



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: 07-25-2025

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

Order Number:	CPO 0211 4004 GSD2300000002 18	Change Order No:	11	Procurement Folder:	969527
Document Name:	Building 4 Renovations Project			Reason for Modification:	Change Order # 11 To reduce the contract
Document Description:	Building 4 Renovations Project				
Procurement Type:	Central Purchase Order				
Buyer Name:	Melissa Pettrey				
Telephone:	(304) 558-0094			Email:	melissa.k.pettrey@wv.gov
Shipping Method:	Best Way			Effective Start Date:	2022-10-03
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-04-15

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000206314 SWOPE CONSTRUCTION CO 1325 BLUEFIELD AVE BLUEFIELD WV 247012612 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Aaron M Armstrong Requestor Phone: 304-352-5492 Requestor Email: aaron.m.armstrong@wv.gov 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 4 112 CALIFORNIA AVE CHARLESTON WV 25305 US

CR 7-31-25

Total Order Amount: \$29,367,368.96

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 7/31/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 7/31/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 7-31-25 ELECTRONIC SIGNATURE ON FILE
------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------	----------------------------------------------------------------------------

Extended Description:

Change Order

Change Order No. 11 is issued to reduce the original contract, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Original Contract Price: \$ 28,563,000.00
 Change Order 2: \$ 178,218.00
 Change Order 3: \$ 61,123.00
 Change Order 4: \$ 161,379.00
 Change Order 5: \$ 103,689.00
 Change Order 6: \$ 45,047.00
 Change Order 7: \$ 98,837.00
 Change Order 8: \$ 89,679.78
 Change Order 9: \$ 59,493.07
 Change Order 10: \$ 22,971.11
 Change Order 11 Decrease:(\$ 16,408.00)
 New Contract Total: \$ 29,367,368.96

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	28546592.00
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

Commodity Line Description: Building 4 Renovations - Base Bid

Extended Description:

Base Bid: Per attached Project Plans

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72152400	0.00000	EA	2400.000000	0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Building 4 Renovations - Unit Price #1

Extended Description:

Type A Windows; Replacement of Insulated Glazing Units (IGU's)
 see Section 012200 Item 3.1 A

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72152400	2.00000	EA	2250.000000	4500.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Building 4 Renovations - Unit Price #2

Extended Description:

Type B and C Windows; Replacement of Insulated Glazing Units (IGU's)
 see Section 012200 Item 3.1 B

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72152400	3.00000	EA	2500.000000	7500.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Building 4 Renovations - Unit Price #3

Extended Description:

Type D Windows; Replacement of Insulated Glazing Units (IGU's)
see Section 012200 Item 3.1 C

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72151900	0.00000	EA	330.000000	0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Building 4 Renovations - Unit Price #4

Extended Description:

Exterior Stone Repointing
see Section 012200 Item 3.1 D

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	72151900	0.00000	EA	3850.000000	0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Building 4 Renovations - Unit Price #5

Extended Description:

Limestone faade Panel Replacement
see Section 012200 Item 3.1 E

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	72121103	0.00000		0.000000	166218.00
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

Commodity Line Description: Change Order 2

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	72121103	0.00000		0.000000	61123.00
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

Commodity Line Description: Change Order 3

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	72121103	0.00000		0.000000	104029.00
Service From	Service To	Manufacturer	Model No		
2022-10-03	2025-04-15				

Commodity Line Description: Change Order 4

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	72121103	0.00000		0.000000	161379.00
Service From	Service To	Manufacturer		Model No	
2022-10-03	2025-04-15				

Commodity Line Description: Change Order 5

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	72121103	0.00000		0.000000	45047.00
Service From	Service To	Manufacturer		Model No	
2022-10-03	2025-04-15				

Commodity Line Description: Change Order 6

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	72121103	0.00000		0.000000	98837.00
Service From	Service To	Manufacturer		Model No	
2022-10-03	2025-04-15				

Commodity Line Description: Change Order 7

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	72121103	0.00000		0.000000	89679.78
Service From	Service To	Manufacturer		Model No	
2022-10-03	2025-04-15				

Commodity Line Description: Change Order 8

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	72121103	0.00000		0.000000	59493.07
Service From	Service To	Manufacturer		Model No	
2022-10-03	2025-04-15				

Commodity Line Description: Change Order 9

Extended Description:

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

Commodity Line Description: Change Order 10

Extended Description:



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> 22010.00 Building Four Renovations Project 112 California Avenue, Charleston, WV 25305	CONTRACT INFORMATION: Contract For: General Construction Date: 09-12-2022	CHANGE ORDER INFORMATION: Change Order Number: 011 Date: 07-22-2025
OWNER: <i>(Name and address)</i> WV Department of Admin., General Services Division 1900 Kanawha Blvd, East, Bldg 1, Room MB60 Charleston, WV 25302	ARCHITECT: <i>(Name and address)</i> Perfido Weiskopf Wagstaff + Goettel LLC 408 Boulevard of the Allies Pittsburgh, PA 15219-1301	CONTRACTOR: <i>(Name and address)</i> Swope Construction Co. 1325 Bluefield Avenue Bluefield, WV 24701

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

A Memorandum of Understanding was signed prior to the start of construction to monitor energy usage throughout the construction period. The monthly usage against the monthly allowable amount exceeded the allowable costs by \$16,408 (over the course of the construction which we concluded on the date of December 31, 2024).

The original Contract Sum was	\$ 28,563,000.00
The net change by previously authorized Change Orders	\$ 820,776.96
The Contract Sum prior to this Change Order was	\$ 29,383,776.96
The Contract Sum will be decreased by this Change Order in the amount of	\$ (16,408.00)
The new Contract Sum including this Change Order will be	\$ 29,367,368.96

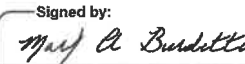
The Contract Time will be unchanged by Zero (0) days.

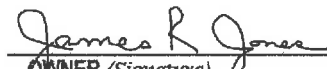
The new date of Substantial Completion will be 03-16-2025 Final Completion 04-15-2025

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


ARCHITECT *(Signature)*
BY: Joseph Filar, RA, Senior
Associate
*(Printed name, title, and license
number if required)*
7/24/2025
Date

Signed by:

CONTRACTOR *(Signature)*
BY: Mark Burdette, Project Manager
(Printed name and title)
7/24/2025
Date


OWNER *(Signature)*
James R Jones, Procurement Admin.
Bldg. Maintenance, GSD Director
(Printed name and title)
7/25/2025
Date

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING is made and entered into by and between the DEPARTMENT OF ADMINISTRATION/GENERAL SERVICES DIVISION-hereinafter referred to as, **GSD** and **SWOPE CONSTRUCTION**, contractor of record for the renovations of Building 4, 112 California Ave., Charleston WV.

PURPOSE

The purpose of this MOU is to state the agreement between the two parties relating to utility usage by the contract vendor while the facility is under construction.

We will allow a \$7,500.00 allowance as a baseline from which the delta costs can be determined.

Official possession of the building for renovations was October 3, 2022, we will begin this "allowance" effective November 1, 2022.

Upon substantial completion, the monthly charges will be reviewed for average monthly usage and compared to the \$7500.00 baseline allowance.

If costs are above the \$7500 allowance there will be a deductive change order in an amount agreed up by both parties. If the costs are below the allowance there will be no change order to process and the difference will be considered as a cost of conducting business and providing utility usage at no additional costs to Swope.

SWOPE CONSTRUCTION responsibilities

SWOPE will remain cognizant of usage during construction. If there are any issues that arise, Swope will immediately notify the Project Manager (Kari Dean) so they can be followed up on.

SWOPE CONSTRUCTION CONTACT PERSON

Ron Mallory
SWOPE CONSTRUCTION
rmallory@swopeco.com


GSD responsibilities

GSD will maintain records of expenses incurred including copies of monthly invoices, spreadsheet to show monthly usage and cost. GSD will promptly determine the necessity of a deductive change order upon substantial completion of the project.

This MOU will remain in effect until such time as the two parties signed below either agree to dissolve the MOU or incurred expenses are paid in full.


Ron Mallory
SWOPE CONSTRUCTION

5.2.2023
Date


Robert P. Kilpatrick
Deputy Director, General Services Division

2/24/22
Date

** signed previously*

BLDG 4 RENO / UTILITY USAGE ALLOWANCE DURING PROJECT CONSTRUCTION

Figures in blue are below delta baseline; those in black are above delta baseline

Date of Invoice	Invoice Amount	Delta Costs w/\$7500 Baseline
11/02/22	\$8,782	\$1,282
12/03/22	\$10,545	\$3,045
01/06/23	\$9,073	\$1,573
02/03/23	\$5,956	\$1,544
03/07/23	\$9,136	\$1,636
04/05/23	\$3,394	\$4,106
05/05/23	\$898	\$6,602
06/06/23	\$799	\$6,701
07/06/23	\$1,253	\$6,247
08/04/23	\$1,507	\$5,993
09/01/23	\$1,377	\$6,123
10/04/23	\$1,871	\$5,629
11/02/23	\$8,680	\$1,180
12/05/23	\$10,800	\$3,300
01/06/24	\$11,892	\$4,392
02/06/24	\$6,802	\$718
03/06/24	\$3,700	\$3,800
04/05/24	\$2,009	\$5,491
05/04/24	\$2,454	\$5,046
06/05/24	\$2,471	\$5,029
07/04/24	\$2,720	\$4,780
08/03/24	\$2,889	\$4,611
09/04/24	\$3,319	\$4,181
10/03/24	\$3,263	\$4,237
11/01/24	\$3,543	\$3,957
12/04/24	\$6,084	\$1,416
Total above delta baseline		\$16,408



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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

MEMORANDUM

TO: Tara Lyle, Buyer Supervisor, WV Purchasing Division

FROM: Jamie Jones, Procurement Administrator

DATE: July 25, 2025

REF: CPO GSD2300000002 Building 4 Renovations Project, Change Order #11

Please let this memorandum serve as justification for our request for Change Order #11 to our contract with Swope Construction Co. for the referenced contract. This change order is deductive in nature to reduce the portion of the contract that allowed contract amount for utility usage.

Original Contract Amount:	\$28,563,000.00
Change Order # 2 Increase:	\$ 178,218.00
Change Order #3 Increase:	\$ 61,123.00
Change Order #4 Increase:	\$ 104,029.00
Change Order #5 Increase:	\$ 161,379.00
Change Order #6 Increase:	\$ 45,047.00
Change Order #7 Increase:	\$ 98,837.00
Change Order #8 Increase:	\$ 89,679.78
Change Order #9 Increase:	\$ 59,493.07
Change Order #10 Increase:	\$ 22,971.11
Change Order # 11 Decrease:	(\$ 16,408.00)
New Contract Total:	\$29,367,368.96

This Change Order request results in an reduces overall change orders to a total of 2.82% to the overall contract amount.

Please feel free to contact me with any questions, or if additional information and/or documentation is required to process this change order.

Thank you for your time and consideration of this project.

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

SWOPE CONSTRUCTION CO.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/17/1988		5/17/1988	Domestic	Profit			

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

Addresses

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

Officers

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

DBA

DBA Name	Description	Effective Date	Termination Date
BURDETTE LEGACY BUILDERS	TRADENAME	7/10/2024	
DBA Name	Description	Effective Date	Termination

Annual Reports	
Filed For	
2025	
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Date filed	

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

Friday, July 25, 2025 — 10:15 AM



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- ☐ All Words 
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e.g. 123456789, Smith Corp

"Swope Construction Co." 

Entity 

Location 

Zip Code

e.g. 20001

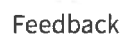
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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>7/105</u> Date: <u>7/30/21</u> Solicitation No. <u>Cot #11</u> <u>Decrease</u>	Agency: General Services Division <hr/> Procurement Officer Submitting Requisition: Jamie Jones <hr/> Requisition No. <hr/> PF No.: 969527
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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

Tanya