



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: 09-26-2025

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 12	Change Order No:	6	Procurement Folder:	1431105
Document Name:	Building 22 Interior Renovations			Reason for Modification: Change Order No. 6 - 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.l.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-01-27
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-07-14

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 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 22 - TAX AND REVENUE 1001 LEE ST CHARLESTON WV 25301 US

Total Order Amount: \$8,297,437.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 9/29/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 10/1/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10-1-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 6 is issued to extend and increase the original contract to July 14, 2026 (8 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: 9/17/2025

Extend Contract from 07/07/2026 to 07/14/2026

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
Change Order 5 (Increase)	\$	73,312.00
Change Order 6 (Increase)	\$	74,168.00
New Contract Total:	\$	8,297,437.00

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	2026-07-14				

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	2026-07-14				

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	2026-07-14				

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	2026-07-14				

Commodity Line Description: Change Order 4

Extended Description:

Change Order 4 (CCDs: 13-18)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72121103	0.00000		0.000000	73312.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-07-14				

Commodity Line Description: Change Order 5

Extended Description:

Change Order 5 (CCDs: 19-21)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	72121103	0.00000		0.000000	74168.00
Service From	Service To	Manufacturer		Model No	
2025-01-27	2026-07-14				

Commodity Line Description: Change Order 6

Extended Description:

Change Order 5 (CCDs: 22-30)



AIA® 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: 006
Date: September 10, 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 #22 - A request was made for the camera servers to be located on the 2nd floor instead of the server being install on the floor with the respective cameras they service. To move all the servers to the 2nd floor additional cabling will be required. \$6,762.00

CCD #23 - During demolition in the restroom of the 3rd floor, black mastic was discovered under the ceramic tile. This is the same situation as addressed for the basement restroom flooring. Cost Proposal reflects costs for asbestos abatement work that in not part of the base bid and time associates with the additional work. \$7,256.00 ADD (3) days to Final Completion Date.

CCD #24 - Remove existing damaged underground sanitary line and replace with new piping. Includes saw cutting slab, demo & remove slab, excavation, bedding, PVC Pipe, backfill, and concrete slab-on-grade replacement with concrete dowels, mesh and vapor barrier. \$4,952.00

CCD #25 - Additional casework in the basement. Includes (4) additional receptacles, new switch for the garbage disposal, and a new garbage disposal. \$11,893.00

CCD #26 - Remove existing fixture and replace with new mop sink in the janitor closet on the Mezzanine, 2nd and 3rd floors. Includes demolition, drywall replacement, patching, blocking, etc. for the new mop sink. This excludes new flooring or finishes in the room if not already designated, new flooring or finishes would be part of an upcoming future cost proposal request for the 2nd floor. \$9,621.00

CCD #27 - New Shelving/Cubbies similar to the existing shelving shown in the attached photo. The new shelving would be fabricated out of casework materials to match other plastic laminate materials on the project. Shop drawing, detailing the dimensions of the shelving, cubbies, and overall size of the unit will be submitted for approval. \$3,840.00

CCD #28 - Furnish and install a specific lock and keying system for the Elevator Machine Room located on the roof of the building – Medico Key #245N. Proposal includes (3) keys. \$576.00

CCD #29 - Additional labor and materials were required to abate the 4th and 3rd floors. The existing conditions included a layer of thin set bond coat and epoxy paint over the black mastic in lieu of VCT material. The abatement due to the unforeseen conditions required more time and costs to get the black mastic for removal. \$21,424.00 ADD (5) days to Final Completion.

CCD #30 - While performing demolition of the existing asphalt for a new concrete pad at the back of the building, it was discovered that there was concrete under the asphalt. We kept a T&M ticket on the additional work to remove the concrete subbase, some areas were 4"-6" thick while others were deeper. Proposal includes labor, equipment, and misc. materials required to perform the work. \$7,844.00

See attached documents for full description of work being completed.

Total ADD - \$74,168.00

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User Notes:

(68c1dca207679ec30c7b1e0e)

Total Days Added is 8.


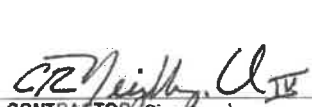

The original Contract Sum was	\$ 7,820,000.00
The net change by previously authorized Change Orders	\$ 403,269.00
The Contract Sum prior to this Change Order was	\$ 8,223,269.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 74,168.00
The new Contract Sum including this Change Order will be	\$ 8,297,437.00

The Contract Time will be increased by Eight (8) days.
The new date for Final Completion will be July 14, 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)	 CONTRACTOR (Signature)	 OWNER (Signature)
BY: Sean G. Simon, AIA, NCARB Director of Construction Services (Printed name, title, and license number if required)	BY: C.R. Neighborgall, IV, President (Printed name and title)	BY: Cody Taylor, Procurement Specialist (Printed name and title)
9/15/25 Date	9/15/2025 Date	9/15/25 Date



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:
22
Date:
August 20, 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.)

It is my understanding through conversations with our Electrical Subcontractor that a request was made for the camera servers to be located on the 2nd floor instead of the server being installed on the floor with the respective cameras they service. To move all the servers to the 2nd floor additional cabling will be required. See attached quote from Hatzel & Buehler for specific material details.

PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 6,762.00
☐ 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.

AIA

ARCHITECT (Signature)

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

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

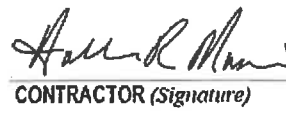
8/20/25
Date



OWNER (Signature)

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

8/25/25
Date



CONTRACTOR (Signature)

BY: Hollie R. Massie,
Sr. Project Manager

(Printed name and title)

8/21/2025
Date



**NEIGHBORGALL
CONSTRUCTION**

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

Change Proposal Request No.22

Date: August 12, 2025
Project: WV Building 22 Renovation
Neighborgall #: 24-042
State PO #: CPO 0211 4022 GSD25000000071 Pickering # - PA 2226056
Description: PR #22 - Location of Camera Servers to 2nd Floor

Description:

It is my understanding through conversations with our Electrical Subcontractor, that a request was made for all the camera servers to be located on the 2nd floor instead of the server being installed on the floor with the respective cameras they service. To move all the servers to the 2nd floor additional cabling will be required. See attached quote from Hatzel & Buehler for specific material details.

Cost Breakdown:

NCC Subcontractor	Hatzel & Buehler Electrical	\$ 5,825.00	10%	\$ 6,407.50
Subtotal				\$ 6,407.50
Bond & Insurance				\$ 221.91
B&O Tax			2%	\$ 132.59
Total Cost - ADD				\$ 6,762.00

Hollie R. Massie
Senior Project Manager



HATZEL & BUEHLER, INC.

Electrical Construction Since 1884

BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER

Date: 08/08/2025

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:

Camera Cabling Extension

FIVE THOUSAND EIGHT HUNDRED TWENTY-FIVE DOLLARS

\$5,825.00

LABOR: \$3,725

MATERIAL: \$2,100.00

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. Premium time is included.
 - b. Discussions had in an onsite meeting July 2, 2025.
2. This proposal is in regard to owner directed relocation of all camera servers to the 2nd Floor server room. Our understanding of the intent of the contract documents was to route all camera cabling back to their respective floors' data room; however, this change requires the extension of CAT6A cabling for 21 of the building's 45 cameras to accommodate the new server location.

Inclusions:

1. Furnish and install:
 - i. Additional 2,700 feet of CAT6A cabling for 21 cameras.

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, disposal or abatement.



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:
023
Date:
August 20, 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 demolition activities in the Restroom of the 3rd floor, black mastic was discovered under the ceramic tile. This is the same situation as addressed for the Basement Restroom Flooring. Cost Proposal reflects costs for asbestos abatement work that is not part of the base bid and time associated with the additional work.

Request for time extension to adjust the Final Completion date - ADD - 3 days

PROPOSED ADJUSTMENTS

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


- ☒ Lump Sum increased by \$ 7,256.00
☐ 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 Three (3) days.

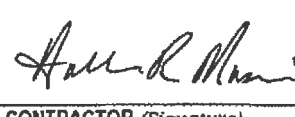
NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

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)
8/20/25
Date


OWNER (Signature)
BY: Timothy M. Lee
(Printed name and title)
8/25/25
Date


CONTRACTOR (Signature)
BY: Hollie R. Massie,
Sr. Project Manager
(Printed name and title)
8/21/2025
Date



**NEIGHBORGALL
CONSTRUCTION**

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

Change Proposal Request No.23

Date: August 18, 2025
Project: WV Building 22 Renovation
Neighborgall #: 24-042
State PO #: CPO 0211 4022 GSD25000000071 Pickering # - PA 2226056
Description: PR #23 - Asbestos Abatement at 3rd Floor Restroom Tile

Description:

During demolition activities in the Restroom of the 3rd Floor, black mastic was discovered under the ceramic tile. This is the same situation as addressed for the Basement Restroom Flooring. Cost Proposal reflects costs for asbestos abatement work that is not part of the base bid and time associated with the additional work.

Request for time extension to adjust the Final Completion date - ADD - 3 days

Cost Breakdown:

<i>NCC Labor</i>	Haul out / Coordination	\$ 485.00	15%	\$ 557.75
	Temp Toilets, Fencing, Protection Mats	\$ 95.00	15%	\$ 109.25
	General Cleanup / Temporary Enclosure	\$ 254.00	15%	\$ 292.10
<i>NCC Material</i>	Temporary Enclosure materials	\$ 50.00	15%	\$ 57.50
	Skidsteer Equipment	\$ 82.00	15%	\$ 94.30
<i>NCC Subcontractor</i>	Astech Corporation	\$ 5,250.00	10%	\$ 5,775.00
<i>Subtotal</i>				\$ 6,885.90
Bond & Insurance				\$ 227.83
B&O Tax			2%	\$ 142.27
Total Cost - ADD				\$ 7,256.00

Hollie R. Massie
Senior Project Manager

Astech Corporation

3400 Falcon Drive
Charleston, West Virginia 25312
(304) 342-0545

Contractor License: WV008876

Email: astech51@hotmail.com

8-14-2025

Neighborgall Construction
Amy Price
304-525-5181
Estimating@neighborgall.com

PROPOSAL

We propose to remove the asbestos containing mastic in the 3rd floor restroom of Building 22 for the sum of \$5,250.00.

This includes all labor, equipment, disposal fees, and clearance testing.

Sincerely,


Denver Davis



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Construction Change Directive

PROJECT: <i>(name and address)</i> Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 024 Date: August 20, 2025
OWNER: <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	ARCHITECT: <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	CONTRACTOR: <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 to remove existing damaged underground sanitary line and replace with new piping. Includes saw cutting slab, demo & remove slab, excavation, bedding, PVC Pipe, backfill, and concrete slab-on-grade replacement with concrete dowels, mesh and vapor barrier.

PROPOSED ADJUSTMENTS

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - ☒ Lump Sum increased by \$ 4,952.00
 - ☐ 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:

- 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)

8/20/25
Date


OWNER (Signature)

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

8/25/25
Date


CONTRACTOR (Signature)

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

8/21/2025
Date



**NEIGHBORGALL
CONSTRUCTION**

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

Change Proposal Request No.24

Date: August 18, 2025
Project: WV Building 22 Renovation
Neighborgall #: 24-042
State PO #: CPO 0211 4022 GSD25000000071 Pickering # - PA 2226056
Description: PR #24 - Sanitary UG Piping Replacement in Basement

Description:

Cost Proposal to remove existing damaged underground sanitary line and replace with new piping. Includes sawcutting slab, demo & remove slab, excavation, bedding, PVC Pipe, backfill, and concrete slab-on-grade replacement with concrete dowels, mesh, and vapor barrier.

Cost Breakdown:

<i>NCC Labor</i>	Sawcut & Demo Concrete SOG	\$ 546.00	15%	\$ 627.90
	Install Concrete Accessories	\$ 185.00	15%	\$ 212.75
	Pour SOG Concrete	\$ 410.00	15%	\$ 471.50
<i>NCC Material</i>	Concrete Material	\$ 330.00	15%	\$ 379.50
	Accessories & Misc. Tools for Demo	\$ 393.00	15%	\$ 451.95
<i>NCC Subcontractor</i>	DSO Mechanical	\$ 2,332.00	10%	\$ 2,565.20
<i>Subtotal</i>				\$ 4,708.80
Bond & Insurance				\$ 146.10
B&O Tax			2%	\$ 97.10
Total Cost - ADD				\$ 4,952.00

Holle R. Massie
Senior Project Manager

DSO Mechanical LLC

515 3rd Avenue • South Charleston, WV 25303
Phone: 304-744-8479 • Fax: 304-744-8491 • Lic# WV050370
milaughlin@dsomech.com

08/14/2025

To: Neighborgall Construction
Re: Building 22- UG Sanitary Replacement in Basement
Attn: Hollie Massie

DSO Mechanical is pleased to provide you with the following change request to replace existing to remain sanitary piping in basement. The existing pipe is separated between the tie-in location on the drawings and the sewage ejector pit in the basement. The replacement involves (25') feet of 4" piping to be replaced with PVC. DSO includes hand dig and sand bedding. Sawcut, removal, and replacement of concrete by others.

Materials: \$353.10

Labor: 22 Hours X \$74.31 = \$1,634.82

OH&P: \$1,987.92 X 15% = \$298.19

B&O Tax: \$45.72

Total Change Request: **\$2,332**

Please do not hesitate to call with any questions or concerns.

Sincerely,

Mike Laughlin

Mike Laughlin
Project Manager



AIA® Document G714® – 2017

Construction Change Directive

PROJECT: <i>(name and address)</i> Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 025 Date: August 20, 2025
OWNER: <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	ARCHITECT: <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	CONTRACTOR: <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 for additional casework in the basement. Includes (4) additional receptacles, new switch for the garbage disposal, and a new garbage disposal. Shop Drawings for the additional basement casework have been submitted to the group for initial review.

PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 11,893.00
☐ 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)

8/20/25
Date


OWNER (Signature)

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

8/25/25
Date


CONTRACTOR (Signature)

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

8/21/2025
Date



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

Change Proposal Request No.25

Date: August 18, 2025
Project: WV Building 22 Renovation
Neighborgall #: 24-042
State PO #: CPO 0211 4022 GSD25000000071
Description: PR #25 - Additional Casework in Basement
Pickering # - PA 2226056

Description:

Cost Proposal for additional casework in the basement. Includes (4) additional receptacles, new switch for the garbage disposal, and a new garbage disposal.

Shop Drawings for the additional basement casework have been submitted to the group for initial review.

Cost Breakdown:

NCC Labor	Casework Installation	\$ 912.00	15%	\$ 1,048.80
	Wood Blocking & Drywall Patching	\$ 210.00	15%	\$ 241.50
NCC Material	Chandler's Plywood - Casework material	\$ 5,170.24	15%	\$ 5,945.78
	Wood Blocking & Misc. Drywall	\$ 102.00	15%	\$ 117.30
NCC Subcontractor	DSO Mechanical	\$ 413.00	10%	\$ 454.30
	Hatzel & Buehler - Electrical Items	\$ 3,180.00	10%	\$ 3,498.00
Subtotal				\$ 11,305.68
Bond & Insurance				\$ 354.13
B&O Tax			2%	\$ 233.20
Total Cost - ADD				\$ 11,893.00

Hollie R. Massie
Senior Project Manager



Quotation

Date 08/14/25

To: General Contractor 12

Ship To: Same as 'To'

Attention : n/a
Project Desc. : BUILDING 22 3RD FLOOR ADD-ON
Terms : n/a
Answers Ticket: n/a

Project Id : 17682
Ship Via : Our Truck
P.O. Number : n/a
Salesperson : Tyler Bowman

Item No	Description	Qty UOM	Selling Price
---------	-------------	---------	---------------

BASEMENT AREA 1

- 1 B36
- 2 W3636 MICRO
- 3 SS TOP 37" X 25"

BASEMENT AREA 2

- 4 B30 (QTY2)
- 5 W3636
- 6 W3036 MICRO
- 7 SOLID SURFACE TOP 61" X 25"

LOUNGE/BREAK 018

QUOTED ON ORIGINAL QUOTE- JUST CHANGED LAYOUT - *No Cost CHANGE*

- 8 B32
- 9 B24
- 10 SB36
- 11 B30
- 12 B42
- 13 B29 (QTY3)
- 14 B25

Item No	Description	Qty UOM	Selling Price
15	BF3		
16	W3230		
17	W2430		
18	W3624		
19	W3030 (QTY2)		
20	W2930 (QTY3)		
21	W2530		
22	WF3		
23	SS TOP 139 1/2" X 166" X 25		
24	Base Bid		\$4,832.00

TOTAL

\$4,832.00

338.24 7% TAX

Please Note: Prices valid for 30 days.

*Total does not include applicable taxes

5,170.24

Acceptance of Quotation

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: General Contractor 12 By: _____ Date: _____

Accepted: Chandler's Plywood Products By: _____ Date: _____

DSO Mechanical LLC

515 3rd Avenue • South Charleston, WV 25303
Phone: 304-744-8479 • Fax: 304-744-8491 • Lic# WV050370
milaughlin@dsomech.com

08/14/2025

To: Neighborgall Construction
Re: Building 22- Add Garbage Disposal in Basement Kitchenette
Attn: Hollie Massie

DSO Mechanical is pleased to provide you with the following change request to add (1) garbage disposal in the sink at the basement kitchenette. The disposal selected in the same as the existing disposal present in the 1st floor kitchenette.

Materials: \$203.30

Labor: 2 Hours X \$74.31 = \$148.62

OH&P: \$351.92 X 15% = \$52.78

B&O Tax: \$8.09

Total Change Request: **\$413**

Please do not hesitate to call with any questions or concerns.

Sincerely,

Mike Laughlin

Mike Laughlin
Project Manager



HATZEL & BUEHLER, INC.

Electrical Construction Since 1884

BUILDING 22 RENOVATIONS – PROPOSED CHANGE ORDER

Date: August 15, 2025

To: Hollie Massie
Neighborgall Construction

Ref: **Basement Casework Receptacle Additions**

Hatzel & Buehler, Inc. (H&B) is pleased to offer the following proposal for the change in electrical scope of work on the Bldg. 22 Renovations Project for the lump sum amount of:

THREE THOUSAND ONE HUNDRED EIGHTY DOLLARS.....\$3,180.00

LABOR: \$2,300

MATERIAL: \$860

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

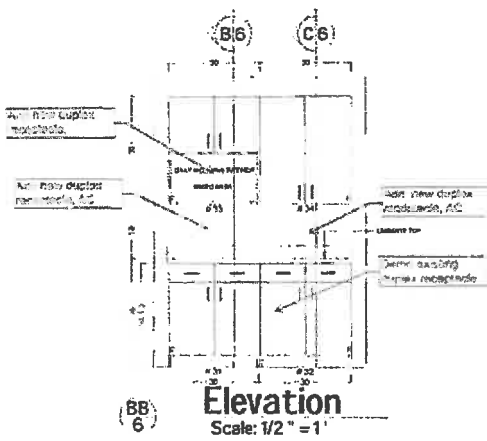
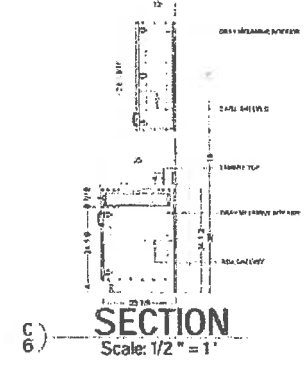
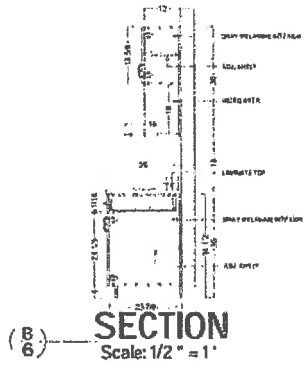
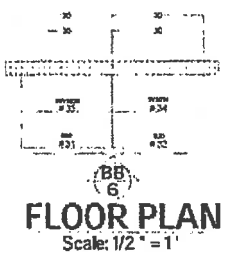
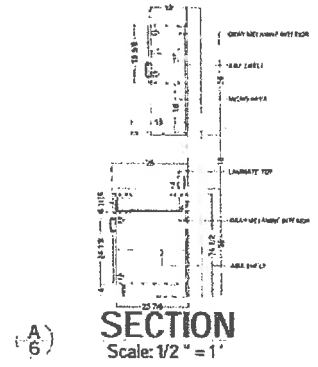
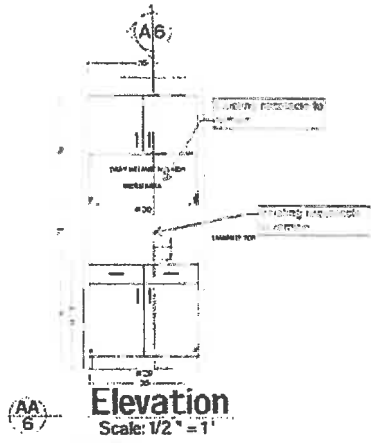
1. Proposal is based on:
 - a. Working four (4) 10-hour days per week. No premium time included.
2. Proposal is valid for acceptance within 30 days. H&B reserves the right to revise pricing based on materials and equipment costs if the change order is not awarded within this period.
3. This proposal is for the addition of 4 receptacles (3-GFCI & 1-garbage disposal) along with one garbage disposal switch. Garbage Disposal furnished by others

Exclusions

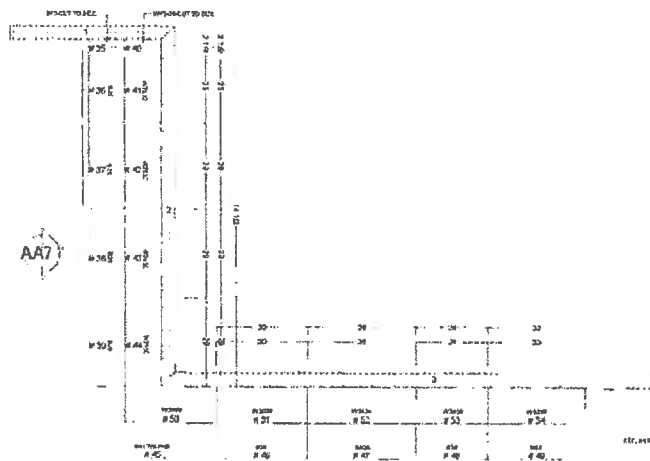
1. Bonding unless specifically addressed in the Inclusions.
2. Purchase and installation of equipment, instruments, etc., unless specifically addressed in Inclusions.
3. Furnishing and/or installing HVAC controls, unless specifically addressed in Inclusions.
4. All Civil and Structural work
5. Lifting 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.



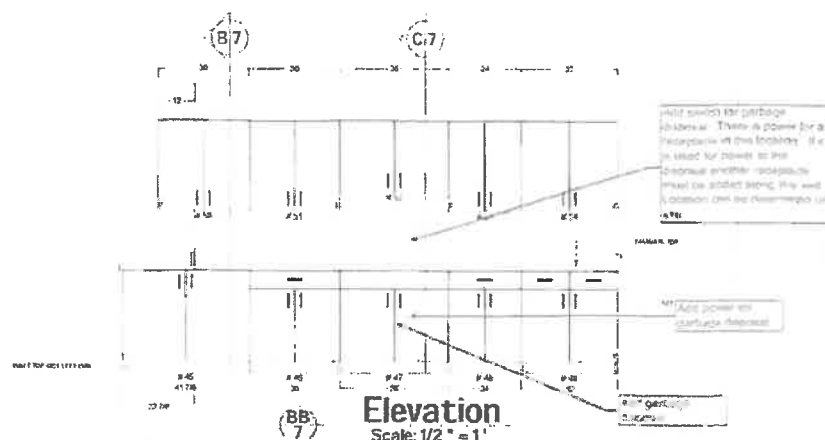
AREA 1 BASEMENT
CASEWORK COLOR: GRAY MELAMINE
LAMINATE TOP COLOR:



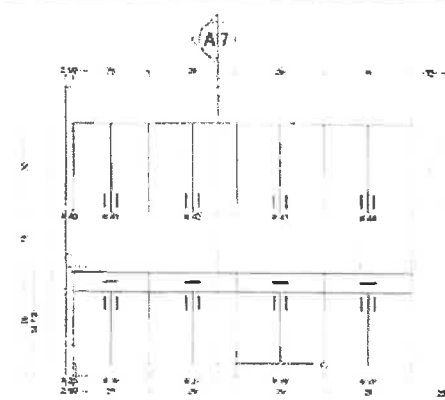
CHANDLERS PLYWOOD PRODUCTS 3716 WAVERLY ROAD HUNTINGTON, WV	
TITLE: BUILDING 22 3RD FLOOR ADD	
SCALE: 1/2" = 1'	APPROVED BY: T. BOWMAN
DATE: 08/06/25	DRAWING NUMBER: 6
REVISION: 08/07/25	JOB NUMBER:
DRAWN BY: C. KEYSER	



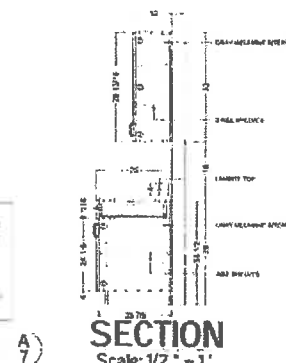
FLOOR PLAN
Scale: 1/2" = 1'



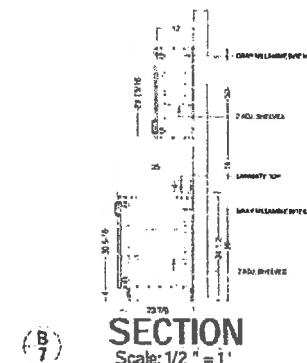
Elevation
Scale: 1/2" = 1'



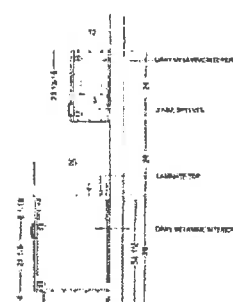
Elevation
Scale: 1/2" = 1'



SECTION
Scale: 1/2" = 1'



SECTION
Scale: 1/2" = 1'



SECTION
Scale: 1/2" = 1'

LOUNGE 017/BREAK ROOM 018
CASEWORK COLOR: GRAY MELAMINE
LAMINATE TOP COLOR: _____

CHANDLERS PLYWOOD PRODUCTS
3716 WAVERLY ROAD
HUNTINGTON, WV
TITLE: BUILDING 22 3RD FLOOR ADD
SCALE: 1/2" = 1'
DATE: 08/06/25
REVISED: 08/07/25
DRAWN BY: C. KEYSER
APPROVED BY: T. BOWMAN
JOB NUMBER: 7



Document G714® – 2017

Construction Change Directive

PROJECT: (name and address) Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 026 Date: August 25, 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 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 remove existing fixture and replace with new Mop Sink in the Janitor Closet on the Mezzanine, 2nd and 3rd Floors. Proposal includes demolition, drywall replacement, patching, blocking, etc. for the new mop sink. Proposal excludes new flooring or finishes in the room if not already designated, new flooring or finishes would be part of an upcoming future cost proposal request for the 2nd floor.

PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 9,621.00
☐ 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.

 AIA

ARCHITECT (Signature)

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

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

8/25/25
Date



OWNER (Signature)

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

9/2/25
Date



CONTRACTOR (Signature)

BY: Hollie R. Massie,
Senior Project Manager

(Printed name and title)

8/26/2025
Date



**NEIGHBORGALL
CONSTRUCTION**

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

Change Proposal Request No.26

Date: August 20, 2025
Project: WV Building 22 Renovation
Neighborgall #: 24-042
State PO #: CPO 0211 4022 GSD25000000071
Description: PR #26 - Mop Sinks at Mezzanine, 2nd, & 3rd Floor
Pickering # - PA 2226056

Description:

Cost Proposal to remove existing fixture and replace with new Mop Sink in the Janitor Closet on the Mezzanine, 2nd, and 3rd Floors. Proposal includes demolition, drywall replacement, patching, blocking, etc. for the new mop sink. Proposal excludes new flooring or finishes in the room if not already designated, new flooring or finishes would be part of an upcoming future cost proposal request for the 2nd floor.

Cost Breakdown:

NCC Labor	Blocking, Patching, & Finishing Drywall	\$ 668.00	15%	\$ 768.20
NCC Material	Wood Blocking & Drywall Materials	\$ 171.00	15%	\$ 196.65
NCC Subcontractor	DSO Mechanical	\$ 7,434.00	10%	\$ 8,177.40
Subtotal				\$ 9,142.25
Bond & Insurance				\$ 290.10
B&O Tax			2%	\$ 188.65
Total Cost - ADD				\$ 9,621.00

Hollie R. Massie
Senior Project Manager

DSO Mechanical LLC

515 3rd Avenue • South Charleston, WV 25303
Phone: 304-744-8479 • Fax: 304-744-8491 • Lic# WV050370
milaughlin@dsomech.com

08/19~~t~~/2025

To: Neighborgall Construction
Re: Building 22- Replace Mop Sinks on Mezzanine, 2nd, and 3rd Floor
Attn: Hollie Massie

DSO Mechanical is pleased to provide you with the following change request to replace the existing mop sinks on the mezzanine, 2nd, and 3rd floor. The new mop sinks will be per attached submittal and include mop hanger, hose, and wall guard. Demo of the existing is included.

Materials: \$195.23

Fixtures: \$3,466.80

Labor: 36 Hours X \$74.31 = \$2,675.16

OH&P: \$6,337.19 X 15% = \$950.58

B&O Tax: \$145.76

Total Change Request: **\$7,434**

Please do not hesitate to call with any questions or concerns.

Sincerely,

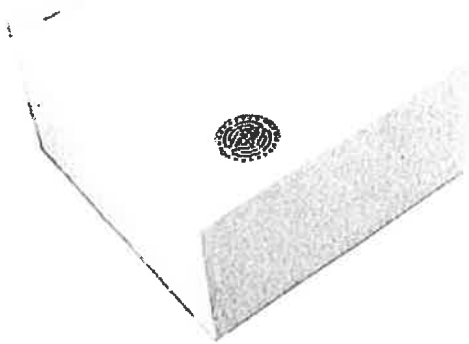
Mike Laughlin

Mike Laughlin
Project Manager

* TOTAL OF (3) NEW MOP SINKS
* SUBMITTAL FOR MOP SINK, FRUCCET, & ACCESSORIES
IS THE SAME AS THE OTHER FLOORS



Terrazzo-Ware™ Mop Sink - Standard Height (12") Series



TSH-24-KF24

Fixture May Show Some Available Options

Please visit www.acorneng.com for most current specifications.

Terrazzo Standard Height Mop Sink

Mop Sink is an attractive, durable fixture designed to be easy to install and maintain. **ACORN Terrazzo-Ware™** precast mop sinks provide flexibility in configuration and size as required by the design of the building and the specific installation. Custom sizes and colors are also available.

Construction is one piece, precast terrazzo composed of marble chips cast in Portland cement to provide a compressive strength of at least 3,000 PSI seven days after casting. The mop sink surface is ground smooth and sealed to provide years of service.

Integral Drain is supplied with a removable, stainless steel grid strainer and provides for an inside caulked connection to a 3" pipe. The mop sink has coved corners and is pitched to the drain outlet to provide positive drainage. A beehive dome strainer is optionally available.

Shoulders are 12" high and pitched to provide drainage and come standard without caps exposing the natural terrazzo finish. Optionally, they may be capped with stainless steel for protection.

Tiling Flanges made of galvanized steel are provided loose as an easy to install accessory when flexibility and simplicity are desired. As an alternative, factory installed galvanized steel tiling flanges extending at least 1" above the shoulder can be specified.

Accessories to complement and complete the installation of the mop sink include:

- chrome finish faucets
- 36" hose to reduce splashing with wall hanger to support the hose
- mop hanger for easy storage of the mop over the sink
- rubber drain gaskets for easy installation of the fixture
- stainless steel wall guards to protect sensitive walls from splashing water
- tiling flanges for simple, flexible field installation

GUIDE SPECIFICATION

Provide and install an **ACORN Standard Height Mop Sink** (specify model number and options). Mop Sink shall be made of precast terrazzo to produce a compressive strength of not less than 3,000 PSI seven days after casting. All exposed surfaces shall be ground smooth and sealed. No air holes or pits shall be allowed on the finished surface. Sink shall have coved corners and be pitched to the outlet for positive drainage. Integral drain shall have a stainless steel strainer and provide for an inside caulked connection to a 3" pipe. The manufacturer will provide to the installer the necessary installation instructions.

Terrazzo-Ware™: Mop Sink-Standard Height (12") Series



BASE MODEL, SIZE & TYPE

- ☒ **TSH-24** 24" Square Terrazzo Standard Height Mop Sink
- ☐ **TSH-32** 32" Square Terrazzo Standard Height Mop Sink
- ☐ **TSH-36** 36" Square Terrazzo Standard Height Mop Sink
- ☐ **TSH-3624** 36" x 24" Rectangular Terrazzo Standard Height Mop Sink

SUFFIX OPTIONS

- ☐ - BDS Beehive Dome Strainer
- ☐ - OC Optional Colors (contact factory)
- ☐ - SSC Stainless Steel Cap

TILING FLANGES (factory installed)

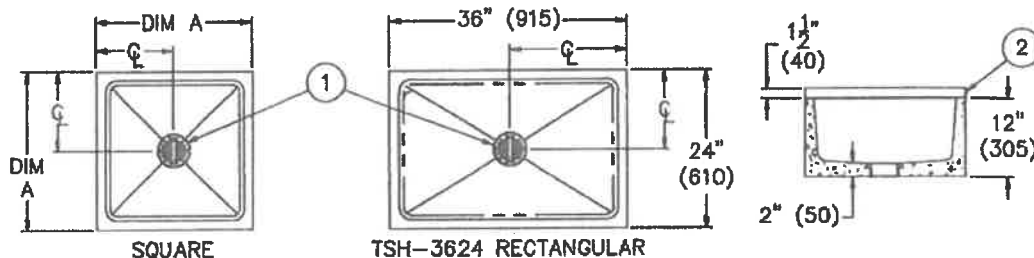
- ☐ - TF1 Tiling Flange, Rear Side
- ☐ - TF2 Tiling Flange, Two Adjacent Sides
Specify: ☐ Right & Rear ☐ Left & Rear
- ☐ - TF3 Tiling Flange, Three Sides

ACCESSORIES

- ☒ **KDG3** Rubber Drain Gasket for 3" Waste Pipe
- ☐ **KDG32** Rubber Drain Gasket Reducer for 2" Waste Pipe
- ☐ **KF** Tiling Flange(s) (Shipped Loose; N/A With -TF Options)
Specify length(s):
☐ 24" Qty: _____ ☐ 32" Qty: _____
☐ 36" Qty: _____
- ☐ **KFC** Faucet, Chrome Finish (H & C)
- ☐ **KH36** Hose 36" Long with Wall Hanger
- ☐ **KMH** Mop Hanger with 3 Grips on a Stainless Steel Bracket
- ☐ **KWG** Wall Guard (Shipped Loose)
Specify number of sides:
☐ 1 Side ☐ 2 Sides ☐ 3 Sides
Specify length(s):
☐ 24" Qty: _____ ☐ 32" Qty: _____
☐ 36" Qty: _____
- ☐ **LB** Lint Basket/Strainer

Please visit www.acorneng.com for most current specifications.

MODEL NUMBER	TYPE	SIZES/DIMENSIONS
		A - LENGTH
TSH-24	SQUARE	24" (610)
TSH-32	SQUARE	32" (815)
TSH-36	SQUARE	36" (915)



TERRAZZO-WARE BACK STANDARD HEIGHT SERIES MOP SINKS

NOTES:

1. Integral drain with removable grid strainer. Drain provides inside caulk connection to 3" pipe.
2. -TF Tiling flange. Shown for reference only.

WARNING: Cancer and Reproductive Harm - www.P65Warnings.ca.gov

Important: Installation instructions and current rough-in are furnished with each fixture. Do not rough in without certified dimensions. Dimensions are subject to manufacturer's tolerance of plus or minus 1/4" and change without notice. Acorn assumes no responsibility for use of void or superseded data. © Copyright 2007 Acorn Engineering Company

Selection Summary

Model No. & Option _____
Quantity _____

Approved for Manufacturing

Company _____ Title _____
Signature _____ Date _____



T&S BRASS AND BRONZE WORKS, INC.

2 Saddleback Cove / P.O. Box 1088
Travelers Rest, SC 29690

Model No.

B-0665-BSTR

Item No.

Travelers Rest, SC: 800-476-4103 • Simi Valley, CA: 800-423-0150 • Fax: 864-834-3518 • www.tsbrass.com



ADA Compliant

This Space for Architect/Engineer Approval

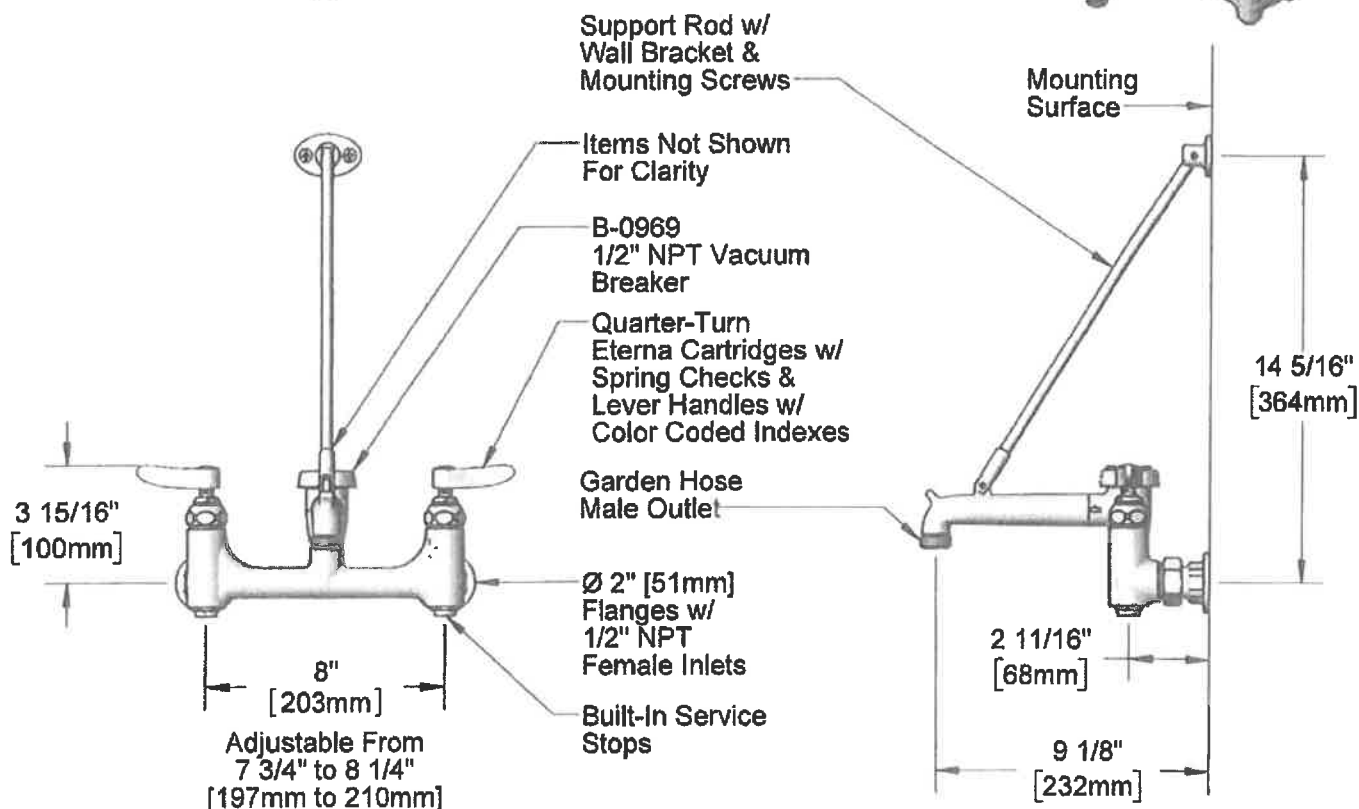
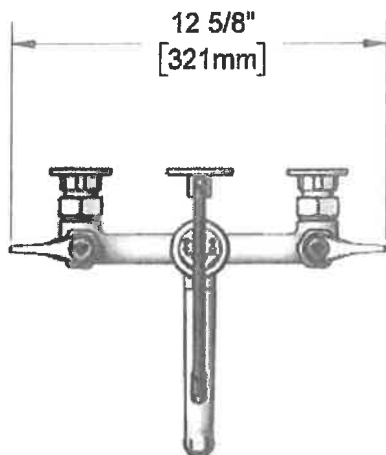
Job Name _____ Date _____

Model Specified _____ Quantity _____

Customer/Wholesaler _____

Contractor _____

Architect/Engineer _____



Product Specifications:

8" Wall Mount Service Sink, Quarter-Turn Eterna Cartridges w/ Spring Checks, Lever Handles, Upper Support Rod, Garden Hose Male Outlet, Built-In Service Stops, Rough Chrome Finish, 1/2" NPT Vacuum Breaker & 1/2" NPT Female Inlets

Product Compliance:

ASME A112.18.1 / CSA B125.1
NSF 61 - Section 9
NSF 372 (Low Lead Content)
ANSI A117.1 (ADA)
ASSE 1001 (VB)

Drawn: KJG Checked: JRM Approved: JHB Date: 11/19/19 Scale: 1:6 Sheet: 1 of 2



T&S BRASS AND BRONZE WORKS, INC.

2 Saddleback Cove / P.O. Box 1088
Travelers Rest, SC 29690

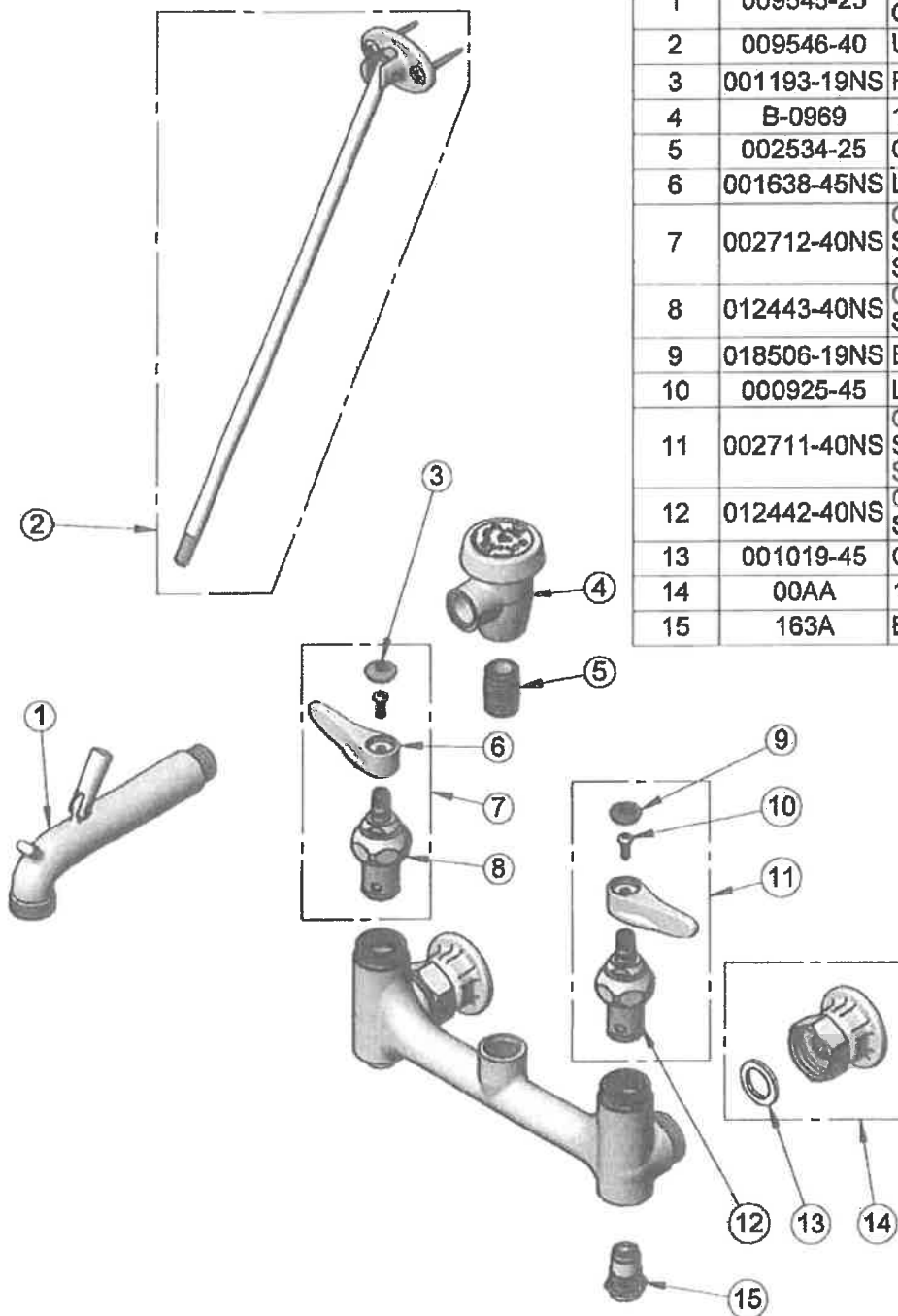
Model No.

B-0665-BSTR

Item No.

Travelers Rest, SC: 800-476-4103 • Simi Valley, CA: 800-423-0150 • Fax: 864-834-3518 • www.tsbrass.com

ITEM NO.	SALES NO.	DESCRIPTION
1	009545-25	Spout w/ Male GH Outlet & Upper Clevis - Rough Chrome
2	009546-40	Upper Support Rod
3	001193-19NS	Red Button Index, Press-in
4	B-0969	1/2" NPT Vacuum Breaker
5	002534-25	Close Nipple, 1/2" NPT
6	001638-45NS	Lever Handle (New Style)
7	002712-40NS	Quarter-Turn Eterna Cartridge w/ Spring Check, Handle, Red Index & Screw, RTC
8	012443-40NS	Quarter-Turn Eterna Cartridge w/ Spring Check, RTC
9	018506-19NS	Blue Button Index, Press-in
10	000925-45	Lab Handle Screw
11	002711-40NS	Quarter-Turn Eterna Cartridge w/ Spring Check, Handle, Blue Index & Screw, LTC
12	012442-40NS	Quarter-Turn Eterna Cartridge w/ Spring Check, LTC
13	001019-45	Coupling Nut Washer
14	00AA	1/2" NPT Female Eccentric Flange
15	163A	Built-in Service Stop



Product Specifications:

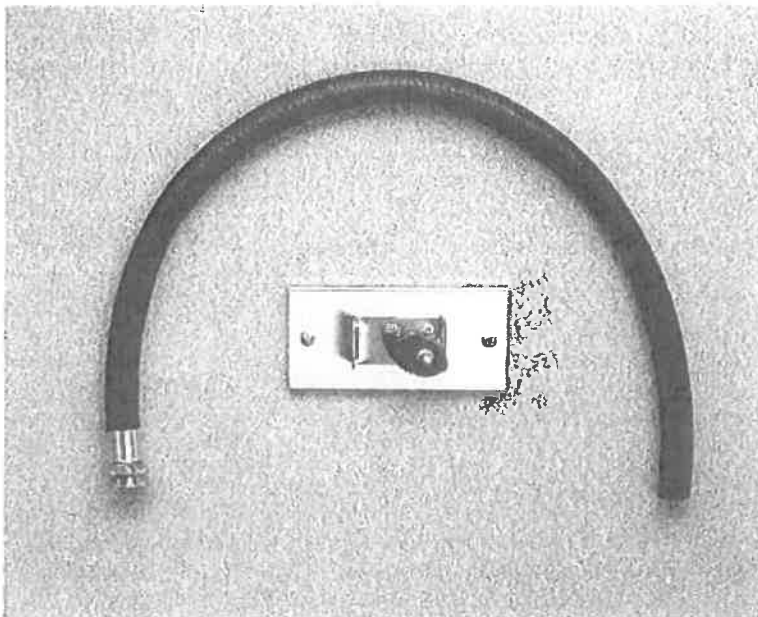
8" Wall Mount Service Sink, Quarter-Turn Eterna Cartridges w/ Spring Checks, Lever Handles, Upper Support Rod, Garden Hose Male Outlet, Built-In Service Stops, Rough Chrome Finish, 1/2" NPT Vacuum Breaker & 1/2" NPT Female Inlets

Product Compliance:

ASME A112.18.1 / CSA B125.1
NSF 61 - Section 9
NSF 372 (Low Lead Content)
ANSI A117.1 (ADA)
ASSE 1001 (VB)

H OSE AND HOSE BRACKET

832-AA



FEATURES

- GENERAL:** Long flexible, heavy duty $\frac{3}{4}$ " rubber hose. Cloth reinforced with $\frac{3}{4}$ " brass coupling at one end. Bracket is 5" long x 3" wide, stainless steel with rubber grip. Hose and Hose Bracket are used with the 36" x 24" x 10" Molded-Stone Mop Service Basin with Shelf (MSB-3624) and the 24" x 24" x 10" Molded-Stone Mop Services Basin less Shelf (MSB-2424).

NOTES

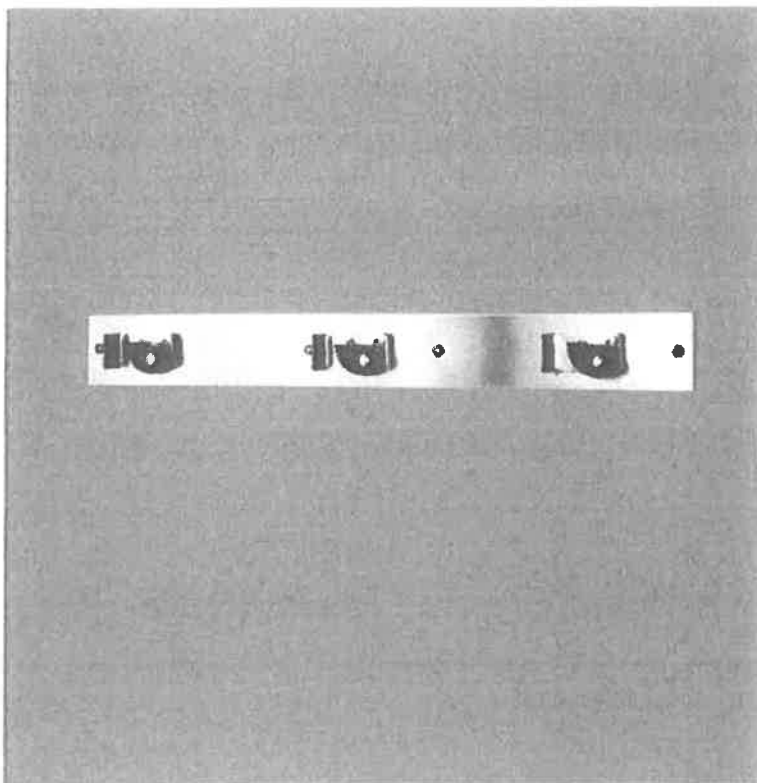
OPTIONS



FIAT PRODUCTS®
ACRANE PLUMBING COMPANY

* Not furnished by Fiat Products. Description for specification purposes only.

CR/PL© 09/02 Printed in U.S.A.



FEATURES

- **GENERAL:**
Model No. 889-CC is 24" long x 3" wide, stainless steel with three (3) rubber tool grips. This is used with the 36" x 24" x 10" Molded-Stone Mop Service Basin with Shelf (MSB-3624) and the 24" x 24" x 10" Molded-Stone Mop Services Basin less Shelf (MSB-2424).

NOTES

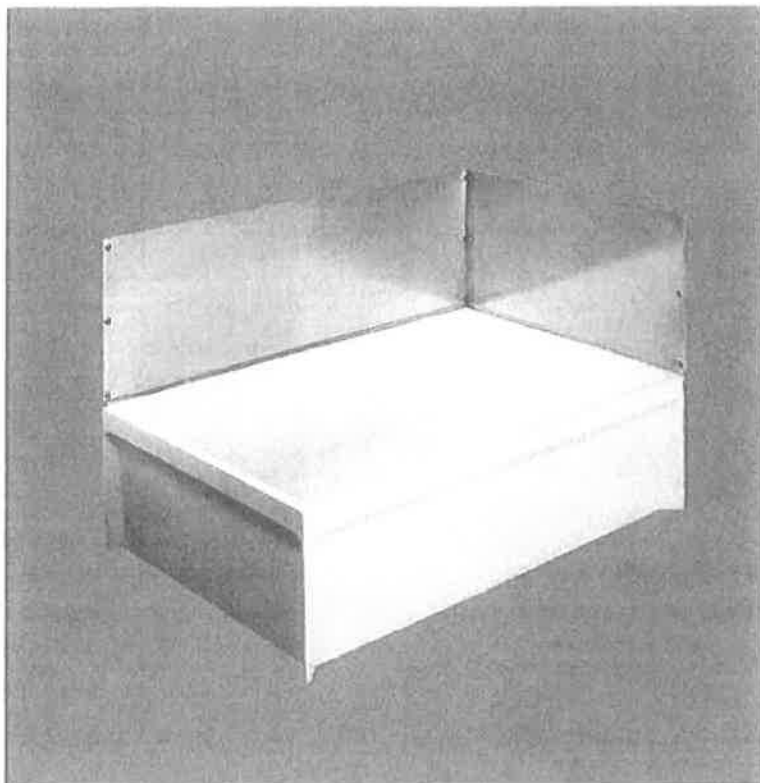
OPTIONS



FIAT PRODUCTS®
A CRANE PLUMBING COMPANY

*S*TAINLESS STEEL WALL GUARDS

→ MSG2424 , MSG2828
MSG3232 , MSG3636
MSG3624



FEATURES

- **GENERAL:** Model No.s MSG2424, MSG2828, MSG3232, MSG3636 and MSG3624 are used with the 36" x 24" x 10" Molded-Stone Mop Service Basin with Shelf (MSB-3624) and the 24" x 24" x 10" Molded-Stone Mop Services Basin less Shelf (MSB-2424).

NOTES

OPTIONS

 **FIAT PRODUCTS®**
A CRANE PLUMBING COMPANY

* Not furnished by Fiat Products. Description for specification purposes only.

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Document G714® – 2017

Construction Change Directive

PROJECT: <i>(name and address)</i> Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 027 Date: August 25, 2025
OWNER: <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	ARCHITECT: <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	CONTRACTOR: <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 for Shelving/Cubbies similar to the existing shelving shown in the attached photo. The new shelving would be fabricated out of casework materials to match other plastic laminate materials on the project. If the cost proposal is accepted, we will provide a show drawing detailing the dimensions of the shelving, cubbies, and overall size of the unit for approval.

PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 3,840.00
☐ 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)

8/25/25

Date



OWNER (Signature)

BY: Timothy M. Lee

(Printed name and title)

9/10/25

Date



CONTRACTOR (Signature)

BY: Hollie R. Massie,
Senior Project Manager

(Printed name and title)

8/26/2025

Date



**NEIGHBORGALL
CONSTRUCTION**

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

Change Proposal Request No.27

Date: August 20, 2025
Project: WV Building 22 Renovation
Neighborgall #: 24-042
State PO #: CPO 0211 4022 GSD25000000071
Description: PR #27 - Shelving (Cubbies) for 2nd Floor
Pickering # - PA 2226056

Description:

Cost Proposal for Shelving/Cubbies similar to the existing shelving shown in the attached photo. The new shelving would be fabricated out of casework materials to match other plastic laminate materials on the project. If the cost proposal is accepted, we will provide a shop drawing detailing the dimensions of the shelving, cubbies, and overall size of the unit for approval.

Cost Breakdown:

<i>NCC Labor</i>	Casework Installation	\$ 280.00	15%	\$ 322.00
	Wood Blocking & Drywall Patching	\$ 210.35	15%	\$ 241.90
<i>NCC Material</i>	Chandler's Plywood - Casework material	\$ 2,584.05	15%	\$ 2,971.66
	Wood Blocking & Misc. Drywall	\$ 102.00	15%	\$ 117.30
<i>Subtotal</i>				\$ 3,652.86
Bond & Insurance				\$ 111.85
B&O Tax			2%	\$ 75.29
Total Cost - ADD				\$ 3,840.00

Hollie R. Massie
Senior Project Manager



Quotation

Date 08/19/25

To: General Contractor 12

Ship To: Same as 'To'

Attention : n/a
Project Desc. : BUILDING 22-CUBBY ADD-ON
Terms : n/a
Answers Ticket: n/a

Project Id : 17711
Ship Via : Our Truck
P.O. Number : n/a
Salesperson : Tyler Bowman

PRICE INCLUDES OPEN CUBBY CABINET 60" X 60" WITH COUNTER TOP DEPTH WORKSPACE AND TWO FULL HEIGHT END PANELS (AS PER DRAWINGS SENT IN EMAIL).

Item No	Description	Qty	UOM	Selling Price
---------	-------------	-----	-----	---------------

CUBBY CASEWORK

1 OPEN CUBBY CABINET WITH WORK STATION AND FLOOR HEIGHT END PANELS

2	Base Bid			\$2,415.00
---	----------	--	--	------------

TOTAL \$2,415.00

Please Note: Prices valid for 30 days.

*Total does not include applicable taxes

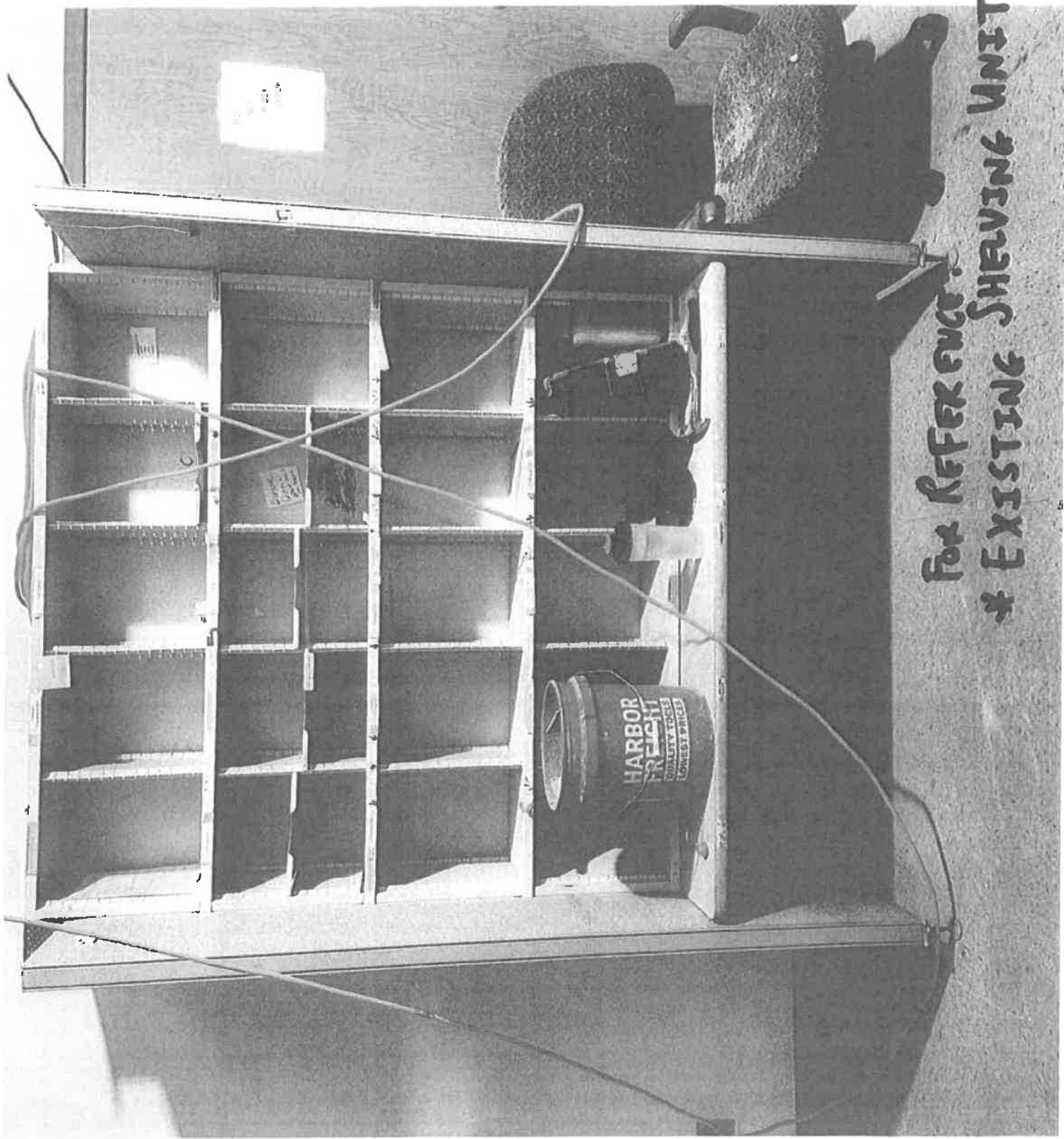
Acceptance of Quotation

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted: General Contractor 12 By: _____ Date: _____

Accepted: Chandler's Plywood Products By: _____ Date: _____

169.05 7% TAX
\$ 2,584.05



For Reference:
EXISTING SHELVING UNIT



Document G714[®] – 2017

Construction Change Directive

PROJECT: <i>(name and address)</i> Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 028 Date: August 25, 2025
OWNER: <i>(name and address)</i> General Services Division 103 Michigan Avenue Charleston, WV 25305	ARCHITECT: <i>(name and address)</i> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	CONTRACTOR: <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 request, proposal to furnish and install a specific lock and keying system for the Elevator Machine Room Located on the roof of the building – Medico Key #245N. Proposal includes (3) keys.

PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 576.00
☐ 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)

8/25/25
Date


OWNER *(Signature)*

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

9/2/25
Date


CONTRACTOR *(Signature)*

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

8/26/2025
Date



**NEIGHBORGALL
CONSTRUCTION**

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

Change Proposal Request No.28

Date: August 21, 2025
Project: WV Building 22 Renovation
Neighborgall #: 24-042
State PO #: CPO 0211 4022 GSD25000000071 Pickering # - PA 2226056
Description: PR #28 - Door Lock Keying for Elevator Machine Room

Description:

Per request, proposal to furnish and install a specific lock and keying system for the Elevator Machine Room located on the roof of the building - Medico Key #245N.
Proposal includes (3) Keys.

Cost Breakdown:

<i>NCC Subcontractor</i>	John's Lock & Key	\$ 496.72	10%	\$ 546.39
<i>Subtotal</i>				\$ 546.39
Bond & Insurance				\$ 18.31
<u>B&O Tax</u>			2%	\$ 11.29
Total Cost - ADD				\$ 576.00

Hollie R. Massie
Senior Project Manager

SERVICE TICKET**JOHN'S LOCK & KEY, LLC**

WV LIC#0033278

114 McFarland Street
Charleston, WV 25301

Work Order#

locksmith@johnslock.com

Phone: **304-344-4204**Service Date: 8/20/25Fax: **304-344-9658**☒ **QUOTE**☐ **WARRANTY**☐ **BILLABLE**☐ **MEDECO**☐ **MUL-T-LOCK**☐ **ACCESS CONTROL**☐ **LOCKSMITH**☐ **MAINTENANCE**☐ **RESTRICTED**☐ **OTHER**

Billing Name & Address <u>Amy Police</u> <u>Nicholsall Construction Co.</u>	REQUIRED TASKS			
Service Location Name & Address <u>JLK Shop</u>	Stickers Onsite?	Yes	No	Why?
Phone <u>304 550 0202</u>	Manuals left onsite?	Yes	No	Why?
Customer's W/O or P/O#	Job Site Cleanup?	Yes	No	Why?
	Email Address:			

Description of work performed:

1) Modern Motion Cyl. - \$160.00

3) Modern Keys - \$78.00

1) Service Call - \$95.00

1) Lock on "Floor" - \$125.00

For Restricted Keyway Customers Only:

Authorized Signature: _____

Printed Name

Signature

Date

Materials Used:

Work Completed Yes ☒ No ☐

If not, why? _____

On Job Time

ON

OFF

ON

OFF

Print Name

Customer Signature

Date: 8/20/25

Sub-Total

Technician Signature (1)

Date: 8/20/25

Tax

Total Charge

4164.2232.50\$4196.72

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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:
029
Date:
August 25, 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.)

Additional labor and materials were required to abate the 4th and 3rd Floors. The existing conditions included a layer of thin set bond coat and epoxy paint over the black mastic in lieu of VCT material. The abatement due to the unforeseen conditions required more time and costs to get the black mastic for removal. See attached backup information. Request for time extension to adjust the Final Completion date – ADD (5) days.

PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 21,424.00
☐ 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 Five (5) 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)

8/25/25
Date


OWNER (Signature)

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

7/2/25
Date


CONTRACTOR (Signature)

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

8/26/2025
Date



**NEIGHBORGALL
CONSTRUCTION**

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

Change Proposal Request No.29

Date: August 21, 2025
Project: WV Building 22 Renovation
Neighborgall #: 24-042
State PO #: CPO 0211 4022 GSD25000000071
Description: PR #29 - Abatement Unforeseen Conditions 4th & 3rd Floors
Pickering # - PA 2226056

Description:

Additional labor and materials were required to abate the 4th and 3rd Floors. The existing conditions included a layer of thin set bond coat and epoxy paint over the black mastic in lieu of a VCT material. The abatement due to the unforeseen conditions required more time and costs to get to the black mastic for removal. See attached backup information.

Request for time extension to adjust the Final Completion date - ADD - 5 days

Cost Breakdown:

<i>NCC Labor</i>	Haul out / Coordination	\$ 1,650.00	15%	\$ 1,897.50
	Temp Toilets, Fencing, Protection Mats	\$ 43.00	15%	\$ 49.45
	General Cleanup / Temporary Enclosure	\$ 540.00	15%	\$ 621.00
<i>NCC Material</i>	Temporary Enclosure materials	\$ 126.00	15%	\$ 144.90
	Skidsteer Equipment	\$ 40.00	15%	\$ 46.00
<i>NCC Subcontractor</i>	Astech Corporation	\$ 16,000.00	10%	\$ 17,600.00
<i>Subtotal</i>				\$ 20,358.85
<i>Bond & Insurance</i>				\$ 645.07
<i>B&O Tax</i>			2%	\$ 420.08
Total Cost - ADD				\$ 21,424.00

Hollie R. Massie
Senior Project Manager

Astech Corporation

3400 Falcon Drive
Charleston, West Virginia 25312
(304) 342-0545

Contractor License: WV008876

Email: astech51@hotmail.com


8-20-2025

Neighborgall Construction
Hollie Massie
304-812-7702
hollie.massie@neighborgall.com

This is a request for additional considerations of the work being performed at Building 22. On the 4th floor we encountered thin-set bond coat and epoxy paint over the mastic that contains asbestos. This material required us to use concrete grinding machines to removed the thin-set and the epoxy paint to be able to apply our material to the mastic to be removed which required double work and time as opposed to tile and mastic removal only.

On the 3rd floor, we have encountered the same material as on the 4th floor and being even more extensive and is requiring over double the time that it would have taken for us just to remove floor tile and mastic. Therefore, we are requesting additional compensation for the additional work being performed in the sum of \$8,000.00 per floor to cover additional cost.

Sincerely,



Denver Davis, President

4TH & 3RD FLOOR UNFORESEEN CONDITIONS FOR ABATEMENT

+8,000.00 - 4TH FLOOR

+8,000.00 - 3RD FLOOR

✓ \$16,000.00 TOTAL 4TH & 3RD FLOORS



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Construction Change Directive

PROJECT: (name and address) Building 22 Interior Renovations 1001 Lee Street, East Charleston, WV 25301	CONTRACT INFORMATION: Contract For: General Construction Date: December 09, 2024	CCD INFORMATION: Directive Number: 030 Date: September 03, 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 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.)

While performing demolition of the existing asphalt for a new concrete pad at the back of the building, it was discovered that there was concrete under the asphalt. We kept a T&M ticket on the additional work to remove the concrete subbase, some areas were 4"-6" thick while others were deeper. Proposal includes labor, equipment, and misc. materials required to perform the work.

PROPOSED ADJUSTMENTS

- The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - ☒ Lump Sum increased by \$ 7,844.00
 - ☐ 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:

- 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)

9/3/25
Date

 OWNER (Signature)

BY: Timothy M. Lee

(Printed name and title)

9/5/25
Date

 CONTRACTOR (Signature)

BY: Hollie R. Massie,
Senior Project Manager

(Printed name and title)

9/3/2025
Date



**NEIGHBORGALL
CONSTRUCTION**

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

Change Proposal Request No. 30

Date: August 27, 2025
Project: WV Building 22 Renovation
Neighborgall #: 24-042
State PO #: CPO 0211 4022 GSD25000000071
Description: PR #31 - Exterior Pad Unforeseen Conditions
Pickering # - PA 2226056

Description:

While performing demolition of the existing asphalt for a new concrete pad at the back of the building, it was discovered that there was concrete under the asphalt. We kept a T&M Ticket on the additional work to remove the concrete subbase, some areas were 4"-6" thick while others were deeper. Proposal includes labor, equipment, and misc. materials required to perform the work.

Cost Breakdown:

<i>NCC Labor</i>	Demo Concrete - See T&M Ticket	\$ 4,822.00	15%	\$ 5,545.30
	(average hrs are 4 workers for 2 days)			
<i>NCC Material</i>	Skidsteer Equipment & Fuel	\$ 415.00	15%	\$ 477.25
	Jackhammer Attachment	\$ 260.90	15%	\$ 300.04
	Electric Jackhammer	\$ 193.00	15%	\$ 221.95
	Demo Saw	\$ 43.00	15%	\$ 49.45
	Dumpster / Haul-off Concrete	\$ 786.00	15%	\$ 903.90
<i>Subtotal</i>				\$ 7,497.89
<i>Bond & Insurance</i>				\$ 192.31
<i>B&O Tax</i>			2%	\$ 153.80
Total Cost - ADD				\$ 7,844.00

Hollie R. Massie
Senior Project Manager



FIELD WORK ORDER

FWO 03/19

GENERAL	PROJECT: <u>Building 22 Renovation</u>	DATE OF WORK: <u>08/19/2025</u>
	PROJECT NO.: <u>24-042</u>	DAY OF WEEK: <u>Tuesday</u>
	<input checked="" type="checkbox"/> EXTRA WORK FOR OWNER <input type="checkbox"/> BACKCHARGE TO SUB <input type="checkbox"/> OTHER	

WORK	DESCRIPTION OF WORK PERFORMED: <u>Demo Concrete Pad Under Existing Asphalt</u>
	<u>on South Side of building in the "dug out".</u>

	EMPLOYEE NAME	CRAFT	ACTIVITY CODE	REG HOURS	OT x 1.5	OT x 2
LABOR	<u>X Amy Price</u>	<u>Comp. Supt.</u>	<u>01-111</u>	<u>X 2</u>	<u>-</u>	<u>No Cost / Hour</u>
	<u>Bruce Carter</u>	<u>Laborer</u>	<u>02-940</u>	<u>4</u>	<u>✓</u>	
	<u>Ryan Foster</u>	<u>Laborer</u>	<u>02-940</u>	<u>4</u>	<u>✓</u>	
	<u>Ersell Maynard</u>	<u>Carpenter</u>	<u>02-940</u>	<u>4</u>	<u>✓</u>	
	<u>Brian Swims</u>	<u>Concrete Foreman</u>	<u>02-940</u>	<u>4</u>	<u>✓</u>	

MATERIALS	VENDOR	INVOICE NUMBER	DATE	DESCRIPTION OF MATERIALS	TOTAL INVOICE COST

EQUIPMENT	EQUIPMENT DESCRIPTION	NCC EQUIPMENT NUMBER	HOURS USED
	<u>Bobcat Skidsteer w/ Jack Hammer</u>	<u>1860</u>	<u>4</u> ✓
	<u>Everett Jackhammer</u>		<u>4</u> ✓

SUB WORK	SUBCONTRACTOR	SUB FWO #	WORK PERFORMED	TOTAL

NCC SUPT. <u>Amy L. Price</u>	WORK APPROVED BY <u>Amy L. Price</u>
-------------------------------	--------------------------------------

NCC PROPOSAL NUMBER _____

FIELD WORK ORDER

FWO 03-19

GENERAL	PROJECT: <u>Building 22 Renovation</u>	DATE OF WORK: <u>08/20/2025</u>
	PROJECT NO.: <u>24-042</u>	DAY OF WEEK: <u>Wednesday</u>
	<input type="checkbox"/> EXTRA WORK FOR OWNER <input type="checkbox"/> BACKCHARGE TO SUB <input type="checkbox"/> OTHER	

WORK	DESCRIPTION OF WORK PERFORMED: <u>Demo concrete Pad under existing asphalt</u> <u>on South Side of building in "dugout".</u>

	EMPLOYEE NAME	CRAFT	ACTIVITY CODE	REG HOURS	OT x 1.5	OT x 2
LABOR	<u>Amy Price</u>	<u>Corp. Supt.</u>	<u>01-111</u>	<u>X 2</u>	<u>No Cost / Hram</u>	
	<u>Brace Carter</u>	<u>Laborer</u>	<u>02-940</u>	<u>10</u>	<u>✓</u>	
	<u>Ryan Foster</u>	<u>Laborer</u>	<u>02-940</u>	<u>10</u>	<u>✓</u>	
	<u>Ernell Maynard</u>	<u>Carpenter</u>	<u>02-940</u>	<u>10</u>	<u>✓</u>	
	<u>Brian Swins</u>	<u>Concrete Foreman</u>	<u>02-940</u>	<u>10</u>	<u>✓</u>	

	VENDOR	INVOICE NUMBER	DATE	DESCRIPTION OF MATERIALS	TOTAL INVOICE COST
MATERIALS	<u>Pump & Switchout</u>		<u>08/20</u>	<u>Hour off Concrete debris</u>	<u>(Half Cost)</u>
	<u>Sheetz - Fuel</u>		<u>08/20</u>	<u>Fuel for skid steer</u>	<u>\$33.65</u>
	<u>United Rentals</u>	<u>#251978046-001</u>	<u>08/20</u>	<u>Skid steer breaker</u>	<u>\$240.90</u>

	EQUIPMENT DESCRIPTION	NCC EQUIPMENT NUMBER	HOURS USED
EQUIPMENT	<u>Bobcat Skid steer</u>	<u>#1860</u>	<u>3</u>
	<u>Kubota SVL 75-3 (skid steer)</u>	<u>#2103</u>	<u>4</u>
	<u>ELECTRIC JACKHAMMER</u>		<u>8</u>

	SUBCONTRACTOR	SUB FWO #	WORK PERFORMED	TOTAL
SUB WORK				

NCC SUPT. <u>Amy L. Price</u>	WORK APPROVED BY <u>Amy Price</u>
-------------------------------	-----------------------------------

NCC PROPOSAL NUMBER


**NEIGHBORGALL
CONSTRUCTION**

FIELD WORK ORDER

FWO 03/13

GENERAL	PROJECT: <u>Building 22 Renovation</u>	DATE OF WORK: <u>08/21/2025</u>
	PROJECT NO.: <u>24-042</u>	DAY OF WEEK: <u>Thursday</u>
	<input checked="" type="checkbox"/> EXTRA WORK FOR OWNER <input type="checkbox"/> BACKCHARGE TO SUB <input type="checkbox"/> OTHER	

WORK	DESCRIPTION OF WORK PERFORMED: <u>Demo concrete pad under existing asphalt on South side of building in the "dugout".</u>

	EMPLOYEE NAME	CRAFT	ACTIVITY CODE	REG HOURS	OT x 1.5	OT x 2
LABOR	X - Amy Price	Corp. Supt.	01-111	X 2	No Cost	/HRM
	Bruce Cortez	Laborer	02-940	8	✓	
	Ryan Boston	Laborer	02-940	10	✓	
	X - Ersell Maynard	Corporation	02-940	X 10	No Cost	LAYOUT / HRM
	X - Brian Swims	Concrete Foreman	01-145	X 2	No Cost	REMOVE / HRM

	VENDOR	INVOICE NUMBER	DATE	DESCRIPTION OF MATERIALS	TOTAL INVOICE COST
MATERIALS	Rumpke Switch Out		08/21	Have OFF concrete debris	✓
	Par Mar Stores		08/21	Fuel for Demo Saw	\$5.90 ✓

	EQUIPMENT DESCRIPTION	NCC EQUIPMENT NUMBER	HOURS USED
EQUIPMENT	Kubota SVL 75-3 (Skidsteer)	#2103	3 ✓
	ELECTRIC JACKHAMMER		6 ✓
	DEMO SAW FOR CUTS		4 ✓

	SUBCONTRACTOR	SUB FWO #	WORK PERFORMED	TOTAL
SUB WORK	DSO - 1 guy, 1 hr		Price (1) Cleanup Gr	

NCC SUPT. <u>Amy L Price</u>	WORK APPROVED BY <u>Amy L Price</u>
------------------------------	-------------------------------------

NCC PROPOSAL NUMBER _____



NEIGHBORGALL
CONSTRUCTION

Page 4 of 4

FIELD WORK ORDER

FWO 03.13

GENERAL	PROJECT: <u>Building 22 Renovation</u>	DATE OF WORK: <u>08/25/2025</u>
	PROJECT NO.: <u>24-042</u>	DAY OF WEEK: <u>Monday</u>
	<input checked="" type="checkbox"/> EXTRA WORK FOR OWNER BACKCHARGE TO SUB <input type="checkbox"/> OTHER	

WORK	DESCRIPTION OF WORK PERFORMED: <u>Demo concrete Pad under existing asphalt on South side of building in dug out.</u>
	<u>* Demo Concrete = 10' x 40' x 6" = 7.4 CY</u>

LABOR	EMPLOYEE NAME	CRAFT	ACTIVITY CODE	REG HOURS	OT x 1.5	OT x 2
	X	<u>Amy Price</u>	<u>Carp. Supt.</u>	<u>01-111</u>	<u>X 2</u>	<u>No Cost</u>
<u>Bruce Carter</u>		<u>Laborer</u>	<u>02-940</u>	<u>4</u>	<u>X - No Cost</u>	<u>/HRM</u>
<u>Brian Swims</u>		<u>Concrete Foreman</u>	<u>02-940</u>	<u>4</u>	<u>✓</u>	

MATERIALS	VENDOR	INVOICE NUMBER	DATE	DESCRIPTION OF MATERIALS	TOTAL INVOICE COST
		<u>Shambl's Stone</u>	<u>80212595</u>	<u>08/25</u>	<u>Stone to replace demoed concrete - No Cost</u>

EQUIPMENT	EQUIPMENT DESCRIPTION	NCC EQUIPMENT NUMBER	HOURS USED
		<u>Griffin Buggy</u>	<u>#1712</u>

SUB WORK	SUBCONTRACTOR	SUB FWO #	WORK PERFORMED	TOTAL
		<u>DSO - 1 Guy, 1 hr</u>		<u>Force (1) Clean Out Lin</u>

NCC SUPT	WORK APPROVED BY
----------	------------------

NCC PROPOSAL NUMBER



BRANCH #45
573 NEW GOFF MOUNTAIN RD
CROSS LANES WV 25313-1425
304-776-7028
304-776-7158 FAX



RENTAL RETURN INVOICE

251978066-001

Job Site

CPU
573 NEW GOFF MOUNTAIN RD
CROSS LANES WV 25313-1425

Office: 304-525-5181 Job: 304-525-5181

24-042

01-625

used for concrete
demo in dug out

Customer # : 876293
Invoice Date : 08/20/25
Rental Out : 08/20/25 10:00 AM
Rental In : 08/20/25 03:57 PM
UR Job Loc : 573 NEW GOFF MOUNTAIN
UR Job # : 82
Customer Job ID:
P.O. # : 24042
Ordered By : TERRENCE SPURLOCK
Reserved By : TOMMY ADKINS
Salesperson : JORDAN ADKINS

NEIGHBORGALL CONSTRUCTION
1216 7TH AVE
HUNTINGTON WV 25701-2320

Invoice Amount: \$260.90

Terms: Due Upon Receipt
Payment options: Contact our credit office 980-342-2243
REMIT TO: UNITED RENTALS (NORTH AMERICA), INC.
PO BOX 100711
ATLANTA GA 30384-0711

RENTAL ITEMS:

Qty	Equipment	Description	Minimum	Day	Week	4 Week	Amount
1	12018726	SKID STEER BREAKER Make: FURUKAWA Model: K-FX55A CP-QA Serial: 13834	238.00	238.00	669.00	2,016.00	238.00

Rental Subtotal: 238.00

SALES/MISCELLANEOUS ITEMS:

Qty	Item	Price	Unit of Measure	Extended Amt.
1	WV PROP TAX RECOVERY FEE	[DRSURWV/MCI]	3.570 EACH	3.57
1	ENVIRONMENTAL SERVICE CHARGE	[ENV/MCI]	4.760 EACH	4.76

Sales/Misc Subtotal: 8.33

Agreement Subtotal: 246.33

Tax: 14.57

Total: 260.90

COMMENTS/NOTES:

CONTACT: TERRENCE SPURLOCK
CELL#: 304-840-2090

Ham - 8/26/25
24042
02-940
5120

Effective February 1, 2024 and where permitted by law, United Rentals may impose a surcharge of 2.0% for credit card payments on charge accounts. This surcharge is not greater than our merchant discount rate for credit card transactions and is subject to sales tax.

NOTICE: This invoice is subject to the terms and conditions of the Rental and Service Agreement, which are available at <https://www.unitedrentals.com/legal/rental-service-terms-US> and which are incorporated herein by reference. A COPY OF THE RENTAL AND SERVICE AGREEMENT TERMS ARE AVAILABLE IN PAPER FORM UPON REQUEST.

Change Order Number: 006
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 Two Hundred Ninety Seven Thousand Four Hundred Thirty Seven Dollars and no/100 (\$8,297,437.00)

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 10th day of September 2025

Signed, Sealed & Dated this 10th day of September, 2025

The Neighborgall Construction Company

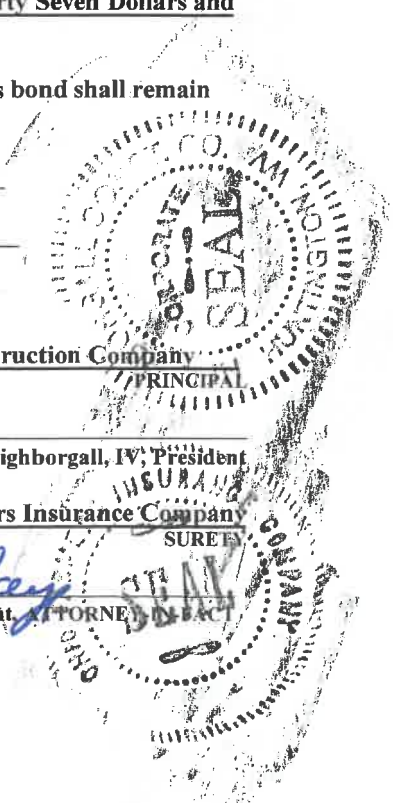
BY: 

C.R. Neighborgall, IV, President

Ohio Farmers Insurance Company
SURETY

BY: 

Patricia A. Moye, WV Resident Agent, ATTORNEY IN FACT




ACKNOWLEDGMENTS

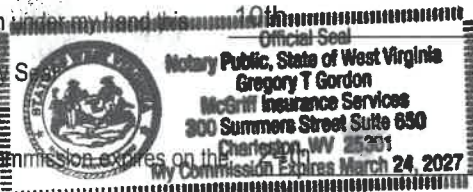
Acknowledgment by Principal if individual or Partnership

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 CABELL to-wit:
11. I, Jennifer Lynn Beckett, 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 10th day of September 20 2025
16. Notary Seal  17. Jennifer Lynn Beckett
(Notary Public)
18. My commission expires on the 2nd day of November 20 28

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit:
21. I, Gregory T. Gordon, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Patricia A. Moye
23. who as, Attorney-in-fact and WV 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 corporation.
25. Given under my hand this 10th day of September 20 25
26. Notary Seal  27. Gregory T. Gordon
(Notary Public)
28. My commission expires on the 24th day of March 20 2027

Sufficiency in Form and Manner
of Execution Approved

Attorney General

This _____ day of _____ 20 _____

By: _____

(Deputy Attorney General)



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 *SLW*
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#6

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



Agency Head



Cabinet Secretary/Department Head

9/22/25
Date

9/23/25
Date

Governor's Office Representative

Date

Total Cost:

Current = \$8,223,269.00, CO#6 = \$74,168.00, New Total = \$8,297,437.00

Award Document Number:

CPO 0211 GSD2500000007, Change Order 6

Description of Action/Purpose of Procurement

Requesting approval to submit Change Order #6 for the Building 22 Tax Interior Renovations Project, an increase of \$74,168.00 to the current contract value of \$8,223,269.00, resulting in a new contract total of \$8,297,437.00. The following scope changes are needed:

CCD 22 (\$6,762.00) - Per tenant's request (Tax Department), Camera Servers were moved from their current locations and consolidated on the 2nd floor. Additional cabling was required for the movement of the servers. Cost to be reimbursed to GSD by the Tax Division.

CCD 23 (\$7,256.00) - During the demolition of the 3rd floor restroom, black mastic was discovered under the ceramic tile. This is the same situation as addressed for the basement restroom flooring. This CCD covers the abatement of that black mastic and adds 3 days to the date of Final Completion.

CCD 24 (\$4,952.00) - During demolitions an exiting underground sanitary line was discovered to be damaged. This CCD removes and replaces that sanitary line. The work includes saw cutting slab, demolition, removal of slab, excavation, bedding, PVC Pipe, backfill, and concrete slab-on-grade replacement with concrete dowels, mesh, and vapor barrier.

CCD 25 (\$11,893.00) - Per tenant's request (Tax Department), additional casework was added in the basement. Include four additional receptacles, new switch for garbage disposal, and new garbage disposal. Cost to be reimbursed to GSD by the Tax Division.

CCD 26 (\$9,621.00) - While local areas were accessible due to demolition, it was decided to upgrade the custodial areas in the Mezzanine, 2nd, and 3rd floors. The work included removal of existing fixtures and replacement with new mop sink. It should be noted that the flooring may also be replaced in a future change order, cost and extent of that part of the work is unknown at the time of this change order.

CCD 27 (\$3,840.00) - Per tenant's request (Tax Department), New shelving/cubbies similar to the existing shelving was added. The new shelving would be fabricated out of the casework materials to match other plastic laminate materials on the project. Cost to be reimbursed to GSD by the Tax Division.

CCD 28 (\$576.00) - The Agency is currently in Phase 3 of Elevator Modernizations. This CCD is to change the lock and keying system to match the lock and keying system that is being used in the Elevator Modernization Projects to make the lock and keying systems uniform throughout the Agency.

CCD 29 (\$21,424.00) - Additional abatement was needed on the 3rd and 4th floors. The existing conditions included a layer of thin set bond coat and epoxy paint over the black mastic in lieu of VCT material. This CCD also adds 5 days to the date of Final Completion.

CCD 30 (\$7,844.00) - While performing the demolition of the existing asphalt for a new concrete pad at the back of the building, it was discovered that there was concrete under the asphalt. Demolition of that subbase of concrete was required to complete the correct installation of the new pad.

This change order adds 8 days to overall construction duration. New Final Completion Date: July 14th, 2026.

Funding: Appropriated General Revenue, Appropriated Special Revenue. GSD is under MOU with Tax for the 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.



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

M E M O R A N D U M

To: Tara Lyle, Buyer Supervisor, State Purchasing Division

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

Date: September 17, 2025

Ref: Change Order # 6 – CPO GSD2500000007 – Building 22 Interior Renovations

Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order #6 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 22 (\$6,762.00) – Per tenant's request (Tax Department), Camera Servers were moved from their current locations and consolidated on the 2nd floor. Additional cabling was required for the movement of the servers.

CCD 23 (\$7,256.00) – During the demolition of the 3rd floor restroom, black mastic was discovered under the ceramic tile. This is the same situation as addressed for the basement restroom flooring. This CCD covers the abatement of that black mastic and adds 3 days to the date of Final Completion.

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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

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CCD 28 (\$576.00) – The Agency is currently in Phase 3 of Elevator Modernizations. This CCD is to change the lock and keying system to match the lock and keying system that is being used in the Elevator Modernization Projects to make the lock and keying systems uniform throughout the Agency.

CCD 29 (\$21,424.00) – Additional abatement was needed on the 3rd and 4th floors. The existing conditions included a layer of thin set bond coat and epoxy paint over the black mastic in lieu of VCT material. This CCD also adds 5 days to the date of Final Completion.

CCD 30 (\$7,844.00) – While performing the demolition of the existing asphalt for a new concrete pad at the back of the building, it was discovered that there was concrete under the asphalt. Demolition of that subbase of concrete was required to complete the correct installation of the new pad.

The additional equipment and work will have a total cost of \$73,312.00 and require an extension of 8 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
Change Order 5 (Increase): \$ 73,312.00
Change Order 6 (Increase): \$ 74,168.00
New Contract Total: \$8,297,437.00

Current Final Completion Date: July 6th, 2026

New Final Completion Date: July 14th, 2026

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

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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			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 50000.0000
Charter County	Cabell		Control Number 0
Charter State	WV		Excess Acres 0
At Will Term	Member Managed		
At Will Term Years			Par Value 100.000000
Authorized Shares	500	Young Entrepreneur	Not Specified

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

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

Subsidiaries	
Name	Address

	FOUNDATION MANAGEMENT, LLC 1216 7TH AVENUE HUNTINGTON, WV, 25701
	M&BC EQUIPMENT, LLC 51 DOSS HILL ROAD BARBOURSVILLE, WV, 25504
	TRUE STRING MASONRY, LLC 51 DOSS HILL ROAD BARBOURSVILLE, WV, 25504
Name	Address

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

Annual Reports
Filed For
2025
2024
2023
2022
2021
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, September 17, 2025 — 7:38 AM

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"The Neighborgall Construction Company" 

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Excluded Entity 

Federal Organizations 

Exclusion Type 

Exclusion Program 

Location 

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CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV005339

CLASSIFICATION:

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

SPECIALTY
ROOFING
DRYWALL
PAINTING
DEMOLITION

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

DATE ISSUED

EXPIRATION DATE

SEPTEMBER 19, 2025

SEPTEMBER 19, 2026

Authorized Signature

Chair, 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.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>07-12</u> Date: <u>9/26/25</u>		Agency: West Virginia General Services Division	
Solicitation No. <u>CO# 6</u> <u>Increase</u> <u>Extend</u>		Procurement Officer Submitting Requisition: Cody Taylor	
		Requisition No. CPO GSD250000007	
		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 (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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: T. Wang