



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

State of West Virginia Contract

Order Date: 08-18-2025

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

Order Number:	CCT 0211 4035 GSD2400000009 15	Procurement Folder:	1311383
Document Name:	Buildings 31 & 35 Renovations Project	Reason for Modification:	Change Order 4 Increase Contract.
Document Description:	Buildings 31 & 35 Renovations Project		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-05-20
Free on Board:		Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000000330 WDP & ASSOCIATES CONSULTING ENGINEERS INC 33 Summers Hospital Road Hinton WV 25951 US Vendor Contact Phone: 3046600400 Extension:	Requestor Name: Aaron M Armstrong Requestor Phone: 304-352-5492 Requestor Email: aaron.m.armstrong@wv.gov																				
Discount Details:	2026 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><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></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
		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 35 350 CAPITOL STREET CHARLESTON WV 25301 US

CR 9-29-25

Total Order Amount: \$3,468,431.25

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 9/26/25 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 4

Change Order No. 4 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract is increased as defined in the attached documentation.

Effective date: July3, 2025

Original Contract: \$394,657.55
Change Order 1 (Increase): \$531,824.20
Change Order 2 (Increase): \$140,127.50
Change Order 3 (Increase): \$1,489,724.00
Change Order 4 (Increase): \$912,098.00
New Contract Total: \$3,468,431.25

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$108,291.00
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 31 Condition Assessment**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$166,882.95
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 35 Building Systems Survey**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$40,614.10
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Elevator Systems for Buildings 31 & 35**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$45,386.80
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 35 Roof/Parapet**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81101508	0.00000		0.000000	\$33,482.70
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 35 Comprehensive Exterior Project

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81101508	0.00000		0.000000	\$531,824.20
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Project D - Roof & Parapet Repairs

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81101508	0.00000		0.000000	\$140,127.50
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Project C - Elevator Systems

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	81101508	0.00000		0.000000	\$965,006.00
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Project E - Comprehensive Facade

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	81101508	0.00000		0.000000	\$237,475.00
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Project B - Building Systems Schematic Design Phase

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	81101508	0.00000		0.000000	\$287,243.00
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Building 31 Parking Garage - Design, Bidding, and CA

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	81101508	0.00000		0.000000	\$912,098.00
Service From	Service To	Manufacturer		Model No	
2024-05-20	2034-05-19				

Commodity Line Description: Change Order 4 (Increases to Projects B & D)

Extended Description:



PO Box 99
Hinton, WV 25951

T 304 660 0400
wdpa.com

~~June 11, 2025~~
Revised July 11, 2025

State of West Virginia
General Services Division
112 California Avenue
Charleston, WV 25305

Attention: Aaron Armstrong, PE
Project Manager

Reference: Building 35 Project B – Building Systems
Additional Services for Design and Construction Phase Services
WDP Proposal No.: 24126B

Dear Mr. Armstrong:

WDP & Associates Consulting Engineers, Inc., (WDP) is pleased to submit this proposal for additional professional services for the design, bid, and construction phase services for the replacement of the Building Systems in Building 35 “Project B” along with an extension of our Construction Administration Services for “Project D.” These additional services are in regard to the base Contract titled: *Buildings 31 & 35 Renovations Project*, dated July 15, 2024, and with Order Number CCT 0211 4035 GSD2400000009 4.

SCOPE OF SERVICES

This Proposal for Professional Services is limited exclusively to the Work as described in this Scope of Services section, and anything not expressly described shall be considered expressly excluded from the Work. WDP proposes to perform the Work which is described as follows.

ZMM Scope

This Proposal includes advancing the MEP, fire protection, and fire alarm design, including submissions at 50%, 95%, and 100% CD, as well as bid phase and construction phase services in accordance with the attached proposal.

WDP Structural Engineering

This Proposal includes structural engineering effort necessary to accomplish the following:





- Evaluate the Building A and Building C roof structure, given the increased loading of the three (3) replacement DOAS units and design of supplemental framing as required to support the systems.
- Design a new floor infill for the abandoned elevator shaft in Building A for Floors 2 through 5 to convert to new mechanical rooms as proposed by the hybrid MEP approach approved at the 30% SD level. The floor infill will account for required floor penetrations for the mechanical systems.

WDP will provide a single design package for all of the work described in this Proposal along with combining the work included in Project “E” consisting of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for construction of the Work. The documents will be submitted electronically as Adobe PDF files and as hard copies solely for the GSD’s use. WDP will provide two (2) sets of progress prints to the GSD for review of the Drawings and Specifications, in accordance with the design schedule below. At the GSD’s discretion, the work when combined and coordinated with Project “E” can be split into up to three (3) separate bid packages, based on the intended phasing and procurement schedule.

Additional CA Services (Project D)

It is anticipated that WDP will need to provide additional Construction Administration (CA) services beyond the five-month period originally assumed in our Proposal for Design and Construction Phase Services – Project D: Roof and Parapet Repairs (24126D). It is anticipated that WDP will provide additional CA services for an additional seven-month period, extending our period of CA services from five months to twelve months to coincide with the Contractor’s schedule for construction.

DESIGN SCHEDULE

The following design schedule has been developed assuming that this Additional Services Proposal is formally approved by July 21, 2025.

Action	Date
50% Design Start	July 21, 2025
50% Design Submission	Week of September 22, 2025
50% Design Review	September 29 – Oct. 9, 2025
95% Design Submission	Week of January 26, 2026
95% Design Review	February 2 – 12, 2026
Construction Document Submission	Week of February 23, 2026



FEES AND PAYMENT

The following fees are for the performance of the Work as listed in the Scope of Services above. Invoicing will be monthly, based upon percentage of progress completion of each Task. The fees listed in this Fees and Payments section do not cover any Additional Services or any other services which are stated as excluded from the Contract or are not specifically described as part of the Work listed in the Scope of Services above. WDP's Services will be provided on a Lump Sum basis in accordance with the following fee.

ZMM Design Fee	\$648,000.00
15% Mark-up	\$97,200.00

WDP Structural Fee

Principal	8 hrs	@ \$ 285.00 /hr	= \$ 2,280.00
Senior Engineer II / Architect II	32 hrs	@ \$ 208.00 /hr	= \$ 6,656.00
Project Engineer I / Architect I	64 hrs	@ \$ 161.00 /hr	= \$ 10,304.00
Senior CAD Operator/Technician	80 hrs	@ \$ 114.00 /hr	= \$ 9,120.00
Project Assistant	8 hrs	@ \$ 78.00 /hr	= \$ 624.00
			\$ 28,984.00

Additional Construction Administration Services (Project D)

7 Months				
Principal	20 hrs	@ \$ 285.00 /hr	= \$ 5,700.00	
Senior Engineer II / Architect II	40 hrs	@ \$ 208.00 /hr	= \$ 8,320.00	
Staff Engineer II / Architect II	24 hrs	@ \$ 146.00 /hr	= \$ 3,504.00	
Senior CAD Operator/Technician	8 hrs	@ \$ 114.00 /hr	= \$ 912.00	
Project Assistant	4 hrs	@ \$ 78.00 /hr	= \$ 312.00	
Per Diem (First & Last Days)	4 man-days	@ \$ 48.00 /man-day	= \$ 192.00	
Lodging	2 man-nights	@ \$ 113.00 /man-night	= \$ 226.00	
Mileage	800 miles	@ \$ 0.67 /mile	= \$ 536.00	
		Monthly	\$ 19,702.00	
		Subtotal (7 Months)	\$ 137,914.00	

TOTAL FEE =	\$912,098.00
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Building 35 Project B – Building Systems
Additional Services for Design and Construction Phase Services
WDP Proposal No. 24126B
Revised July 11, 2025

We thank you for the opportunity to provide our services and look forward to working with you on this project.

Respectfully submitted,

WDP & Associates Consulting Engineers, Inc.

A handwritten signature in black ink, appearing to read 'RAC'.

Rex A. Cyphers, PE
Principal



Building 35 Project B – Building Systems
Additional Services for Design and Construction Phase Services
WDP Proposal No. 24126B
June 11, 2025

Attachment A – ZMM Architects Proposal

July 11, 2025

Rex A. Cyphers, P.E.
Principal
WDP & Associates, Consulting Engineers
335 Greenbrier Drive, Suite 205
Charlottesville, VA 22901

sent via Email



**RE: WVGS Building 35 Systems Renovations – Contract Modification for
Construction Documents, Bidding and Construction Phase Services (Revised)**

Mr. Cyphers:

ZMM proposes to modify our existing Agreement for this project to provide Design Development, Construction and Bidding Documents, Bidding Phase Services and Construction Phase Services for the scope of work noted in the 71-page report **“FACILITY ASSESSMENT: HVAC, ELECTRICAL, PLUMBING & LIFE SAFETY OF BUILDING 35-DIAMOND BUILDING”**: for WDP Project No. 24126B – ZMM#24058B dated August 2, 2024.

The HVAC work noted in that report has been amended based on the “Hybrid System” developed in our subsequent investigation of 3 possible HVAC alternatives. The “Hybrid System” in general includes doing a direct replacement of units on the Mezzanine (2 floor mounted units) and floors 5, 6 and 7. It also includes replacing / optimizing the units in the Basement and on floors 1, 2, 3 and 4. The largest unit will be 10 tons, which is comparable to the original analysis. It also includes the creation of 4 mechanical rooms in the abandoned elevator shaft – on floors 2, 3, 4 and 5 to serve the floors below them.

This proposal also incorporates the following additional scope:

- All new ceilings and lighting, wall finishes, etc. around the perimeter spaces as effected by the exterior restoration and window replacement projects.
- Full replacement of the ceilings and lighting on floors 1, 2, 3 & 4 due to all new ductwork.
- New lighting (direct replacement) in all other areas not noted above.
- Documentation necessary for the restoration of the historic clock on the outside of the building. These documents will be separated out to likely be included in Bidding Documents for Project “E”.

Please note that this only includes the scope of work noted for Building 35 only and does not include any of the work outlined for Building 31.

Scope of Services

ZMM proposes to provide a 50% set of documents with cost estimate for review and to determine final phasing of the project, as well as a 95% submission for approval in addition to the final full set of bidding and construction documents. ZMM understands the project is to go out to bid by the end of February 2026 and will work with WDP to meet that schedule.

During the bidding phase the ZMM Team will assist WDP and the GSD by providing the following services:

- Provide clarification to the construction documents through issuance of addenda.
- Attend the pre-bid conferences and provide appropriate information and advice to prospective bidders and contractors.

- Review alternates and substitutions, proposed by the bidders, if the construction documents permit alternates and substitutions.
- Attending bid opening, assist in the review of bids for conformance to the project requirements, and recommend on the disposition of bids.

During the Construction Phase the ZMM Team will advise and consult with WDP and the GSD and, upon selection of the contractor, provide administration services as set forth in the Agreement. The following activities constitute this phase:

- Attendance at Pre-construction conferences
- On-site project meetings and observations on a bi-weekly basis
- Review Contractor's Submittals
- Respond to properly prepared Requests for Information
- Issue supplemental drawings and bulletins
- Review Contractor's Payment Applications
- Issue Field Observation Reports
- Review Contractor Change Proposals
- Participate in one review for Substantial Completion for each of the bid packages
- Issue Certificate of Substantial Completion
- Participate in one review for Final Completion for each of the bid packages
- Assist in review of Contractor's Closeout Submittals

Budget

Based upon the scope of work identified above (and as outlined in the facility assessment and amended HVAC report), ZMM anticipates that the scope of work identified above, including lighting, will cost between \$12M - \$15M. The budget will be further refined as the design is developed.

Fee Proposal

ZMM Architects and Engineers proposes to provide the services noted above for a stipulated sum fee, billed monthly based upon progress, of six hundred forty-eight thousand dollars (\$648,000.00). The proposed fee includes all standard reimbursable expenses, as well as the work of our subconsultant, Jensen Hughes. A breakdown of these fees is provided, below:

Schematic Design (completed)		\$	0
Prelim Construction Documents 50% set	30%	\$	194,400
Construction Documents	45%	\$	291,600
Bidding Phase Services	5%	\$	32,400
Construction Administration	20%	\$	129,600
Totals	100%	\$	648,000

Exclusions

The proposed services include all labor, materials, and supplies required to provide architecture and engineering services for the proposed project. Testing, intrusive and destructive or otherwise (including a hazardous material assessment), is not included as a part of the scope of services. ZMM can coordinate these services on behalf of the Owner, if requested.

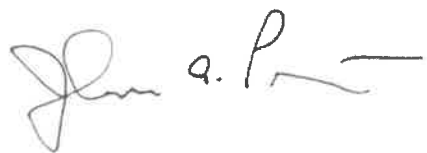
Terms and Conditions

The ZMM Team will perform the professional services described in the Scope of Services, as outlined in the contract, with the standard of professional care and skills consistent with locally accepted standards. Nothing within the proposal should be construed to exceed the ordinary and reasonable standard of professional care exercised by

architects and engineers on a governmental office building renovation project, under similar circumstances and conditions.

Please sign and return a copy of this proposal at your convenience, and let me know if you have any questions, or require additional information.

Respectfully submitted,
ZMM Architects and Engineers

A handwritten signature in black ink, appearing to read 'John A. Pruett', followed by a horizontal line.

John A. Pruett, PE, LEED AP
Senior Mechanical Engineer

Cc: File, Adam Krason

Accepted by:

Name: _____

Date: _____



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

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

MEMORANDUM


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


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

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

CCT 0211 GSD2400000009 - Building 31 & 35 Renovations Project CO#4

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



Agency Head


Cabinet Secretary/Department Head

8/7/2025

Date

8/18/25

Date

Governor's Office Representative

Date

Total Cost:

Current = \$2,556,333.25, CO#4 = \$912,098.00, New = \$3,468,431.25

Award Document Number:

CCT 0211 GSD2400000009, Change Order 4

Description of Action/Purpose of Procurement

We are requesting a change order to increase our contract for design services for various projects at the Diamond Building, in the amount of \$912,098.00, to cover Additional Services required to complete the design and administration of the following tasks:

1. Project B – HVAC/LifeSafety Building Systems Additional Services for Design, Bidding and Construction Phase Services (\$774,184.00);
2. Project D – Additional Construction Administrative Services (\$137,914.00), to cover the extension of Construction Administration Services as the original contract called for 5 months of services and an additional 7 months was needed so that the contract coincides with the Contractor's schedule of construction. This change order also combines the bid phases of Project B and Project E (Building Envelope) into a single construction package.

Funding: Project B is Supplemental Appropriation from General Revenue; Project D/E is Special Revenue (Fund 2241)



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

Eric Householder
Cabinet Secretary

Robert K. Kilpatrick
Director

MEMORANDUM

To: Tara Lyle, Buyer Supervisor, State Purchasing Division

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

Date: July 23, 2025

Ref: Change Order #4 – CCT 0211 GSD2400000009 – Building 31 & 35 Renovations Project

Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#4) to our contract (CCT 0211 GSD2400000009) with WDP & Associates (the "Engineer") for Buildings 31 & 35 Renovation Project. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$912,098.00, to cover the following tasks for the "Project B – Building Systems Additional Services for Design and Construction Phase Services" (\$774,184.00) and "Project D – Additional Construction Administrative Services" (\$137,914.00). This change order will cover the design, bid, and constructions phase services for the replacement of the Building Systems in Building 35 "Project B". The change order will also cover the extension of Construction Administration Services of "Project D" as the original contract called for 5 months of services and an additional 7 months was needed so that the contract coincides with the Contractor's schedule of construction. This change order also combines the bid phases of "Project B" and "Project E". There will be other Change Orders in the Future to address the other Tasks in the initial contract.

Original Contract Award Amount =	\$394,657.55
Change Order #1 Increase =	\$531,824.20
Change Order #2 Increase =	\$140,127.50
Change Order #3 Increase =	\$1,489,724.00
Change Order #4 Increase (Requested) =	\$912,098.00
New Contract Amount =	\$3,468,431.25

Please make this increase effective as of July 23, 2025.

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.



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CCT GSD24*09 - CO#4

1 message

Taylor, Cody G <cody.g.taylor@wv.gov>
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Mon, Sep 15, 2025 at 9:40 AM

Good Morning,

It is part of the original project/scope. We are adding in the funding for the design and constructions phase of "Project B" (while subsequently combining the "bid phase" for Project E into Project B). We are adding additional construction administrative services for "project D" due to an expected 7 month increase in project duration (which is what causes the cost increase for "Project D").

Pg 55-56 of the original CCT GSD24*9 shows the overall approach and the expected "Projects". Give me a call if you want to talk it over.

On Mon, Sep 15, 2025 at 9:28 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Cody,

Need some help with CO#4 for Bldgs 31 and 35 renovation increase.

Frank and I have both reviewed and we're just not completely understanding the increase.

Is this additional \$912,098 for something new or was it part of the original contract? I think we just need a little more explanation - your justification memo states Project B and D.

Thanks,

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



WEST VIRGINIA
PURCHASING DIVISION

1998

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Summers	Control Number	55135
Charter State	VA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Mailing Address	10621 GATEWAY BOULEVARD SUITE 200 MANASSAS, VA, 20110 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 808 GREENBRIER STREET CHARLESTON, WV, 25311
Principal Office Address	10621 GATEWAY BOULEVARD SUITE 200 MANASSAS, VA, 20110 USA
Type	Address

Officers	
Type	Name/Address
Director	A. RHETT WHITLOCK 3139 1ST AVENUE SOUTH MURRELLS INLET, SC, 29576
Director	REX A. CYPHERS 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
President	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Secretary	J. ERIC PETERSON 10621 GATEWAY BLVD SUITE 200 MANASSAS, VA, 20110
Treasurer	REX A. CYPHERS 10621 GATEWAY BOULEVARD SUITE 200 MANASSAS, VA, 20110
Type	Name/Address

Name Changes	
Date	Old Name

6/11/2015	WHITLOCK DALRYMPLE PETERSON & ASSOCIATES, INC.
5/18/2015	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
3/18/2013	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, P.C. INC.
12/30/2008	WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
Date	Old Name

Date	Amendment
6/11/2015	NAME CHANGE: FROM WHITLOCK DALRYMPLE PETERSON & ASSOCIATES, INC.
5/18/2015	NAME CHANGE: FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
3/18/2013	NAME CHANGE: FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, P.C. INC.
12/30/2008	AMENDMENT FILED CHANGING NAME FROM WHITLOCK DALRYMPLE POSTON & ASSOCIATES, INC.
Date	Amendment

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

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2017

2016

2015

2014

2013

2012

2011

2010
2009
2008
2007
2006
2005
2004
Date filed

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

Wednesday, July 23, 2025 — 8:13 AM

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- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"WDP & Associates Consulting Engineers, INC."



Classification



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Excluded Entity



Federal Organizations



Exclusion Type



Exclusion Program



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>OS / R</u> Date: <u>8/26/25</u> Solicitation No. <u>CIT# 4</u> <u>Increase</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CCT GSD2400000009 PF No.: 1311383
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

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

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

FOR CHANGE ORDERS/RENEWALS:

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

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

For Purchasing Division Use Only:

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

Signature: Tara