



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

## State of West Virginia Contract

Order Date: 09-15-2025

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 4071 GSD2500000006 2	Procurement Folder:	1408333
Document Name:	EOI: Elevator Modernizations - Multiple Facilities (Phase 3)	Reason for Modification:	Change Order 1 Increase Contract.
Document Description:	EOI: Elevator Modernizations - Multiple Facilities Project		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-08-23
Free on Board:		Effective End Date:	

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code: 000000160802 PERFIDO WEISKOPF WAGSTAFF + GOETTEL LLC 408 BLVD OF THE ALLIES  PITTSBURGH PA 152191301 US Vendor Contact Phone: 412-391-2884 Extension: 232  Discount Details:		Requestor Name: Patrick S O'Neill Requestor Phone: 304-352-5492 Requestor Email: patrick.s.oneill@wv.gov  <div>2026 FILE LOCATION _____</div>	
	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	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999  US

CR 10-6-25

Total Order Amount: \$1,690,866.00

Purchasing Division's File Copy

CA 10/3/25

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tina H</i> 10/3/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Gary Rose</i> 10-9-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 1

Change Order No. 1 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Effective date: September 11, 2025

Original Contract: \$242,366.00  
Change Order 1 (Increase): \$1,448,500.00  
New Contract Total: \$1,690,866.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$242,366.00
Service From	Service To	Manufacturer		Model No	
2024-08-23	2034-08-23				

Commodity Line Description: EOI: Elevator Modernizations - Multiple Facilities Project

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$1,448,500.00
Service From	Service To	Manufacturer		Model No	
2024-08-23	2034-08-23				

Commodity Line Description: Change Order 1

Extended Description:

April 15, 2025

Patrick O'Neill  
Building Project Management Specialist  
General Services Division – Engineering Section  
Building 4, Room 630  
112 California Ave.  
Charleston, WV 25305

RE: GSD2500000006 Elevator Modernizations Multiple Facilities Phase 3 – Change Order No.1  
Implementation Phase – Group “A” – Buildings #1, #3, #6, #13 and #23

Dear Patrick,

We are pleased to submit this revised proposal, pursuant to our review meeting on March 6, 2025, to review the scope, fee and schedule. This project follows from the recent conclusion of the Assessment Phase, in response to your request to proceed with GSD's first group of priority elevator modernization and related scope work for Building #1, Building #3, Building #6 and Building #13 located in Charleston, WV and Building #23 located in Beckley, WV. The specific details of the buildings, number of elevators, locations and general scope of work is outlined in the “Assessment Report, dated 02/13/25” produced by PWWG and its team of subconsultants. This proposal is intended to provide the services necessary to conduct comprehensive architectural and engineering design and construction administration services necessary for the implementation of the respective scope for each location.

### Project Understanding

The Agency (West Virginia Department of Administration, General Services Division (GSD)) intends to integrate elevator cars into its updated monitoring, maintenance and communications systems and to fully modernize the elevators, as needed. Following from the initial step of performing a detailed survey and assessment, including a comprehensive report with recommendations for corrective measures, prioritization and budgetary estimates, GSD has determined a pathway for implementation of said assessment and recommendations for the subsequent design and construction administration services.

This initial phase of implementation will include four (4) buildings:

- Building #1, (2) Elevators – Capitol Complex, 1900 Kanawha Blvd, Charleston, WV 25305
- Building #3, (4) Elevators – Capitol Complex, 1900 Kanawha Blvd, Charleston, WV 25305
- Building #6 (5) Elevators – Capitol Complex, 1900 Kanawha Blvd, Charleston, WV 25305
- Building #13 (2) Elevators – Parking Garage, Piedmont Road, Charleston, WV 25305
- Building #23 (2) Elevators – Beckley State Office Complex, 407 Neville Street, Beckley, WV 25801

Patrick O'Neill  
General Services Division-Engineering Section  
April 15, 2025  
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### **Project Delivery**

It is our understanding that the project delivery will be traditional design/bid/build. The project will be publicly bid and awarded to a single prime contractor.

### **Project Team**

The services of the following consultants are included in this proposal:

- SKA Elevator Consulting Group – elevator design
- ZDS Design / Consulting Services – mechanical, electrical, plumbing and fire protection engineering
- Atlantic Engineering Services (AES) – structural engineering
- Morgan Property & Construction Consultants, Inc (MPCCI) – construction cost estimating

PWWG's staffing will continue from the Assessment Phase and as included in the original EOI. I will serve as the Principal-in-Charge, Joe Filar will be the project manager and your day-to-day contact. Additional PWWG staff may include Joe Roy, Project Architect and Jan Irvin Specifications / QA QC. Our project team also follows from the Assessment phase: Steve Kinnaman will lead the elevator design for SKA, Todd and Tedd Zachwieja, will lead the MEP/FP engineering for ZDS, Gil Taylor will lead the Structural engineering and Morgan Kronk will lead the cost estimating.

### **Scope of Services**

The scope of our services and the phases of the project will be as generally described in the AIA document B-101, Standard Form of Agreement Between Owner and Architect and as modified to the scope of this project. The following specific services are included:

1. Based on the Assessment Report serving as the Schematic Design, phases of services include Design Development submission (75% CDs), Construction Documents (100% CDs), bidding / permit / procurement, and construction administration for Building 1, 3, 13, 6 and 23.
  - a. Building 6 – Conceptual design studies for access improvement and associated cost estimates, up to three options are included in the Design Development Phase. The goal is to present these options around the mid-point of the Design Development phase for GSD to confirm the preferred option.
2. Initial steps including document and data collection, site visit walk-through and field verification, base building computer model production, code analysis.

## EXHIBIT-A, B101

Patrick O'Neill  
General Services Division-Engineering Section  
April 15, 2025  
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- a. Note: GSD to provide and coordinate access to each building, mechanical and electrical rooms, elevator cars and machine rooms. SKA will provide elevator operation for design team hoist way observations.*
3. Cost Estimates (Order of Magnitude for Building 6 conceptual options) at Design Development (75% CDs) and 95% Construction Documents Phases.
4. Meetings with you, and all stakeholders, during the design phase, including bi-weekly virtual meetings and up to two (2) in-person review meetings at milestone dates.
5. Assisting you with public approvals including preparation and submission of drawings and forms for review and permitting.
6. A book format set of contract specifications in addition to the contract drawings.
7. In-person attendance by the Design Team for the Pre-Bid Meeting.
8. During construction, up to 20 virtual meetings and up to seventeen (17) on-site meetings / progress / punch visits for PWVG, (7) virtual and (8) site visits for SKA, (20) virtual and (14) site visits for ZDS and (8) virtual and (6) site visits for AES. *(see attached CA Phase Schedule illustration).*
9. As-Designed drawings in PDF and AutoCAD for each building.

### Exclusions:

- Work associated with hazardous materials.
- Civil and Geotechnical engineering services.
- LEED certification services.
- Commissioning.
- Building Information Model (BIM) provided to contractor, or participation in BIM coordination meetings with contractor.
- Specialty Consultants or other scope of services not described above.
- As Constructed record drawings (by Contractor)

### Fee Proposal

Our proposed stipulated sum fee for the project is \$1,448,500. We propose to allocate this fee to the phases of the project as follows:

## EXHIBIT-A, B101

Patrick O'Neill  
General Services Division-Engineering Section  
April 15, 2025  
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Phase	Percentage	Fee
Design Development (75% CDs)	38%	\$ 547,500
Construction Documents (100%)	20%	\$288,000
Bidding / Permitting	6%	\$82,500
Construction Administration	31%	\$449,000
Post-Construction	1%	\$18,250
Project Expenses	4%	\$63,250
<b>Total</b>	<b>100%</b>	<b>\$1,448,500</b>

### Included Expenses

Typical expenses for postage, shipping, in-house printing and all travel are included in the fee proposal above. Printing of instruments of service for the Owner's use are included and will include one full-size and one half-size set of drawings at the completion of Design Development (75% CDs) and at 95% Construction Documents for GSD final review. Printing of documents for governmental agencies having jurisdiction is also included.

### Reimbursable Expenses

The following expenses are not included in our fee proposal and will be reimbursable expenses:

- Printing, postage and handling of bidding documents.
- Building Permit fees, Fire Marshall fees and similar fees.
- Fees for tests such as hydrant flow tests.

### Additional Services

Hourly rates for 2025 through 2030, as requested, are attached for each team member.

### Proposed Project Schedule

This proposal is based on the following anticipated durations of phases for design and construction. We anticipate the Design Phase to be complete with Bid/Permit documents in approximately 7-months (28-weeks, including (2) separate 2 -week GSD review periods) and the Construction Phase to be complete in approximately 24-months. We have attached a Construction Phase Schedule illustration for reference of site visit schedules and frequency during the Construction Phase.

Design phase services commence within two (2) weeks of contract award.

PERFIDO  
WEISKOPF  
WAGSTAFF  
GOETTEL

## EXHIBIT-A, B101

Patrick O'Neill  
General Services Division-Engineering Section  
April 15, 2025  
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- 1) **Design Development Phase (75% CDs) – 14-weeks**
  - a. including up to (3) B6 access design options, cost estimates.
    - i. GSD to confirm preferred access option at mid-point of this phase.
  - b. Bi-weekly virtual Owner/Architect/Engineer (OAE) meetings.
  - c. One in-person meeting.
- 2) **GSD Review – 2-weeks**
- 3) **Construction Documents Phase – 10-weeks**
  - a. 95% CD's – final review, cost estimate.
  - b. Bi-weekly virtual OAE meetings.
  - c. One in-person meeting.
- 4) **GSD Review – 2-weeks**
- 5) **100% CDs / GSD Approval – Drawings and Specifications packages for each building.**
- 6) **Bid / Permit / Procurement / Award – 8-weeks after GSD approval of 100% CD's**
  - a. Pre-Bid Meeting attendance in-person, site walk-through,
  - b. Bid / Scope review meeting – virtual,
  - c. GSD Contract Award – Notice to Proceed (NTP) to Contractor.
- 7) **Estimated Construction Administration – 24-months total (5 buildings)**
  - a. (4) Charleston buildings (B1, B3, B6, B13) and B13 in Beckley running in parallel.
  - b. 2-months for initial contractor mobilization, shop drawing submittal.
  - c. 2-months for design team shop drawing submittals / review and approval.
  - d. 6-months elevator lead time following shop drawing approval.
  - e. Limited virtual meetings during initial ~ 10-month period for mobilization, SD submittal process and 6-month lead time for elevators.
  - f. 5-months per elevator or elevator bank (2 max); except B6 can do Service Elevator with one bank concurrently. At least one elevator or elevator bank to remain operational during elevator mod in occupied buildings, including the garage (B13).
  - g. Estimate all buildings complete = 24-months total.
    - i. Note: B6 and B23 may involve substantive structural modifications and architectural changes or remediation. This work is anticipated to

## EXHIBIT-A, B101

Patrick O'Neill  
General Services Division-Engineering Section  
April 15, 2025  
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occur during elevator lead time and completed before elevator mod begins in each phase.

- ii. Note: B13 garage is an exterior environment; schedule of work may be dependent on weather / season.
- h. Virtual Owner/Architect/Contractor (OAC) meetings for duration of CA phase during construction activity (~24 months) as noted above in Scope of Services, Item No.7.
- i. Site Visits / in-person OAC meetings for progress and punch (Testing & Inspection) for duration of CA Phase as noted above in Scope of Services, Item No. 7.
- j. *Note: Construction schedule, sequencing and overall length of schedule to be further refined and coordinated with GSD / Contractor and may be subject to change. Deviations from what is included in this proposal and associated fees shall be adjusted accordingly.*

### 8) Contract tracking (Order Number: CCT 0211 0471 GSD2500000006 1)

a. Original Contract Award Amount	\$242,366.00
b. Change Order No.1 Increase Requested	\$1,448,500.00
c. New Contract Amount	\$1,690,866.00

We thank you for this opportunity to continue working with the General Services Division of the State of West Virginia. We are excited to move forward with this phase of the project.

If you have any questions or require additional information, please don't hesitate to call or email me.

Sincerely,



Anthony L. Pitassi, AIA, NCARB, LEED AP  
Managing Principal

cc: Robert P. Kilpatrick, Scot R. Casdorph – GSD  
Joseph Filar – PWWG

Via Email  
6 pages + 2 attachments  
2025-04-15\_WV GSD Elev Mod Implementation B1,B3,B6,B13,B23 Proposal.docx

PERFIDO  
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WAGSTAFF  
GOETTEL



04/15/25

## WV ELEVATOR MODIFICATION PHASE 3 - CONSTRUCTION ADMINISTRATION ILLUSTRATION

		2026												2027											
MONTHS		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	Award/Mobilization																								
	Contractor Submittal Preparation	Submittal Preparation																							
	Design Team Submittal Review			Submittal Review			Elevator 6 Month LEAD TIME																		
PHASE 3A (5 Bldgs - 8 Elevators)																									
BUILDING #	ELEVATOR																								
B1	Cars 3 & 7					Modification/MEP, if necessary						Elevator Modification			Inspect/Coord/Closeout										
B3	Cars 1 & 2					Modification/MEP, if necessary						Elevator Modification			Inspect/Coord/Closeout										
B6	Cars 1 & 2 +					Access Modification/MEP						Elevator Modification			Inspect/Coord/Closeout										
B13	Access Modification/MEP Car 1					Modification/MEP, if necessary						Elevator Modification			Inspect/Coord/Closeout										
B23	Car 1					Modification/MEP, if necessary						Elevator Modification			Inspect/Coord/Closeout										
PHASE 3B (4 Bldgs - 7 Elevators)																									
BUILDING #	ELEVATOR																								
B3	Cars 3 & 4											Modification/MEP, if necessary			Elevator Modification			Inspect/Coord/Closeout							
B6	Cars 3-4-5											Modification/MEP, if necessary			Elevator Modification			Inspect/Coord/Closeout							
B13	Car 2											Modification/MEP, if necessary			Elevator Modification			Inspect/Coord/Closeout							
B23	Car 2											Modification/MEP, if necessary			Elevator Modification			Inspect/Coord/Closeout							

## SITE VISIT SCHEDULE

Elevator Kickoff, Progress, Testing, Inspection, Punch



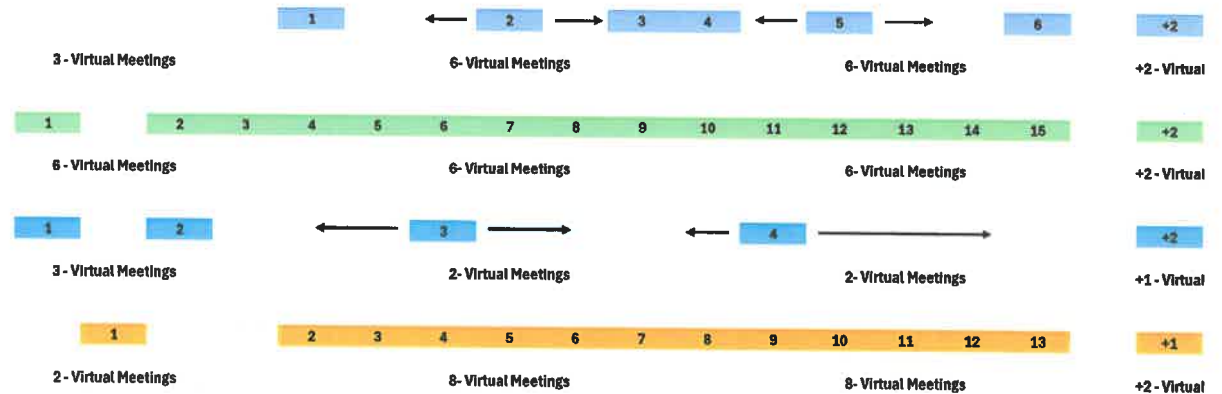
Architect Kickoff, Progress, Punch

PERFIDO  
WEISKOPF  
WAGSTAFF  
GOETTEL

Structural Review and Progress



MEP Kickoff, Progress, Punch



## hourly rates\* +

### pwwg

JOB DESCRIPTION	2025	2026	2027	2028	2029	2030
Sr. Principal	\$230	\$236	\$243	\$250	\$257	\$264
Principal	\$185	\$190	\$195	\$200	\$206	\$212
Sr. Associate	\$170	\$175	\$180	\$185	\$190	\$195
Associate	\$128	\$131	\$134	\$138	\$142	\$146
Senior Architectural Staff	\$117	\$120	\$123	\$126	\$129	\$132
Architectural Staff	\$107	\$110	\$113	\$116	\$119	\$122
Architectural Intern	\$85	\$87	\$89	\$91	\$93	\$95
Administrative	\$122	\$125	\$128	\$131	\$134	\$138

### ska

JOB DESCRIPTION	2025	2026	2027	2028	2029	2030
Principal	\$395	\$406	\$418	\$430	\$442	\$455
Field Engineers & Inspectors	\$210	\$216	\$222	\$228	\$234	\$241

### zds

JOB DESCRIPTION	2025	2026	2027	2028	2029	2030
Principal, Account Executive	\$225	\$230	\$240	\$245	\$250	\$255
Associate/3D Design	\$205	\$210	\$215	\$225	\$230	\$235
Sr. Engineer	\$190	\$195	\$200	\$205	\$210	\$215
Sr. Designer	\$180	\$185	\$190	\$195	\$200	\$205
Field Eng., Senior Technical Analyst	\$170	\$175	\$180	\$185	\$190	\$195
Designer, Technical Analyst	\$160	\$165	\$170	\$175	\$180	\$185
Technical Assistant	\$110	\$115	\$120	\$125	\$130	\$135

### aes

JOB DESCRIPTION	2025	2026	2027	2028	2029	2030
Principal	\$268	\$276	\$284	\$293	\$302	\$311
Sr. Project Engineer/Manager	\$230	\$237	\$244	\$251	\$259	\$267
Project Engineer/Project Manager	\$198	\$204	\$210	\$216	\$223	\$229
Engineer/Structural Designer	\$185	\$190	\$196	\$202	\$208	\$214
CADD/BIM Technician	\$145	\$149	\$154	\$158	\$163	\$168
Administrative	\$102	\$105	\$108	\$111	\$115	\$118

### mp&cc

JOB DESCRIPTION	2025	2026	2027	2028	2029	2030
President	\$225	\$231	\$237	\$244	\$251	\$258



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

Eric L. Householder  
Cabinet Secretary

Bob Kilpatrick  
Director

**MEMORANDUM**

**To:** Tara Lyle, Buyer Supervisor, State Purchasing Division

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

**Date:** September 11, 2025

**Ref: Change Order #1 – CCT 0211 GSD2500000006 – Elevator Modernizations – Multiple Facilities (Phase 3) Project**

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Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#1) to our contract (CCT 0211 GSD2500000006) with PWWG (the "Engineer") for Elevator Modernizations – Multiple Facilities (Phase 3) Project. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$1,448,500.00, to cover the following tasks for Building 1, Building 3 (4 Elevators), Building 6 (5 Elevators), Building 13 (2 Elevators), and Building 23 (2 Elevators) portions of the project. This change order will only cover the Design/Construction Documents, Bid Assistance, Construction Administration, and Project Expenses for this portion of the project. There will be other Change Orders in the Future to address the other Buildings/Elevators in the initial contract. The following is a breakdown of this portion of the projects associated costs.

Design Development (75% CDs) - \$547,500.00  
Construction Documents (100%) - \$288,000.00  
Bidding/Permitting - \$82,500.00  
Construction Administration – \$449,000.00  
Post-Construction - \$18,250.00  
Project Expenses - \$63,250.00  
Change Order 1 Total = \$1,448,500.00

Original Contract Award Amount =	\$242,366.00
Change Order #1 Increase Requested =	\$1,448,500.00
New Contract Amount =	\$1,690,866.00

Please make this increase effective as of September 11, 2025.

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 *SW*  
Date: January 23, 2025  
Re: \$100,000 Spending Requests

**MEMORANDUM**

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey 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.

CCT 0211 GSD2500000006, Elevator Modernizations - Multiple Facilities (Phase 3) Project

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

*[Signature]*  
\_\_\_\_\_  
Agency Head  
*[Signature]*  
\_\_\_\_\_  
Cabinet Secretary/Department Head

*9/10/25*  
\_\_\_\_\_  
Date  
*9/10/25*  
\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**Total Cost:**

Change Order 1 = \$1,448,500.00 (New) Contract total = \$1,690,866.00

**Award/Requisition Document Number:**

CCT 0211 GSD2500000006

**Description of Action/Purpose of Procurement**

Requesting approval to award a change order for Additional Services to perform the design and construction administration of the first portion of elevators to be modernized in Phase 3 of the overall, multi-year project. We are requesting an increase of \$1,448,500.00, to cover the following tasks for Building 1 (AG and Gov Cars 3 & 7), Building 3 (4 Elevators), Building 6 (5 Elevators), Building 13 (2 Elevators), and Building 23 (2 Elevators). The tentative estimate for the cost of construction for the work designed through this change order is \$11.8M, to be conducted over the next three fiscal years. Cars included for this phase of modernization are experiencing more frequent breakdowns, decreasing their reliability for usage.

Funding: General Revenue for Bldgs 1, 3, 6 & 23; Appropriated Special Revenue for Bldg 13 (Piedmont Parking Garage).

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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.*

### PERFIDO WEISKOPF WAGSTAFF + GOETTEL, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	5/30/2007		5/30/2007	Foreign	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>				
<b>Charter County</b>				<b>Control Number</b>	94200			
<b>Charter State</b>	PA				<b>Excess Acres</b>			
<b>At Will Term</b>	A				<b>M</b>			
<b>At Will Term Years</b>					<b>Ma</b>			
<b>Authorized Shares</b>					<b>Pa</b>			
					<b>Young Entrepreneur</b>	Not Specified		

## Addresses

Type	Address
<b>Designated Office Address</b>	408 BOULEVARD OF THE ALLIES PITTSBURGH, PA, 15219
<b>Mailing Address</b>	408 BOULEVARD OF THE ALLIES PITTSBURGH, PA, 15219 USA
<b>Notice of Process Address</b>	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
<b>Principal Office Address</b>	408 BOULEVARD OF THE ALLIES PITTSBURGH, PA, 15219 USA
Type	Address

## Officers

Type	Name/Address
<b>Member</b>	ANTHONY L PITASSI 408 BLVD OF THE ALLIES PITTSBURGH, PA, 15219
<b>Member</b>	LISA CARVER 408 BOULEVARD OF THE ALLIES PITTSBURGH, PA, 15219
<b>Member</b>	BRENT M. HOUCK 408 BOULEVARD OF THE ALLIES PITTSBURGH, PA, 15219
Type	Name/Address

## DBA

DBA Name	Description	Date
PERFIDO WEISKOPF WAGSTAFF + GOETTEL, PLLC	FORCED DBA	
DBA Name	Description	Date

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

Thursday, February 27, 2025 — 2:22 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>01 R</u> Date: <u>10/31/25</u> Solicitation No. <u>CO# 1</u> <u>Increase</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CCT GSD2500000006 PF No.: 1408333
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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 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: \_\_\_\_\_