



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: 08-01-2025

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

Order Number:	CPO 0211 4022 GSD2500000007 10	Change Order No:	4	Procurement Folder:	1431105
Document Name:	Building 22 Interior Renovations			Reason for Modification:	Change Order No. 4 - To Increase and Extend Contract per attached documentation.
Document Description:	Building 22 Interior Renovations				
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-01-27
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-06-22

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200085 THE NEIGHBORGALL CONSTRUCTION COMPANY 1216 SEVENTH AVE  HUNTINGTON WV 25701 US Vendor Contact Phone: 304-525-5181 Extension: 243  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Timothy M Lee Requestor Phone: 304-352-5492 Requestor Email: timothy.m.lee@wv.gov  <b>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 22 - TAX AND REVENUE 1001 LEE ST CHARLESTON WV 25301 US

Total Order Amount: \$8,149,957.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 8/5/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8/12/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 8-13-25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order 4

Change Order No. 4 is issued to extend and increase the original contract to June 22, 2026 (32 Days), according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders per the attached documentation. The extension of this contract is provided to provide the vendor time for the additional work.

Effective Date of Increase: 6/3/2025

Extend Contract from 05/22/2026 to 06/22/2026

Original Contract Price:	\$	7,820,000.00
Change Order 2 (Increase)	\$	38,721.00
Change Order 3 (Increase)	\$	268,907.00
Change Order 4 (Increase)	\$	22,239.00
New Contract Total:	\$	8,149,957.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	7820000.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-06-22				

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

Base Bid plus alternate

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121103	0.00000		0.000000	38721.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-06-22				

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

Change Order 2 (CCDs: 1-6)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72121103	0.00000		0.000000	268907.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-06-22				

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

Change Order 3 (CCDs: 7-12)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72121103	0.00000		0.000000	22329.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-06-22				

**Commodity Line Description:** Change Order 4**Extended Description:**

Change Order 4 (CCDs: 13-18)





# Document G701® – 2017

## Change Order

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

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

**CHANGE ORDER INFORMATION:**  
Change Order Number: 004  
Date: May 30, 2025

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

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

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

### THE CONTRACT IS CHANGED AS FOLLOWS:

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

CCD #13 - Per RFI #10 Response, a cost proposal to remove existing light fixtures and install new light fixtures at the top of each stairwell. This will be a GSD expense. \$1,335.00

CCD #14 - Revised Entry Door #100 to include exit devices and electric lock kit. Proposal includes installation and testing of sliding dorr access control system. This will be a Tax Expense. \$7,893.00

CCD #15 - Cost Proposal includes labor and material for the following scope of work per RFI #12 and email correspondence;

- Walls to hard ceiling include metal studs framing, hang drywall, insulate, and tape top out.
- Basement Restroom Walls to hard ceiling. New wall framing was extended.
- 1st Floor, Mezzanine, 2nd Floor, 3rd Floor, & 4th Floor Restroom Walls to hard ceiling
- Storage Room at 4th Floor walls to hard ceiling.
- Includes 3/4" x 8" Wood Caps for 6'-6" high wall near E4 on 4th Floor.

This is GSD expense. \$ 9,862.00

CCD #16 - Per request, proposal for the following;

- Logo inlay 6'-0" diameter at 1st Floor Corridor.
- Credit for Sheet Vinyl Flooring at Room 208, existing flooring to remain.
- Change Breakroom 126 at 1st Floor from LVT with Wood Base to Ceramic Flooring & Base. Request for time extension to adjust the Final Completion date - ADD 2 days. \$2,304.00

CCD #17 - Cost Proposal to repair an existing steel support post on the roof that has a crack in the corner of the post. Repair shall be as per RFI #11 Response, Detail 2 on SK1. \$935.00

CCD #18 - During Change Order No. 2 review, it was brought to our attention that the date listed in Change Order No. 1 from Notice to Proceed (NTP) is the Final Completion Date of 435 days from Notice to Proceed. Please reference Request for Quotation (RFQ), Page 30, Item 10 attached: it states Substantial Completion by 435 calendar days, and Final Completion by 465 calendar days. If the intent of Change Order No. 1 was for the Contract Term to be to Final Completion, an additional 30 days needs to be added to the next Change Order to allow for the 465 calendar day time frame. Proposal Request #18 is for a correction to the Final Completion Date - ADD 30 calendar days.

**Total ADD - \$22,329.00**

**Total Days Added is 32.**

The original Contract Sum was

\$ 7,820,000.00

The net change by previously authorized Change Orders

\$ 307,628.00

The Contract Sum prior to this Change Order was

\$ 8,127,628.00

The Contract Sum will be increased by this Change Order in the amount of

\$ 22,329.00

The new Contract Sum including this Change Order will be

\$ 8,149,957.00

The Contract Time will be increased by Thirty-Two (32) days.

The new date of Final Completion will be June 22, 2026

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



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

  
ARCHITECT (Signature)

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

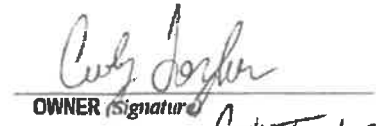
(Printed name, title, and license  
number if required)

5/30/25  
Date

  
CONTRACTOR (Signature) BY:

C.R. Neighborgall, IV, President  
(Printed name and title)

6/02/2025  
Date

  
OWNER (Signature)

BY: ~~James R. Jones~~, Cathy Taylor  
Procurement Supervisor

(Printed name and title) Proc. Specialist

6/3/25  
Date





# Document G714® – 2017

## Construction Change Directive

<b>PROJECT:</b> <i>(name and address)</i> Building 22 Interior Renovations  1001 Lee Street, East Charleston, WV 25301	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: December 09, 2024	<b>CCD INFORMATION:</b> Directive Number: 013 Date: May 15, 2025
<b>OWNER:</b> <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	<b>ARCHITECT:</b> <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	<b>CONTRACTOR:</b> <i>(name and address)</i> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

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

Per RFI #10 Response, cost proposal to remove existing light fixtures and install new light fixtures at the top of each stairwell. This will be a GSD expense.

### PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 1,335.00  
☐ Unit Price of \$ 0.00 per  
☐ Cost, as defined below, plus the following fee: 0.00  
*(Insert a definition of, or method for determining, cost)*  
☐ As follows:

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

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

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

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

  
ARCHITECT (Signature)

BY: Sean G. Simon, AIA, NCARB  
Director of Construction Services  
*(Printed name, title, and license number if required)*

5/15/25  
Date

  
OWNER (Signature)

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

5/19/25  
Date

  
CONTRACTOR (Signature)

BY: Hollie R. Massie, Sr.  
Project Manager  
*(Printed name and title)*

5/16/2025  
Date





**NEIGHBORGALL  
CONSTRUCTION**

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

## Change Proposal Request No.13

Date: May 14, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: PR #13 - Stairwell Lights per RFI #10

Pickering # - PA 2226056

### Description:

Per RFI #10 Response, cost proposal to remove existing light fixtures and install new light fixtures at the top of each Stairwell.

### Cost Breakdown:

NCC Subcontractor	Hatzel & Buehler	\$ 1,150.00	10%	\$ 1,265.00
Subtotal				\$ 1,265.00
Bond & Insurance				\$ 43.82
B&O Tax			2%	\$ 26.18
Total Cost - ADD				\$ 1,335.00

Hollie R. Massie  
Senior Project Manager





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

**BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER**

Date: 05/06/2025

To: Hollie Massie  
Neighborgall Construction

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

**Stairwell Lights**

**ONE THOUSAND THREE HUNDRED SIXTY DOLLARS**

**\$1,150.00**

*LABOR: \$300*

*MATERIAL: \$850*

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

Sincerely,  
Ian Haddox

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





**HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

**Clarifications**

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

**Inclusions:**

- a. Removal of two existing stairwell light fixtures.
- b. Furnish and install two new type 'DEM' fixtures.

**Exclusions**

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



**PROJECT NAME WV Building 22**  
**Interior Renovations**

**NCC PROJECT NO.:** 24-042

**RFI**

**REQUEST FOR  
INFORMATION**

**TO:** Pickering Associates  
318 Lee Street, West  
Suite 200  
Charleston, WV 25302

**RFI NO.:** 10

**FROM:** Neighborgall Construction  
**ORIGINATOR:** Hatzel Beuhler, Inc.

**DATE:** 04/17/2025

**Referenced Drawing Sheet Number(s):** \_\_\_\_\_

**Referenced Specification Section(s):** \_\_\_\_\_

**Referenced Bid Scope Manual Section(s):** \_\_\_\_\_

**Description of Request:**

Drawing E116 shows one stairwell light fixture by the roof entrance doorway in each stairwell. There is a landing in the stairwells past each roof entrance that has an existing light fixture. Currently this fixture is not shown on plans to be replaced. Would the owner like to replace these two light fixtures? See attached for clarification of locations. Costs would be incurred.

**Date Answer Required By:** 4/24/2025

**Information Reply From:** Pickering Associates  
Demolish the existing fixture and replace with a new LED fixture.

Mark Moore 04/28/25

**Signed:** Brooklynn Hazlett


**Date:** 4/17/25

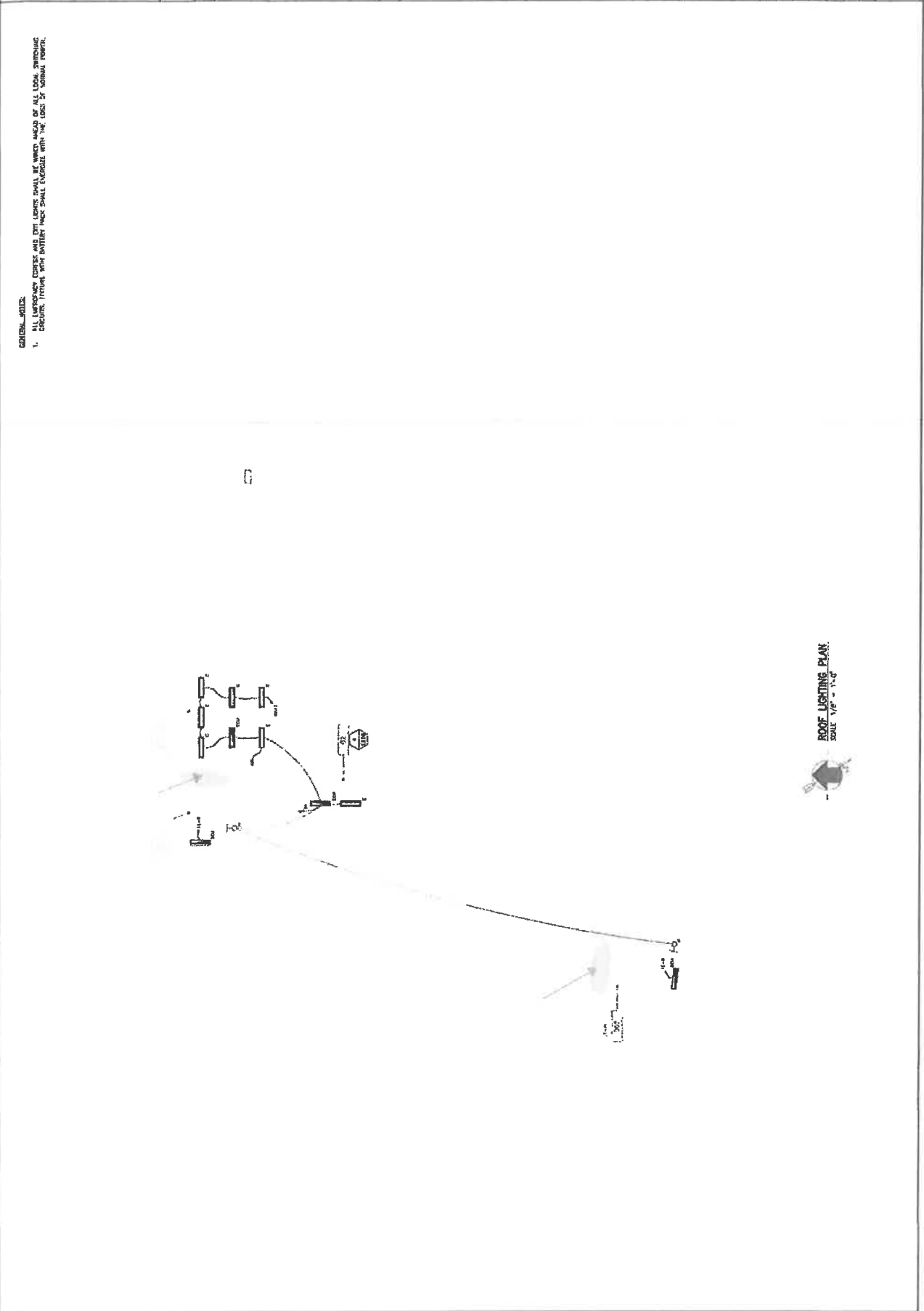


**NEIGHBORGALL  
CONSTRUCTION**

1216 Seventh Avenue Huntington, WV 25701-2320  
Telephone (304) 525-5181 Fax (304) 525-7795



		<b>Drawing Description</b> STATE OF WEST VIRGINIA RIN DINO 12 - TAX AND REVENUE 1000 LEE STREET EAST, CHARLESTON, WV ROOF LIGHTING PLAN	
Project: 2220104 Drawn By: MAM Checked By: Scale: 1/8" = 1'-0" Plot Date: 01/15/24 Reviewer: Drawing Number:	<b>E116</b>		



GENERAL NOTES:  
 1. ALL DIMENSIONS SHOWN ON THIS PLAN SHALL BE MEASURED FROM THE CENTERLINE OF ALL ROADS, DRIVEWAYS, AND ALLEYS UNLESS OTHERWISE NOTED.  
 2. ALL DIMENSIONS SHALL BE MEASURED FROM THE CENTERLINE OF ALL ROADS, DRIVEWAYS, AND ALLEYS UNLESS OTHERWISE NOTED.

DATE: 01/15/24

BY: MAM

CHECKED BY:

SCALE: 1/8" = 1'-0"

PLOT DATE: 01/15/24

REVIEWER:

DRAWING NUMBER:

PROJECT: 2220104

DRAWN BY: MAM

CHECKED BY:

SCALE: 1/8" = 1'-0"

PLOT DATE: 01/15/24

REVIEWER:

DRAWING NUMBER:

PROJECT: 2220104

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PROJECT: 2220104

DRAWN BY: MAM

CHECKED BY:

SCALE: 1/8" = 1'-0"

PLOT DATE: 01/15/24

REVIEWER:

DRAWING NUMBER:

PROJECT: 222010





# Document G714® – 2017

## Construction Change Directive

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

1001 Lee Street, East  
Charleston, WV 25301

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

**CONTRACT INFORMATION:**

Contract For:  
General Construction  
Date:  
December 09, 2024

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

**CCD INFORMATION:**

Directive Number:  
014  
Date:  
May 15, 2025

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

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

Revised Entry Door #100 to include exit devices and electric lock kit. Proposal includes installation and testing of sliding door access control system. This will be a Tax expense.

### PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 7,893.00  
☐ Unit Price of \$ 0.00 per  
☐ Cost, as defined below, plus the following fee: 0.00  
(Insert a definition of, or method for determining, cost)  
☐ As follows:

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

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

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

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

  
ARCHITECT (Signature)

BY: Sean G. Simon, AIA, NCARB  
Director of Construction Services  
(Printed name, title, and license number if required)

5/15/25  
Date

  
OWNER (Signature)

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

5/19/25  
Date

  
CONTRACTOR (Signature)

BY: Hollie R. Massie, Sr.  
Project Manager  
(Printed name and title)

5/16/2025  
Date





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

## Change Proposal Request No.14

Date: May 14, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: PR #14 - Entry Door & Access Control at 1st Floor  
Pickering # - PA 2226056

### Description:

Revised Entry Door #100 to include exit devices and electric lock kit. Proposal includes installation and testing of sliding door access control system.

### Cost Breakdown:

NCC Subcontractor	Hatzel & Buehler	\$ 953.00	10%	\$ 1,048.30
	MayContracting	\$ 5,846.00	10%	\$ 6,430.60
Subtotal				\$ 7,478.90
Bond & Insurance				\$ 259.34
B&O Tax			2%	\$ 154.76
Total Cost - ADD				\$ 7,893.00

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

Hollie R. Massie  
Senior Project Manager





May 6, 2025

To: Hollie Massie – Neighborgall Construction

Re: Change Order Request # 1 – GSD Bldg. # 22 project

May Contracting, Inc. proposes to replace Door # 100 with 2 Record 5100-SX Sliding Door Panels with CVR Exit Devices and Electric Lock Kit

Total Cost for this replacement is \$5,846.00.

Thank you,

A handwritten signature in dark ink, appearing to read 'RD' or 'Richard Dudding'.

Richard Dudding

RD/ts





**HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

**BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER**

Date: 05/12/2025

To: Hollie Massie  
Neighborgall Construction

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

**Front Sliding Door**

NINE HUNDRED FIFTY-THREE DOLLARS

\$953.00 ✓

SUBCONTRACTOR: \$866.7 x 10% markup

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

Sincerely,  
Ian Haddox

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





**HATZEL & BUEHLER, INC.**

*Electrical Construction Since 1884*

**Clarifications**

1. Proposal is based on:
  - a. Working four (4) 10-hour days per week. No premium time included.
2. Proposal is valid for acceptance within 30 days. H&B reserves the right to revise pricing based on materials and equipment costs if the change order is not awarded within this period.
3. This proposal is for assisting the door hardware manufacturer with the front sliding door access control integrations.

**Inclusions:**

- a. Installation and testing of sliding door access control system.

**Exclusions**

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





QUOTATION: 41044

BILL TO:		JOB LOCATION:	
COMPANY: Hatzel & Buehler		COMPANY: Hatzel & Buehler Kenova Office	DATE: May 8, 2025
ADDRESS: P.O. Box 7499		ADDRESS: 1922 Oak Street	SALES REP: Shawn Schrader
			PHONE:
Wilmington, DE 19803-0499		Kenova, WV 25530	EMAIL: sschrader@newtech-sys.com
CONTACT:		CONTACT:	
PHONE: (740) 420 3088		PHONE:	EXPIRES: 90 DAYS

**TITLE:**  
FRont Door Access Control

**SCOPE OF WORK:**

This proposal is for assisting the door hardware manufacture with the front sliding door integrations.  
Professional Services includes Installation and testing.





QUOTATION: 41044

QTY	PART NUMBER	PART DESCRIPTION
8.00	INSTALLATION	Installation
1.00	TRAVEL	Travel Time

<b>SUBTOTAL:</b>	\$810.00
<b>TAX:</b>	\$56.70
<b>TOTAL:</b>	\$866.70

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

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



# AIA® Document G714® – 2017

## Construction Change Directive

<b>PROJECT:</b> <i>(name and address)</i> Building 22 Interior Renovations  1001 Lee Street, East Charleston, WV 25301	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: December 09, 2024	<b>CCD INFORMATION:</b> Directive Number: 015 Date: May 15, 2025
<b>OWNER:</b> <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	<b>ARCHITECT:</b> <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	<b>CONTRACTOR:</b> <i>(name and address)</i> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

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

Cost Proposal includes labor and material for the following scope of work per RFI #12 and email correspondence;

- Walls to hard ceiling include metal studs framing, hang drywall, insulate, and tape top out.
- Basement Restroom Walls to hard ceiling. New wall framing was extended.
- 1st Floor, Mezzanine, 2nd Floor, 3rd Floor, & 4th Floor Restroom Walls to hard ceiling.
- Storage Room at 4th Floor walls to hard ceiling.
- Includes 3/4" x 8" Wood Caps for 6'-6" high wall near column E4 on 4th Floor.

This is a GSD expense.

### PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 9,862.00
- ☐ Unit Price of \$ 0.00 per
- ☐ Cost, as defined below, plus the following fee: 0.00  
*(Insert a definition of, or method for determining, cost)*
- ☐ As follows:

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

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

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

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



  
ARCHITECT (Signature)

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

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

5/15/25

Date

  
OWNER (Signature)

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

5/19/25  
Date

  
CONTRACTOR (Signature)

BY: Hollie R. Massie, Sr.  
Project Manager

(Printed name and title)

5/16/2025

Date





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

## Change Proposal Request No.15

Date: May 14, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: PR #15 - Walls to hard ceiling at Restrooms & Storage Rm 4th Flr  
Pickering # - PA 2226056

### Description:

Cost Proposal includes labor and material for the following scope of work per RFI #12 and email correspondence:

- Walls to hard ceiling include metal studs framing, hang drywall, insulate, and tape top out.
- Basement Restroom Walls to hard ceiling. New wall framing was extended.
- 1st Floor, Mezzanine, 2nd Floor, 3rd Floor, & 4th Floor Restroom Walls to hard ceiling
- Storage Room at 4th Floor walls to hard ceiling
- Includes 3/4" x 8" Wood Cap for 6'-6" high wall near column E4 on 4th Floor

### Cost Breakdown:

<b>NCC Labor</b>	Metal Stud, Drywall, Tape, Insulation	\$ 5,645.00	15%	\$ 6,491.75
	Wood Cap	\$ 144.00	15%	\$ 165.60
<b>NCC Material</b>	Metal Studs, Drywall, Tape, Insulation	\$ 2,267.00	15%	\$ 2,607.05
	Wood Cap	\$ 86.00	15%	\$ 98.90
<b>Subtotal</b>				\$ 9,363.30
<b>Bond &amp; Insurance</b>				\$ 305.33
<b>B&amp;O Tax</b>			2%	\$ 193.37
<b>Total Cost - ADD</b>				\$ 9,862.00

  
Hollie R. Massie  
Senior Project Manager





Pickering Associates  
11283 Emerson Ave.  
Parkersburg, West Virginia 26104  
P: 304.363.1004

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

## RFI #12: Restroom Walls

**Status** Closed on 05/12/25

**To** Sean Simon (Pickering Associates)

**From** Brooklynn Hazlett (Neighborgall Construction)

**Date Initiated** May 7, 2025

**Due Date** May 14, 2025

**Location**

**Spec Section**

**Drawing Number**

**Reference**

**Linked Drawings**

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

**Copies To** Hollie Massie (Neighborgall Construction), Amy Price (Neighborgall Construction), Sean Simon (Pickering Associates)

### Activity

#### Question

**Question from Brooklynn Hazlett Neighborgall Construction on Wednesday, May 7, 2025 at 03:34 PM EDT**

The new wall types per A010 labeled 24 or 26, are to be built 6" above finished ceiling. This pertains to some restroom walls per A400, A401, and A402. Should these walls in the restrooms be framed and hung to the hard ceiling above for sound, and privacy since there are acoustical ceiling on both sides of the wall?

Cost Impact: Possibly

#### Attachments

RFI #12 Restroom Walls.pdf

#### Official Response

**Response from Sean Simon Pickering Associates on Monday, May 12, 2025 at 02:56 PM EDT**

Yes, all bathroom walls shall extend to existing hard ceiling.

#### All Replies

**Response from Sean Simon Pickering Associates on Monday, May 12, 2025 at 02:56 PM EDT**

Yes, all bathroom walls shall extend to existing hard ceiling.



**PROJECT NAME WV Building 22  
Interior Renovations**

**NCC PROJECT NO.:** 24-042

**RFI**

**REQUEST FOR  
INFORMATION**

**TO:** Pickering Associates  
318 Lee Street, West  
Suite 200  
Charleston, WV 25302

**RFI NO.:** 12

**FROM:** Neighborgall Construction

**DATE:** 05/07/2025

**ORIGINATOR:** \_\_\_\_\_

**Referenced Drawing Sheet Number(s):** \_\_\_\_\_

**Referenced Specification Section(s):** \_\_\_\_\_

**Referenced Bid Scope Manual Section(s):** \_\_\_\_\_

**Description of Request:**

The new wall types per A010 labeled 24 or 26, are to be built 6" above finished ceiling. This pertains to some restroom walls per A400, A401, and A402. Should these walls in the restrooms be framed and hung to the hard ceiling above for sound, and privacy since there are acoustical ceiling on both sides of the wall?

**Date Answer Required By:** 05/14/2025

**Information Reply From:** \_\_\_\_\_

**Signed:** Brooklynn Hazlett

**Date:** 05/07/25



**NEIGHBORGALL  
CONSTRUCTION**

1216 Seventh Avenue Huntington, WV 25701-2320  
Telephone (304) 525-5181 Fax (304) 525-7795



**Hollie Massie**

4TH Floor Wall  
w/ WOOD CAP

**From:** Amy Price  
**Sent:** Monday, May 12, 2025 8:35 AM  
**To:** Sean Simon  
**Cc:** Hollie Massie  
**Subject:** RE: B22 Wall Between Cubicles

Thanks Sean.

**Amy L. Price**  
**Superintendent**  
1216 7th Avenue, Huntington, WV 25701-2320  
Cell: 304-550-0202  
Office Phone: 304-525-5181  
Fax: 304-525-7795  
Email: [amy.price@neighborgall.com](mailto:amy.price@neighborgall.com)



**NEIGHBORGALL  
CONSTRUCTION**

Visit us at <http://www.neighborgall.com>

**From:** Sean Simon <[ssimon@pickeringusa.com](mailto:ssimon@pickeringusa.com)>  
**Sent:** Friday, May 9, 2025 1:32 PM  
**To:** Amy Price <[amy.price@neighborgall.com](mailto:amy.price@neighborgall.com)>  
**Subject:** RE: B22 Wall Between Cubicles

Amy,

Walls should be 6'-6" tall with  $\frac{3}{4}$ " thick oak cap to match other new woodwork. Each side of exposed wood trim should overhang face of wall  $\frac{3}{4}$ ".

Thank you,

**Sean Simon, AIA, NCARB**  
Director of Construction Services  
Senior Project Architect

**PICKERING  
ASSOCIATES**

*Architects • Engineers • Surveyors*

*Our purpose is to enrich our communities  
through service to our clients*



Pickering Associates

1001 1st St SW

Suite 200

Washington, DC 20004

Phone: (202) 462-1111 Fax: (202) 462-1112

Cell: (202) 462-1113

F: (202) 462-1114

[ssimon@pickeringusa.com](mailto:ssimon@pickeringusa.com)

[www.pickeringusa.com](http://www.pickeringusa.com)



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the named addressee you should not disseminate, distribute, retain, or copy this e-mail or any attachments. If you have received this email in error please delete and notify the sender.

**From:** Amy Price <[amy.price@neighborgall.com](mailto:amy.price@neighborgall.com)>

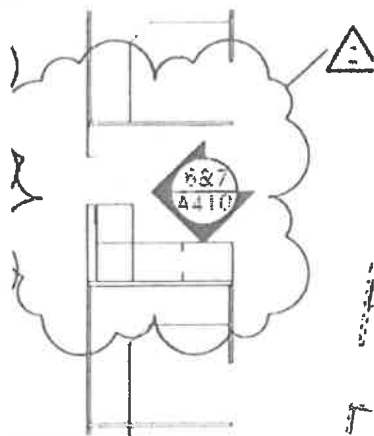
**Sent:** Thursday, May 8, 2025 11:10 AM

**To:** Sean Simon <[ssimon@pickeringusa.com](mailto:ssimon@pickeringusa.com)>

**Subject:** B22 Wall Between Cubicles

**\*\*\*EXTERNAL EMAIL - Exercise caution. DO NOT reply to, open attachments, or click links if the email looks suspicious or is from an unknown sender.\*\*\***

Sean, I was thinking you had told us how tall to make this wall, but I cannot find where I wrote it down. Could you enlighten me please lol.



**Amy L. Price**

**Superintendent**

1216 7th Avenue, Huntington, WV 25701-2320

Cell: 304-550-0202

Office Phone: 304-525-5181

Fax: 304-525-7795

Email: [amy.price@neighborgall.com](mailto:amy.price@neighborgall.com)



# AIA® Document G714® – 2017

## Construction Change Directive

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

1001 Lee Street, East  
Charleston, WV 25301

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

**CONTRACT INFORMATION:**

Contract For:  
General Construction  
Date:  
December 09, 2024

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

**CCD INFORMATION:**

Directive Number:  
016  
Date:  
May 21, 2025

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

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

Per request, proposal for the following:

- Logo inlay 6'-0" diameter at 1st Floor Corridor.
- Credit for Sheet Vinyl Flooring at Room 208, existing flooring to remain.
- Change Breakroom 126 at 1st Floor from LVT with Wood Base to Ceramic Flooring & Base.

Request for time extension to adjust the Final Completion date - ADD 2 days

### PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 2,304.00
- ☐ Unit Price of \$ 0.00 per
- ☐ Cost, as defined below, plus the following fee: 0.00  
*(Insert a definition of, or method for determining, cost)*
- ☐ As follows:

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

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

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

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



ARCHITECT (Signature)

OWNER (Signature)

BY: Sean G. Simon, AIA, NCARB  
Director of Construction Services  
(Printed name, title, and license  
number if required)

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

5/22/25  
Date

5/29/25  
Date



CONTRACTOR (Signature)

BY: Hollie R. Massie, Sr.  
Project Manager  
(Printed name and title)

5/28/2025  
Date





**NEIGHBORGALL  
CONSTRUCTION**

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

## Change Proposal Request No.16

Date: May 20, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071 Pickering # - PA 2226056  
Description: PR #16 - Logo Flooring, Breakroom 126 Ceramic, & Credit SV Floor

### Description:

Per request, proposal for the following:

- Logo Inlay 6'-0" diameter at 1st Floor Corridor.
- Credit for Sheet Vinyl Flooring at Room 208, existing flooring to remain.
- Change Breakroom 126 at 1st Floor from LVT with Wood Base to Ceramic Flooring & Base.

Request for time extension to adjust the Substantial Completion date - ADD - 2 days

### Cost Breakdown:

<i>NCC Labor</i>	Wood Base Labor - Credit	\$ (60.00)		
<i>NCC Labor</i>	General Cleanup	\$ 220.00		
	Coordination / Layout	\$ 980.00		
	Temp. Facilities	\$ 170.00		
<i>NCC Material</i>	Wood Base Material - Credit	\$ (488.00)		
	Equipment	\$ 95.00		
<i>Subtotal NCC</i>		\$ 917.00	15%	\$ 1,054.55
<i>NCC Subcontractor</i>	Cornerstone Interiors - Logo Flooring	\$ 5,041.00		
	Cornerstone Interiors - Credit SV	\$ (8,330.00)		
	Cornerstone Interiors - Breakroom 126	\$ 4,334.00		
<i>Subtotal Subs</i>		\$ 1,045.00	10%	\$ 1,149.50
<i>Subtotal</i>				\$ 2,204.05
<i>Bond &amp; Insurance</i>				\$ 54.77
<i>B&amp;O Tax</i>			2%	\$ 45.18
<b>Total Cost - ADD</b>				<b>\$ 2,304.00</b>

Hollie R. Massie  
Senior Project Manager



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

## CORNERSTONE INTERIORS

## Change Order Request

Change Order Submitted For:			
Job Name:	WV Bldg 22 Renovations	C/O Date:	4.15.25
Contractor:	Neighborgall Construction	C/O No:	100
	1216 7th Avenue		
	Huntington, WV 25701		

Scope of Work	
035416	Cementitious Floor Prep
096516	6 Color SV Logo to match as close as possible to customer supplied Artwork
	Priced Per Each Logo
	Logo Size - 6' DIAMETER

**Total Change Order Amount** \$ 5,041.00

Customer Acceptance	
Signature	
Printed Name	
Title	
Date	
Terms and Conditions	
The above prices, specifications and conditions are satisfactory and are hereby accepted. Upon authorized signature Cornerstone Interiors is authorized to commence work as specified.	
Payment will be due within 30 days upon date of invoice	



**Hollie Massie**

B22- PR Logo At 1st Flr

**From:** Amy Price  
**Sent:** Monday, March 17, 2025 3:21 PM  
**To:** Parrish Childers  
**Cc:** Hollie Massie  
**Subject:** Building 22 Logo in Floor Request for Pricing  
**Attachments:** REVlogo\_RGB\_2200px (1).png

Parrish,

The Owner is considering an inlay of their logo on the first floor. Could you provide us a price for one that is 5 feet in diameter and one that is 6 feet in diameter (material and labor)? I have attached their logo and the colors are listed below. If you have any questions, let me know.

- **Sky:** Hex DFEDEF; RGB Red 223, Green 237, Blue 239
- **River:** Hex 97BABB; RGB Red 151, Green 186, Blue 187
- **Sun:** Hex FFCF34, RGB Red 255, Green 207, Blue 52
- **Mountains:** Hex 2D5B3F; RGB Red 45, Green 91, Blue 63

**Amy L. Price**  
**Superintendent**  
1216 7th Avenue, Huntington, WV 25701-2320  
Cell: 304-550-0202  
Office Phone: 304-525-5181  
Fax: 304-525-7795  
Email: [amy.price@neighborgall.com](mailto:amy.price@neighborgall.com)



Visit us at <http://www.neighborgall.com>







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

## CORNERSTONE INTERIORS

## Change Order Request

### Change Order Submitted For:

Job Name:	WV Bldg 22 Renovations	C/O Date:	4.15.25
Contractor:	Neighborgall Construction	C/O No:	101
	1216 7th Avenue		
	Huntington, WV 25701		

### Scope of Work

	<i>Remove sheet vinyl flooring in Room 208 per email dated 4.15.25</i>	\$ (8,330.00)
<b>Total Change Order Amount</b>		<b>\$ (8,330.00)</b>

### Customer Acceptance

Signature	
Printed Name	
Title	
Date	

### Terms and Conditions

The above prices, specifications and conditions are satisfactory and are hereby accepted. Upon authorized signature Cornerstone Interiors is authorized to commence work as specified.

Payment will be due within 30days upon date of invoice



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

## CORNERSTONE INTERIORS

## Change Order Request

<b>Change Order Submitted For:</b>			
<b>Job Name:</b>	<b>WV Bldg 22 Renovations</b>	<b>C/O Date:</b>	<b>5</b>
<b>Contractor:</b>	<b>Neighborgall Construction</b>	<b>C/O No:</b>	<b>5.19.25</b>
	<b>1216 7th Avenue</b>		
	<b>Huntington, WV 25701</b>		

**Scope of Work: Ceramic Tile & Base in lieu of LVT & Covebase in Rm 126 Breakroom**

096513	<u>Deduct</u>		
	Resilient Rubber Base		
096519	Resilient SVP Flooring	\$	(640.00)
093000	<u>Add</u>		
	Ceramic Trans.		
	Porcelain Tile		
093000	Porcelain Base	\$	4,974.00

**Total Change Order Amount** \$ **4,334.00**

### Customer Acceptance

Signature	
Printed Name	
Title	
Date	

### Terms and Conditions

The above prices, specifications and conditions are satisfactory and are hereby accepted. Upon authorized signature Cornerstone Interiors is authorized to commence work as specified.

**Payment will be due within 30days upon date of invoice**





# Document G714® – 2017

## Construction Change Directive

<b>PROJECT: (name and address)</b> Building 22 Interior Renovations  1001 Lee Street, East Charleston, WV 25301	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: December 09, 2024	<b>CCD INFORMATION:</b> Directive Number: 017 Date: May 21, 2025
<b>OWNER: (name and address)</b> General Services Division 103 Michigan Avenue Charleston, WV 25305	<b>ARCHITECT: (name and address)</b> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	<b>CONTRACTOR: (name and address)</b> Neighborgall Construction 1216 7th Avenue Huntington, WV 25701

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

Cost Proposal to repair an existing steel support post on the roof that has a crack in the corner of the post. Repair shall be as per RFI #11 Response, Detail 2 on SK1.

### PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 935.00  
☐ Unit Price of \$ 0.00 per  
☐ Cost, as defined below, plus the following fee: 0.00  
(Insert a definition of, or method for determining, cost)  
☐ As follows:

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

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

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

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

  
ARCHITECT (Signature)

BY: Sean G. Simon, AIA, NCARB  
Director of Construction Services  
(Printed name, title, and license  
number if required)

5/22/25  
Date

  
OWNER (Signature)

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

5/29/25  
Date

  
CONTRACTOR (Signature)

BY: Hollie T. Massie, Sr. Project  
Manager  
(Printed name and title)

5/28/2025  
Date





**NEIGHBORGALL  
CONSTRUCTION**

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

## Change Proposal Request No.17

Date: May 20, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: PR #17 - Steel Support Repair at Roof per RFI #11  
Pickering # - PA 2226056

### Description:

Cost Proposal to repair an existing steel support post on the roof that has a crack in the corner of the post. Repair shall be as per RFI #11 Response, Detail 2 on SK1.

### Cost Breakdown:

<i>NCC Labor</i>	Steel Support Installation / Welding	\$ 335.40	15%	\$ 385.71
<i>NCC Material</i>	Charleston Steel - Steel Angle Material	\$ 288.90	15%	\$ 332.24
	Misc. Welding Rod / Welding Machine	\$ 102.00	15%	\$ 117.30
	Cold Galvanized Application	\$ 54.00	15%	\$ 62.10
<i>Subtotal</i>				\$ 897.35
Bond & Insurance				\$ 19.32
B&O Tax			2%	\$ 18.33
<b>Total Cost - ADD</b>				<b>\$ 935.00</b>

Hollie R. Massie  
Senior Project Manager





**Charleston Steel**  
Warehouse and Fabrication

511 28<sup>th</sup> Street | PO Box 547 | Dunbar, WV 25064 | phone 304.766.6601 | fax: 304.766.1095

**Quotation E25-132**

**May 20, 2025**

Neighborgall Construction

Attention Amy Price

Allow us to tender our quotation on the project  
Building 22

*Scope of Work*

One prime painted angle 3 1/2 x 3 1/2 x 3/8 @ 51" long.

Each leg of angle to be cut down to 2 1/2".

Delivery included.

We propose to provide this project as described above,  
for the lump sum price **\$270.00** excluding tax.

Thank you for the opportunity to quote on this project.

Sincerely,

Kent Williams

Charleston Steel



+ 270.00

18.90 Plus Tax

**\$ 288.90 w/TAX**

Charleston Steel

511 28th Street Dunbar, WV 25064 Ph: 304.766.6601 Fx: 304.766.6603





Pickering Associates  
11283 Emerson Ave.  
Parkersburg, West Virginia 26104  
P: 304.363.1004

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

## RFI #11: Steel Support Post at Rooftop Equipment

**Status** Open

**To** Sean Cottrill (Pickering Associates) **From** Brooklynn Hazlett (Neighborgall Construction)

**Date Initiated** May 7, 2025 **Due Date** May 14, 2025

**Location**

**Spec Section**

**Drawing Number** **Reference**

**Linked Drawings**

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

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

### Activity

**Question** **Question from Brooklynn Hazlett Neighborgall Construction on Wednesday, May 7, 2025 at 11:30 AM EDT**  
An existing steel post that supports rooftop equipment has a crack (opening at the corner of the post), see attached photo. One concern is water infiltration through the crack of the steel post and allowing water under the roofing system. Please advise on how to correct this issue associated with the existing steel support column prior to new roofing being installed at this location.

**Attachments**  
RFI #11 Steel Support Post.pdf, Attachment.JPG

*Awaiting an Official Response*

**All Replies** **Response from Sean Cottrill Pickering Associates on Monday, May 19, 2025 at 03:51 PM EDT**  
Repair per attached sketch, let EOR or CA know if the attached sketch is not feasible.

Thanks!

**Attachments**  
SOWV B-22 Column Repair-SK1.pdf



**PROJECT NAME** WV Building 22  
**Interior Renovations**

**NCC PROJECT NO.:** 24-042

**RFI**

**REQUEST FOR  
INFORMATION**

**TO:** Pickering Associates  
318 Lee Street, West  
Suite 200  
Charleston, WV 25302

**RFI NO.:** 11

**FROM:** Neighborgall Construction  
**ORIGINATOR:** \_\_\_\_\_

**DATE:** 05/07/2025

**Referenced Drawing Sheet Number(s):** \_\_\_\_\_

**Referenced Specification Section(s):** \_\_\_\_\_

**Referenced Bid Scope Manual Section(s):** \_\_\_\_\_

**Description of Request:**

An existing steel post that supports rooftop equipment has a crack (opening at the corner of the post), see attached photo. One concern is water infiltration through the crack of the steel post and allowing water under the roofing system. Please advise on how to correct this issue associated with the existing steel support column prior to new roofing being installed at this location.

**Date Answer Required By:** 05/14/2025

**Information Reply From:** \_\_\_\_\_

**Signed:** Brooklynn Hazlett

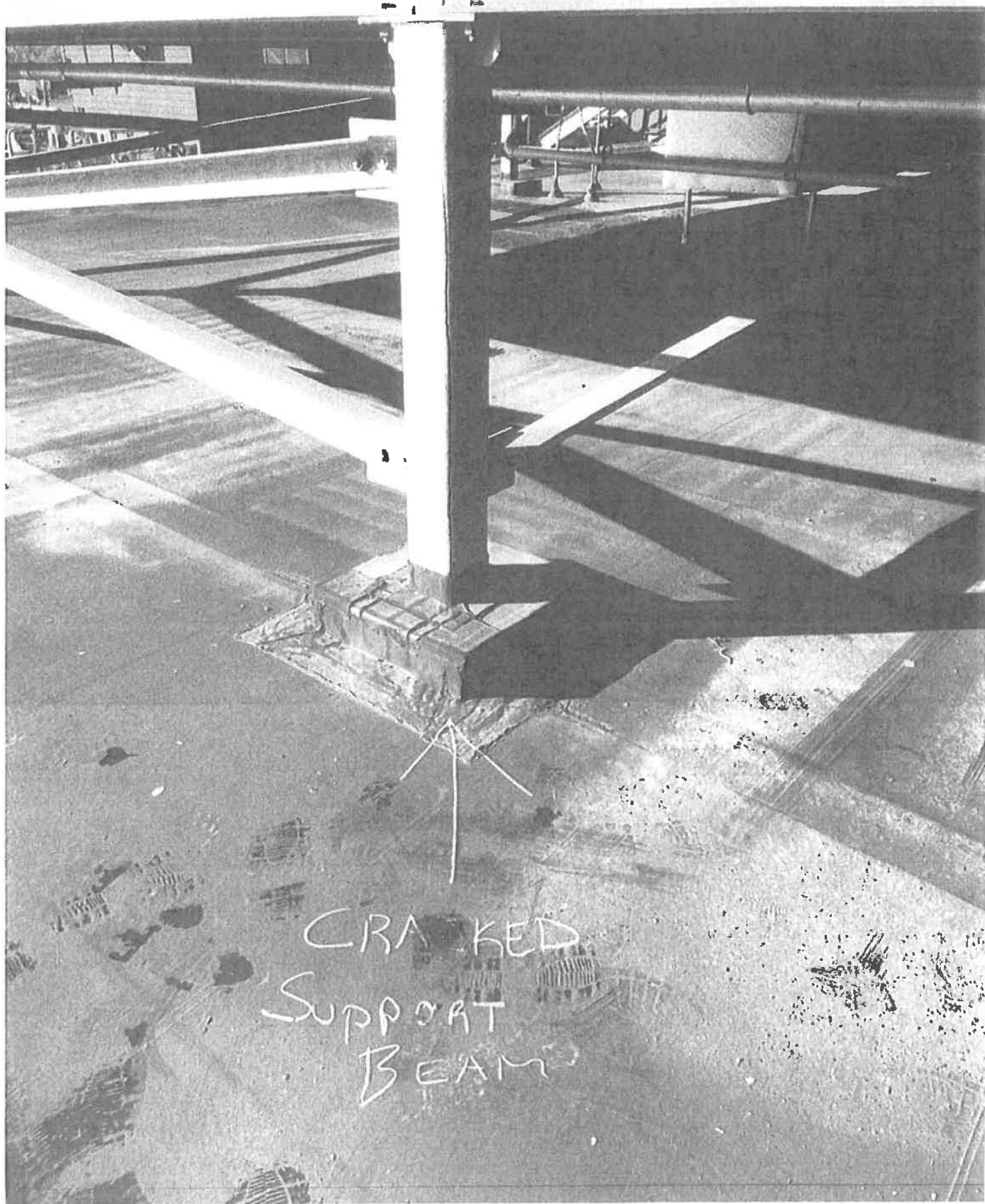
**Date:** 05/07/25



**NEIGHBORGALL  
CONSTRUCTION**

1216 Seventh Avenue Huntington, WV 25701-2320  
Telephone (304) 525-5181 Fax (304) 525-7795





CRAKED  
SUPPORT  
BEAM

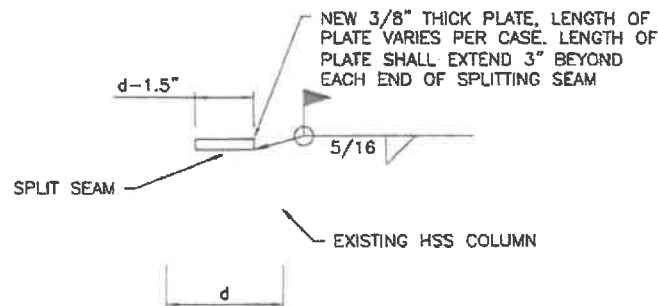


#### A. MISCELLANEOUS

1. ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE LATEST APPLICABLE CODES, SPECIFICATIONS, STANDARDS, AND GUIDELINES (LATEST EDITION)
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR FIELD VERIFICATION OF ALL EXISTING CONDITIONS AND EXISTING DIMENSIONS PRIOR TO THE COMMENCEMENT OF ANY DEMOLITION OR ANY NEW CONSTRUCTION.
3. ALL ADJACENT STRUCTURES AND UTILITY SERVICES SHALL BE PROTECTED FROM DAMAGE DURING CONSTRUCTION. ALL EXISTING FEATURES (E.G. CURBS, TREES, BUSHES, PAVING, ETC.) DAMAGED BY CONSTRUCTION SHALL BE RESTORED TO A CONDITION BETTER THAN OR EQUAL TO THE PRE-CONSTRUCTION CONDITION AND SATISFACTORY TO THE OWNER AND ENGINEER.
4. ALL PHASES OF WORK ARE SUBJECT TO INSPECTION, TESTING AND ACCEPTANCE BY THE ENGINEER OR OWNER.
5. ALL CONSTRUCTION WORK RELATED TO THESE DRAWINGS SHALL BE PROPERLY COORDINATED/STAGED WITH THE OWNER AND OTHER CONTRACTORS THAT MAY BE INVOLVED WITH THE PROJECT.
6. ALL WORK MUST MEET THE OWNER'S AND ENGINEER'S APPROVAL.
7. IN GENERAL, FIELD CONDITIONS ARE ASSUMED TO MATCH THAT SHOWN ON THE ORIGINAL CONSTRUCTION DRAWINGS.

#### B. STRUCTURAL STEEL

1. ALL STRUCTURAL STEEL SHALL CONFORM TO THE LATEST AISC MANUAL OF STEEL CONSTRUCTION SPECIFICATIONS FOR DESIGN, FABRICATION AND ERECTION OF STRUCTURAL STEEL FOR BUILDINGS. UNLESS NOTED OTHERWISE, STEEL PLATES, S SHAPES, AND GUSSETS SHALL BE ASTM A36 ( $F_y=36$  KSI,  $F_u=58$  KSI).
2. ALL WELDING SHALL BE DONE IN ACCORDANCE WITH THE CODE FOR WELDING IN BUILDING CONSTRUCTION AWS D1.1 OF THE AMERICAN WELDING SOCIETY, CURRENT EDITION. ALL WELDS ARE TO BE MADE USING E70XX ELECTRODES. WHERE ONE OF THE CONNECTED PARTS IS 0.18" THICK OR LESS, WELDING SHALL BE IN ACCORDANCE WITH AWS D1.3. WELDERS AND WELDING PROCEDURES SHALL BE QUALIFIED AS SPECIFIED BY AWS. VISUAL TESTING SHALL BE PERFORMED BY INDEPENDENT TESTING AGENCY ON ALL CRITICAL WELDS AND ON 25% OF NON-CRITICAL WELDS. INADEQUATE WELDS SHALL BE STRENGTHENED OR CUT OUT AND REPLACED AS DIRECTED. CRITICAL WELDS SHALL BE DEFINED AS ALL FULL PENETRATION WELDS, ALL WELDS IN MOMENT CONNECTIONS, AND AS NOTED ON DRAWINGS. ALL JOIST WELDING SHALL BE IN ACCORDANCE WITH THE "CODE FOR WELDING IN BUILDING CONSTRUCTION AWS D1.1 OF THE AMERICAN WELDING SOCIETY" AND STEEL JOIST INSTITUTE SPECIFICATIONS. ALL WELDING SHALL BE AWS QUALIFIED OPERATORS AND BE DONE WITH CARE SO AS NOT TO IMPAIR OR AFFECT THE JOIST IN ANY WAY. WELDING OF LIGHT-GAGE STEEL MUST BE PERFORMED BY A WELDER CERTIFIED FOR LIGHT-GAGE WELDING AND BE DONE WITH CARE SO AS NOT TO IMPAIR OR AFFECT THE MEMBER IN ANY WAY.



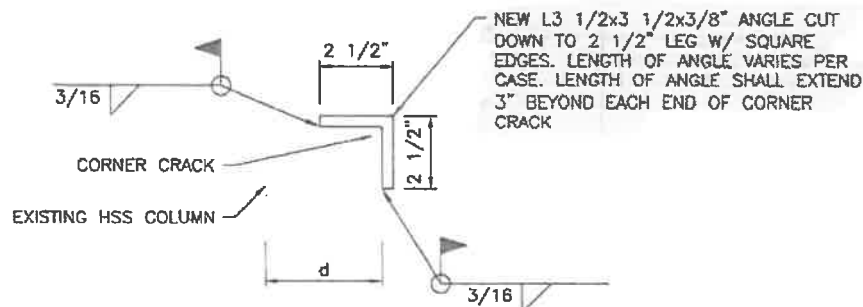
**HSS COLUMN  
SEAM REPAIR DETAIL**

1  
SK1

SCALE: 3"=1'-0"

#### NOTES:

- A. COLD GALVANIZE ALL MATERIAL AFTER CONSTRUCTION.
- B. PROVIDE WEEP HOLES IN THE BOTTOM OF ALL COLUMNS, TYP.
- C. CONTRACTOR TO VERIFY EXISTING CONDITIONS IN FIELD PRIOR TO CONSTRUCTION, LOCATE ALL COLUMNS IN NEED OF REPAIR. IF ANY CONDITIONS DEVIATE FROM THOSE SHOWN, CONTACT ENGINEER OF RECORD.



**HSS COLUMN  
CORNER REPAIR DETAIL**

2  
SK1

SCALE: 3"=1'-0"

PICKERING  
ASSOCIATES

Architect-Engineers-Surveyors  
1100 West Main Street  
Farmingdale, New York 11735  
Phone: (516) 466-3100  
Fax: (516) 466-1121

Rev.	Description	By	Date
0	ISSUED FOR CONSTRUCTION	SK1	5/19/25

Drawing Description  
STATE OF WEST VIRGINIA  
- 1000 LEE STREET CHARLESTON, WV 25302  
B-22 ROOF TOP COLUMN REPAIRS  
STRUCTURAL REPAIR DETAILS AND NOTES

Project:	22260956
Designed By:	STC
Drawn By:	STC
Checked By:	STC
Scale:	1"=1'-0"
Plot Date:	5/19/25
Revision:	0

Drawing Number  
**SK1**





# Document G714® – 2017

## Construction Change Directive

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

1001 Lee Street, East  
Charleston, WV 25301

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

**CONTRACT INFORMATION:**

Contract For:  
General Construction  
Date:  
December 09, 2024

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

**CCD INFORMATION:**

Directive Number:  
018  
Date:  
May 28, 2025

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

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

During Change Order No. 2 review, it was brought to our attention that the date listed in Change Order No. 1 from Notice to Proceed (NTP) is the Final Completion Date of 435 days from Notice to Proceed.

Please reference Request for Quotation (RFQ), Page 30, Item 10 attached: it states Substantial Completion by 435 calendar days, and Final Completion by 465 calendar days. If the intent of Change Order No. 1 was for the Contract Term to be to Final Completion, an additional 30 days needs to be added to the next Change Order to allow for the 465 calendar day time frame. Proposal Request #18 is for a correction to the Final Completion Date – ADD 30 calendar days.

### PROPOSED ADJUSTMENTS

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

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

☐ As follows:

2. The Contract Time will be increased by Thirty ( 30 ) days.

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

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

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



ARCHITECT (Signature)


OWNER (Signature)

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

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

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

  
Date


  
Date



CONTRACTOR (Signature)

BY: Hollie R. Massie, Sr.  
Project Manager

(Printed name and title)

  
Date





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

## Change Proposal Request No.18

Date: May 28, 2025  
Project: WV Building 22 Renovation  
Neighborgall #: 24-042  
State PO #: CPO 0211 4022 GSD25000000071  
Description: PR #18 - Final Completion Date Correction

Pickering # - PA 2226056

### Description:

During Change Order No.2 review, it was brought to our attention that the date listed in Change Order No.1 from Notice to Proceed (NTP) is the Final Completion Date, stated as April, 7, 2026. We had understood this to be the Substantial Completion Date of 435 days from Notice to Proceed.

Please reference Request for Quotation (RFQ), Page 30, Item #10 attached:  
It states Substantial Completion by 435 calendar days and Final Completion by 465 calendar days. If the intent of Change Order No.1 was for the Contract Term to be to Final Completion, an additional 30 days needs to be added to the next Change Order to allow for the 465 calendar day time frame.

Proposal Request #18 is for a correction to the Final Completion Date - ADD 30 calendar days.

### See attached:

- Change Order No.1: Contract Terms, allows 435 days to end date
- Request for Quotation (RFQ): 465 days to Final Completion

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

Hollie R. Massie  
Senior Project Manager



REQUEST FOR QUOTATION  
Building 22 Interior Renovations Project  
CRFQ GSD2400000029

5. **CONTRACT AWARD:** The Contract is intended to provide the Agency with a purchase price for the Construction Services. The Contract will be awarded to the lowest qualified responsible bidder meeting the required specifications. If the Pricing Pages contain alternates/add-ons, the Contract will be awarded based on the grand total of the base bid and any alternates/add-ons selected. All bidders are required to provide a copy of the completed Exhibit A pricing page with their bid.
6. **SELECTION OF ALTERNATES:** Pursuant to W. Va. Code § 5-22-1(f), any solicitation of bids shall include no more than five alternates. Alternates, if accepted, shall be accepted in the order in which they are listed on the bid form. Any unaccepted alternate contained within a bid shall expire 90 days after the date of the opening of bids for review. Determination of the lowest qualified responsible bidder shall be based on the sum of the base bid and any alternates accepted. Alternate selection will be identified in the Purchase Order.
7. **PROGRESS PAYMENTS:** The Vendor will be paid in the form of periodic progress payments for work completed. Payment requests along with documentation supporting the request will be submitted to and reviewed by the Architect. If approved, the Architect will communicate approval to the Owner and the Owner will process payment. The Owner reserves the right to withhold liquidated damages from progress payments. Progress payments will be made no more than monthly.  
  
Approval and payment of progress payments will be based on Contractor's submission of a payment allocation schedule which allocates the entire contract sum to payment milestones. Architect and Owner will review the payment allocation and may mandate changes that they believe are necessary.
8. **RETAINAGE:** Agency is entitled to withhold Ten Percent (10%) from each progress payment made as retainage. Agency will partially release retainage upon certification of substantial completion by the Architect in accordance with this Contract but will continue to retain amounts sufficient to cover activities needed to reach final completion.
9. **PERFORMANCE:** Vendor shall perform the Construction Services in accordance with this document and the Specifications/Project Manual.
10. **SUBSTANTIAL AND FINAL COMPLETION:** Vendor shall achieve Substantial Completion by Four-Hundred and Thirty-Five (435) calendar days and Final Completion by Four-Hundred and Sixty-Five (465) calendar days after the Contract start date established by the issuance of the Notice to Proceed. Failure to meet the deadlines established herein, unless extended by a change order authorizing additional time free of liquidated damages, will result in liquidated damages being applied.
11. **LIQUIDATED DAMAGES:** Vendor shall pay Liquidated Damages in the amount of \$1,500.00 per calendar day for every calendar day beyond the date for Substantial Completion of the overall contract, as established by the issuance of the Notice to Proceed, for which Substantial Completion of the overall project has not been achieved.





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: 02-13-2025

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

Order Number:	CPO 0211 4022 GSD2500000007 2	Procurement Folder:	1431105
Document Name:	Building 22 Interior Renovations	Reason for Modification:	Change Order No. 1 - to issue Notice to Proceed
Document Description:	Building 22 Interior Renovations		
Procurement Type:	Central Purchase Order		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.lyle@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2025-01-27
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-04-07

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200085 THE NEIGHBORGALL CONSTRUCTION COMPANY 1216 SEVENTH AVE  HUNTINGTON WV 25701 US Vendor Contact Phone: 304-525-5181 Extension: 243  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Timothy M Lee Requestor Phone: 304-352-5492 Requestor Email: timothy.m.lee@wv.gov  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 22 - TAX AND REVENUE 1001 LEE ST CHARLESTON WV 25301 US

CR 2-13-25

Total Order Amount: \$7,820,000.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>2/13/2025</i> ELECTRONIC SIGNATURE ON FILE <i>2/13/2025</i>	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>2/18/2025</i> ELECTRONIC SIGNATURE ON FILE <i>2/18/2025</i>	ENCUMBRANCE CERTIFICATION DATE: <i>2-18-25</i> ELECTRONIC SIGNATURE ON FILE
--	---	---



**Extended Description:**

Change Order No. 1 - To establish the contract effective start and effective end dates, and to Issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Term: January 27, 2025 Through April 7, 2026

— Allows 435 CALENDAR Days

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	7820000.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-04-07				

Commodity Line Description: Base Bid plus alternate.

**Extended Description:**

Base Bid plus alternate



Change Order Number: 004  
Building 22 Interior Renovations  
1001 Lee Street, East  
Charleston, WV 25301

## Increase PENALTY RIDER

To be attached to and form part of:

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

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

THE BOND PENALTY SHALL BE Increased:


TO: Eight Million One Hundred Forty Nine Thousand Nine Hundred Fifty Seven Dollars and no/100 (\$8,149,957.00)

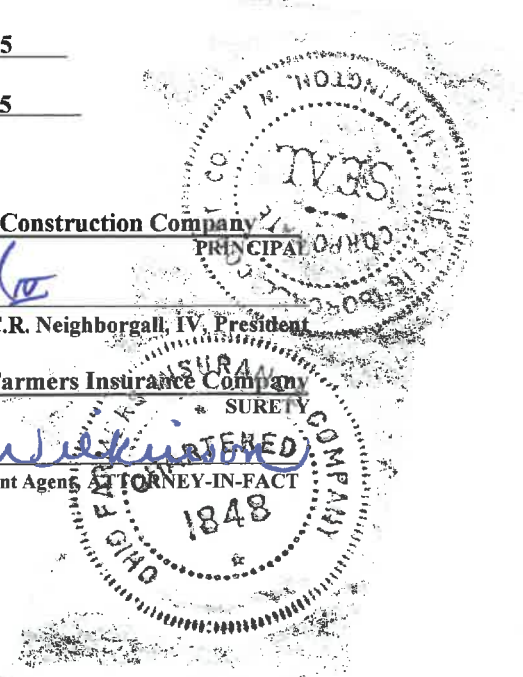
It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This Rider is to be Effective this 30th day of May, 2025

Signed, Sealed & Dated this 30th day of May, 2025

BY: The Neighborgall Construction Company  
  
C.R. Neighborgall, IV, President

BY: Ohio Farmers Insurance Company  
  
Kimberly J. Wilkinson, WV Resident Agent, ATTORNEY-IN-FACT





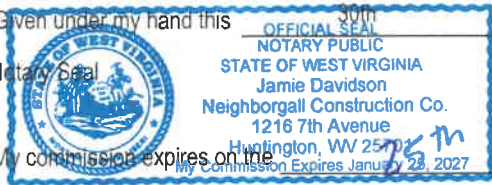
# ACKNOWLEDGMENTS

## Acknowledgment by Principal if individual or Partnership

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

## Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of \_\_\_\_\_ to-wit:
11. I, \_\_\_\_\_, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that C.R. Neighborgall, IV
13. who as, President signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this \_\_\_\_\_ day of May 20 25
16. Notary Seal
17. Janet Davidson  
(Notary Public)
18. My commission expires on the \_\_\_\_\_ day of January 20 27



## Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Raleigh to-wit:
21. I, Patricia A. Moye, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Kimberly J. Wilkinson
23. who as, Attorney-in-fact and West Virginia Resident Agent signed the foregoing writing for
24. Ohio Farmers Insurance Company a corporation,
- has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said
25. corporation. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_
26. Notary Seal
27. Patricia A. Moye  
(Notary Public)
28. My commission expires on the \_\_\_\_\_ day of May 20 28



Sufficiency in Form and Manner  
of Execution Approved

Attorney General

This \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

By: \_\_\_\_\_  
(Deputy Attorney General)



THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 10/03/22, FOR ANY PERSON OR PERSONS NAMED BELOW.

General  
Power  
of Attorney

CERTIFIED COPY

POWER NO. 4752152 06

**Westfield Insurance Co.**  
**Westfield National Insurance Co.**  
**Ohio Farmers Insurance Co.**  
Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint

GREGORY T. GORDON, KIMBERLY J. WILKINSON, PATRICIA A. MOYE, JEREMY B. STANLEY, TERRI L. DODRILL,  
JOINTLY OR SEVERALLY

of CHARLESTON and State of WV its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship in any penal limit.

**LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.**

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

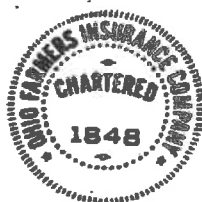
"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 03rd day of OCTOBER A.D., 2022.

Corporate  
Seals  
Affixed



WESTFIELD INSURANCE COMPANY  
WESTFIELD NATIONAL INSURANCE COMPANY  
OHIO FARMERS INSURANCE COMPANY

By:

Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio  
County of Medina ss.:

On this 03rd day of OCTOBER A.D., 2022, before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial  
Seal  
Affixed



David A. Kotnik, Attorney at Law, Notary Public  
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio  
County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 30th day of May A.D., 2025



Frank A. Carrino, Secretary





APPROVED  
*[Signature]*  
8/4/25

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

Eric L. Householder  
Cabinet Secretary

Bob Kilpatrick  
Acting Director

**MEMORANDUM**

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

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

**Date:** June 3, 2025

**Ref:** Change Order # 4 – CPO GSD2500000007 – Building 22 Interior Renovations

---

Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order #4 to our contract (CPO GSD2500000007) with Neighborgall Construction. for Building 22 Interior Renovations. The following are the Construction Change Directives (CCDs) associated with the changes requested:

CCD#13 (\$1,335.00) – Removal of existing lighting fixtures and installing new lighting fixtures at the top of each stairwell.

CCD#14 (\$7,893.00) – Per Tenants request, Entry Door #100 to include exit devices and electric lock kit. This change is to increase safety for the Tenant (Tax Department).

CCD#15 (\$9,862.00) – Restroom wall design was 2" short on drawings of what they were supposed to be. This is the cost of the added material to bring walls up to the ceiling in all restrooms.

CCD#16 (\$2,304.00) – Per Tenants request, changes in material for Breakroom 126 flooring and base, credits for materials not used, and addition of logo inlay for 1<sup>st</sup> floor Corridor. Also adds 2 Days to the contract.

CCD#17 (\$935.00) – Repair to an existing steel support post on the roof that was discovered during construction.

CCD#18 (\$0.00) – No cost CCD to address discrepancies in Final Completion Date. This CCD corrects for the 30-day discrepancy, by adding 30 Days to the contract.





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

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Cabinet Secretary

Bob Kilpatrick  
Acting Director

The additional equipment and work will have a total cost of \$22,329.00 and require an extension of 32 days.

Original Contract Price: \$7,820,000.00  
Change Order 2 (Increase): \$ 38,721.00  
Change Order 3 (Increase): \$ 268,907.00  
Change Order 4 (Increase): \$ 22,329.00  
New Contract Total: \$8,149,957.00

Current Final Completion Date: May 21st, 2026  
New Final Completion Date: June 22nd, 2026

If you have any questions, or need additional information, please contact me via email at [Cody.G.Taylor@wv.gov](mailto:Cody.G.Taylor@wv.gov) or by phone at (304) 352-5531.



ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing *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.

CPO 0211 GSD2500000007 - Building 22 Interior Renovations CO#4

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

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

*7/23/25*  
Date  
*7/24/25*  
Date

Governor's Office Representative

Date



**Total Cost:**

Current = \$8,127,628.00, CO#4 = \$22,329.00, New Total = \$8,149,957.00

**Award/Requisition Document Number:**

CPO 0211 GSD2500000007, Change Order #4

**Description of Action/Purpose of Procurement**

Requesting approval to submit Change Order #4 for the Building 22 Tax Interior Renovations Project, an increase of \$22,329.00 to the current contract value of \$8,127,628.00, resulting in a new contract total of \$8,149,957. From the contract's initial award value of \$7,820,000.00, change orders to-date equate to approximately 4.2%. The following scope changes are needed:

CCD#13 (\$1,335.00) – Removal of existing lighting fixtures and installing new lighting fixtures at the top of each stairwell.

CCD#14 (\$7,893.00) – Per Tenants request, Entry Door #100 to include exit devices and electric lock kit. This change is to increase safety for the Tenant (Tax Department).

CCD#15 (\$9,862.00) – Restroom wall design was 2" short on drawings of what they were supposed to be. This is the cost of the added material to bring walls up to the ceiling in all restrooms.

CCD#16 (\$2,304.00) – Per Tenants request, changes in material for Breakroom 126 flooring and base, credits for materials not used, and addition of logo inlay for 1st floor Corridor. Also adds 2 Days to the contract.

CCD#17 (\$935.00) – Repair to an existing steel support post on the roof that was discovered during construction.

CCD#18 (\$0.00) – No cost CCD to address discrepancies in Final Completion Date. This CCD corrects for the 30-day discrepancy, by adding 30 Days to the contract.

This change order would also accomplish a 32-day extension of the overall construction duration, to accommodate the added scope and the Final Completion Date discrepancy. New substantial completion date will be May 23, 2026.

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





# CONTRACTOR LICENSE

AUTHORIZED BY THE  
**West Virginia Contractor  
Licensing Board**

NUMBER: WV005339

## CLASSIFICATION:

ELECTRICAL  
GENERAL BUILDING  
GENERAL ENGINEERING  
HVAC  
MULTIFAMILY  
PIPING  
PLUMBING  
RESIDENTIAL  
SPECIALTY  
MASONRY

CONCRETE  
ROOFING  
DRYWALL  
PAINTING  
DEMOLITION

THE NEIGHBORGALL CONSTRUCTION COMPANY  
1216 7TH AVE  
HUNTINGTON, WV 25701

DATE ISSUED

SEPTEMBER 19, 2024

EXPIRATION DATE

SEPTEMBER 19, 2025

Authorized Signature

Chair, West Virginia Contractor  
Licensing Board



**WEST VIRGINIA  
CONTRACTOR  
LICENSING BOARD**

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.



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### Business and Licensing

Online Data Services Help

### Business Organization Detail

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#### THE NEIGHBORGALL CONSTRUCTION COMPANY

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

Organization Information			
<b>Business Purpose</b>	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		<b>Capital Stock</b> 50000.0000
<b>Charter County</b>	Cabell	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>	<b>Member Managed</b> <span>×</span> Close		
<b>At Will Term Years</b>	Pa		
<b>Authorized Shares</b>	500	<b>Entr</b>	Hi, I'm SOLO! I can help you file your Annual Report.



## Addresses

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

## Officers

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

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



## Annual Reports

### Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2007

2006

2005

2004

2003

2002

2000

1999

1998

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For more information, please contact the Secretary of St

Monday, April 14, 2025 — 8:47 AM

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### Entity Validation

Feb 4, 2025

Entity validation is the first step in getting your Unique Entity ID or registering in SAM.gov. Review time will depend on whether we can make a match from your original document submission or if we need to request additional documentation. Have questions? Our online resource page contains helpful information about this process.



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e.g. 1606N020Q02




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#### Search Editor


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- ☐ All Words 
- ☐ Exact Phrase 


e.g. 123456789, Smith Corp

"The Neighborgall Construction Company" 

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Excluded Entity 

Federal Organizations 

Exclusion Type 

Exclusion Program 

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Dates 

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>72105</u> Date: <u>8/4/25</u>  Solicitation No. <u>CQ# 4</u>	Agency: West Virginia General Services Division <hr/> Procurement Officer Submitting Requisition: Cody Taylor <hr/> Requisition No. CPO GSD2500000007 <hr/> PF No.: 1431105
---	--

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

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



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

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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

*For Purchasing Division Use Only:*

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

Signature: Tanya