite 400  
 1324 Chapline Street  
 Wheeling, WV 26003

Invoice Total Due: \$1,267.31

WV Department of Administration, Purchasing Division  
 2019 Washington Street East  
 Charleston, WV 25305-0130

June 30, 2025  
 Invoice Number: 24051.01 - 0000003

Project Name: 24051.01 Logan Building 55 Renovations  
 PURCHASE ORDER #: CCT GSD25\*03  
 Professional Services from December 08, 2024 to June 30, 2025

<b>Consultants</b>			
Mayger Construction Services, Inc.		640.00	
<b>Total Consultants</b>	<b>1.15 times</b>	<b>640.00</b>	<b>736.00</b>
<b>Reimbursable Expenses</b>			
Travel			
8/28/2024 Gaber, Alan	Travel	452.92	
10/1/2024 Clegg, Tyler	Travel	78.39	
<b>Total Reimbursables</b>	<b>1.0 times</b>	<b>531.31</b>	<b>531.31</b>
<b>Subtotal this Phase</b>			<b>\$1,267.31</b>
<b>Total this Invoice</b>			<b>\$1,267.31</b>

<b>Billings to Date</b>					
	<b>Current</b>	<b>Prior</b>	<b>Total</b>	<b>Received</b>	<b>Balance Due</b>
Basic Services	0.00	53,100.00	53,100.00		
Consultant	736.00	0.00	736.00		
Reimb. Expense	531.31	0.00	531.31		
<b>Totals</b>	<b>1,267.31</b>	<b>53,100.00</b>	<b>54,367.31</b>	<b>53,100.00</b>	<b>1,267.31</b>

Project	24051.01	Logan Building 55 Renovations	Invoice	0000003
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## Billing Backup

MCKINLEY ARCHITECTURE + ENGINEERING, INC.

### Consultants

Mayger Construction Services, Inc.

12/9/2024	Mayger Construction Services, Inc. / Estimating Services / Invoice: 101824 C,	640.00		
	10/18/2024			
<b>Total Consultants</b>		<b>1.15 times</b>	<b>640.00</b>	<b>736.00</b>

### Reimbursable Expenses

Travel

8/28/2024	Gaber, Alan / Travel to site for field survey and meeting with client / 676.00 miles @ 0.67	452.92		
10/1/2024	Clegg, Tyler / Meeting electrical controls rep for building 55 Renovation. controls investigation of existing conditions / 117.00 miles @ 0.67	78.39		
<b>Total Reimbursables</b>		<b>1.0 times</b>	<b>531.31</b>	<b>531.31</b>

**Subtotal this Phase** **\$1,267.31**

**Agreed Upon Fee** **\$1,267.31**

**Total this Report** **\$1,267.31**

**Mayger Construction Services, Inc.**  
**316 Chestnut Ridge Road**  
**Latrobe, PA. 15650**  
**(724) 875-8684**  
**maygerconstruction@gmail.com**

**McKinley Architecture and Engineering**  
1324 Chapline Street, Suite 400  
Wheeling, WV 26003

10/18//24

**Attn: Ms. Emma Gwaltney**

**RE: Mayger Construction Billing Logan Building**

Mayger Construction Services invoice for the following Estimates

Logan Building CD Estimate (8 hrs x \$80/hr)	\$640.00
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<b>Total</b>	<b>\$640.00</b>
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Thank you!

Sincerely,

Stephanie J. Mayger




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:** Jamie Jones, Procurement Administrator, General Services Division   
**Date:** October 1, 2025  
**Ref:** CCT GSD2500000003 EOI: Building 55 2<sup>nd</sup> & 5<sup>th</sup> Floor Renovation

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Tara:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #1 to increase CCT GSD2500000003, with McKinley Architecture and Engineering Inc. for the subject project, per the attached documentation and the explanation given below.

This change order increases the contract as a result of additional on-site meetings by the design firm, as well as a requested third-party estimate of the construction costs.

Original Contract Price: \$ 72,000.00  
Change Order 1 (increase): \$ 1,267.31  
New Contract Total: \$ 73,267.31

If you have any questions or need additional information, please contact me via email at James.R.Jones@wv.gov or by phone at (304) 352-5517.

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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.*

### McKinley Architecture and Engineering, Inc.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	12/15/1989		12/15/1989	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b> 2000.0000
<b>Charter County</b>	Ohio	<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>		0.010000
<b>Authorized Shares</b>	200000	<b>Young Entrepreneur</b>	Not Specified



Addresses	
Type	Address
<b>Local Office Address</b>	1324 CHAPLINE ST STE 400 WHEELING, WV, 26003
<b>Mailing Address</b>	1324 CHAPLINE ST STE 400 WHEELING, WV, 26003 USA
<b>Notice of Process Address</b>	DAVID H. MCKINLEY 2100 MARKET STREET SUITE 300 WHEELING, WV, 26003
<b>Principal Office Address</b>	1324 CHAPLINE ST STE 400 WHEELING, WV, 26003 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	DAVID H. MCKINLEY 2100 MARKET STREET WHEELING, WV, 26003
<b>President</b>	SEAN DOYLE 1324 CHAPLINE STREET SUITE 400 WHEELING, WV, 26003
<b>Vice-President</b>	ERNEST DELLATORRE 122 VALUSKA DRIVE MINGO JUNCTION, OH, 43938
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
MCKINLEY ARCHITECTURE AND ENGINEERING	TRADENAME	5/2/2018	
MCKINLEY SPORTS	TRADENAME	7/9/2025	
DBA Name	Description	Effective Date	Termination Date

Name Changes	
Date	Old Name

<b>10/14/2021</b>	MCKINLEY & ASSOCIATES, INC.
<b>Date</b>	<b>Old Name</b>

<b>Date</b>	<b>Amendment</b>
<b>10/14/2021</b>	B4WV Name Change From: MCKINLEY & ASSOCIATES, INC.
<b>3/25/2011</b>	AMENDMENT FILED REGARDING CAPITAL STOCK
<b>12/16/2008</b>	AMENDMENT INCREASING STOCK FROM 5,000 SHARES AT \$1.00 PAR TO 200,000 SHARES AT \$1.00 PAR.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>
<b>Filed For</b>
2025
2024
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<b>Date filed</b>

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

Wednesday, October 1, 2025 — 3:38 PM

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**Federal Service Desk Not Open During Temporary Government Shutdown**  
**Show Details**  
Oct 1, 2025



**See All Alerts**

**Extended SAM Maintenance Window** **Show Details**  
Sep 30, 2025



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All Words

e.g. 1606N020Q02




### Filter By

#### Keyword Search

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#### Simple Search

#### Search Editor

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

e.g. 123456789, Smith Corp

"McKinley Architecture and Engineering, Inc." 

Entity

Location

#### Zip Code


e.g. 20001

#### State / Territory

Select State / Territory 

West Virginia 

#### City

Select State (Optional) 

Select City

Country

Select Country

Status

☒ Active

☐ Inactive

Reset

# 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

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>01-TL</u> Date: <u>10/8/25</u>  Solicitation No. <u>Cot#1 Increase</u>	Agency: General Services Division  Procurement Officer Submitting Requisition: Jamie Jones  Requisition No.   PF No.: 1394409
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

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

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

#### FOR CHANGE ORDERS/RENEWALS:

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

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

For Purchasing Division Use Only:

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

Signature: \_\_\_\_\_

*Tara H*