



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

State of West Virginia Contract

Order Date: 09-22-2025

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 4074 GSD2500000007 3	Procurement Folder:	1464651
Document Name:	Building 74 Design Renovations Project	Reason for Modification:	
Document Description:	Building 74 Design Renovations Project	Change Order 2 To increase the contract.	
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:	2024-09-12
Free on Board:		Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000207246 CHAPMAN TECHNICAL GROUP LTD PO BOX 1355 SAINT ALBANS WV 251771355 US Vendor Contact Phone: 859-223-3999 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: Richard Scot Casdorff Requestor Phone: 304-957-7145 Requestor Email: scot.r.casdorff@wv.gov 2026 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 74 PLAZA FOUR 318-324 4TH AVE SOUTH CHARLESTON WV 25303 US

CR 10-6-25

Total Order Amount: \$510,435.00

Purchasing Division's File Copy

CA 10/3/25

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya H</i> 10/3/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Cady K</i> 10-8-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 2 is issued to increase the original contract to adjust contract deliverables due to Agency request for multiple bid packages and inclusion of elevator modernization, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of change: September 22, 2025

Original Contract Price : \$340,000.00
Change Order 1: \$ 86,895.00
Change Order 2 increase:\$ 83,540.00
New Contract Price: \$510,435.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$340,000.00
Service From	Service To	Manufacturer		Model No	
2024-09-12	2026-12-31				

Commodity Line Description: Architectural engineering

Extended Description:

Building 74 Design Renovations Project

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$86,895.00
Service From	Service To	Manufacturer		Model No	
2024-09-12	2026-12-31				

Commodity Line Description: Change Order 1 - Phase 1 designs & elevator modernization

Extended Description:

Building 74 Design Renovations Project - Phase 1 designs & elevator modernization

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$83,540.00
Service From	Service To	Manufacturer		Model No	
2024-09-12	2026-12-31				

Commodity Line Description: Change Order 2 - Additional Services

Extended Description:

Building 74 Design Renovations Project - Phase 1 designs & elevator modernization



**Chapman
Technical
Group**
a division of
GRW

June 6, 2025

Kari J. Westfall
Construction Project Manager
General Services Division
Building 4, Fifth Floor
112 California Avenue
Charleston, West Virginia 25305

200 Sixth Avenue
Saint Albans, WV 25177

304.727.5501

Buckhannon, WV
Lexington, KY

www.chaptech.com

Re: Building 74 Renovation

Dear Ms. Westfall:

The original Agreement with Chapman Technical Group for Building 74 did not include bidding or construction administration services for the fit-out contract and we have been requested to provide those services. We have estimated our additional fees on the attached fee summary document which totals eighty three thousand, five hundred forty dollars (\$83,540.00). Please let me know what additional documentation you may need to process this modification.

Sincerely,

CHAPMAN TECHNICAL GROUP

The General Services Division
is in agreement with this increase.

Joseph E. Bird, ASLA
Senior Vice President

Chapman Technical Group
March 3, 2025




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: June 5, 2025
Ref: CCT GSD2500000007 EOI: Building 74 Design Renovations Project


Tara:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #2 to increase CCT GSD2500000007, with Chapman Technical Group, for the Building 74 Design Renovations Project, per the attached documentation and the explanation given below.

The original scope of work had excluded Bid Phase and Construction Administration costs to be included as the project was "phased" Change Order No. 1 only included these Additional Services for the first phase of the Project (Interior Demolition and Window Replacement). Change Order No.2 includes the Additional Services for a more comprehensive renovation project.

Original Contract Price:	\$ 340,000.00
Change Order 1:	\$ 86,895.00
Change Order 2 (increase):	\$ 83,540.00
New Contract Total:	\$ 510,435.00

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.

10/3/25 - discussed
w/ Frank
OK to proceed




ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CCT 0211 GSD250000007, Ch#2 Bldg 74 Renovations Project - Design

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

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

9/11/25
Date
9/22/25
Date

~~Governor's Office Representative~~

~~Date~~

Total Cost:

Current Contract: \$426,895.00; CO2: \$83,540.00; New Contract Total: \$510,435.00

Award Document Number:

CCT 0211 GSD2500000007, Change Order 2

Description of Action/Purpose of Procurement

Request for approval to submit Change Order #2 to CCT GSD2500000007, the contract for Bldg. 74 Design Renovations Project, an increase of \$83,540.00, to cover the following scope changes:

The original contract established assessment review and schematic design phase services and construction documents. Change Order No. 1 had increased the contract in order to "phase" work per Agency request, and included bid and construction phase services for "interior demolition and window replacement" portion. Change Order No. 2 increases the contract to allow for bid and construction phase services for the more comprehensive renovation project (for future tenancy by the WV State Treasurer's Office "WVSTO"). Scope of renovations includes interior office buildout, new mechanicals, additional restrooms and elevator modernization, etc.

Original Contract Price:	\$ 340,000.00
Change Order 1:	\$ 86,895.00
Change Order 2 (increase):	\$ 83,540.00
New Contract Total:	\$ 510,435.00

Current estimate for the construction renovations is \$8M, a portion of which will be reimbursed by the WVSTO)

Funding: Appropriated General Revenue (Appropriated Special Revenue for any reimbursed portion).

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Business Organization Detail

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CHAPMAN TECHNICAL GROUP, LTD.

See attached

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/11/1991		1/11/1991	Domestic	Profit			

Organization Information

Business Purpose	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technincal Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)			Capital Stock	10000.0000
Charter County	Kanawha			Control Number	0
Charter State	WV			Excess Acres	0
At Will Term				Member Managed	
At Will Term Years				Par Value	10.000000
Authorized Shares	1000			Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Mailing Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177 USA
Notice of Process Address	GREG BELCHER 200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Principal Office Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177 USA
Type	Address

Officers	
Type	Name/Address
Director	GREG BELCHER CHAPMAN TECHNICAL GROUP 200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Director	BEN D. FISTER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Incorporator	HARVEY R. CHAPMAN 1528 FENTON CIRCLE NITRO, WV, 25143 USA
President	BEN FISTER 801 CORPORATE DRIVE 4TH FLOOR LEXINGTON, KY, 40503
Vice-President	GREG BELCHER 200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination
CHAPMAN TECHNICAL GROUP	TRADENAME	1/11/1991	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

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2015

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2013

2012

2011

2010

2009

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1992
Date filed

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

Monday, September 22, 2025 — 3:41 PM

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Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	c/o GRW ENGINEERS	LEXINGTON	KY	40503-5401	DIANE WILK
Payment	200 SIXTH AVE	SAINT ALBANS	WV	25177	
Ordering	C/O GRW ENGINEERS	LEXINGTON	KY	40503-5401	Diane Wilk
Web Registrar	C/O GRW ENGINEERS	LEXINGTON	KY	40503-5401	Diane Wilk
Ordering	200 SIXTH AVE	SAINT ALBANS	WV	25177	GINA MOORE
Payment	PO BOX 1355	SAINT ALBANS	WV	251771355	DIANE WILK
Ordering	PO BOX 1355	SAINT ALBANS	WV	251771355	DIANE WILK

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000207246

CHAPMAN TECHNICAL GROUP LTD

Address Type : Payment

Division/Department :

Additional Address Info. :

Prevent New Spending : ☐

Default Currency : USD - US Dollar

Active From : 07/17/2017

Active To :

Default Record : ☐

Mail Returned : ☐

Active Address : Yes

▼ Address Information

Address ID : AD000001

Street 1 : c/o GRW ENGINEERS

Street 2 : 801 CORPORATE DR

City : LEXINGTON

State/Province : KY

Zip/Postal Code : 40503-5401

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Country Phone Code : 1

Phone : 859-223-3999

Phone Extension :

County :

County Name :

Country : US



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All Words

e.g. 1606N020Q02




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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"Chapman Technical Group"



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 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>017</u> Date: <u>10/3/25</u> Solicitation No. <u>CG# 2</u> <u>Increase</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1464651
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

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

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

For Purchasing Division Use Only:

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

Signature: _____

Tara