



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

State of West Virginia  
**Contract**

Order Date: 09-24-2025

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 1400 1400 AGR2500000005 3	Procurement Folder:	1319716
Document Name:	Moorefield Laboratory Facility	Reason for Modification:	Change Order No. 1
Document Description:	Moorefield Laboratory Facility - EOI	To Renew Contract	
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Larry D McDonnell		
Telephone:	304-558-2063		
Email:	larry.d.mcdonnell@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-10-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000164419 AE WORKS LTD 418 BEAVER ST  SEWICKLEY PA 15143 US Vendor Contact Phone: 412-287-7333 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Alan M Clemans Requestor Phone: (304) 558-2221 Requestor Email: aclemans@wvda.us  <b>2026</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES  1900 KANAWHA BLVD E  CHARLESTON WV 25305-0173  US	AUTHORIZED RECEIVER 304-558-3200 AGRICULTURE DEPARTMENT OF EXECUTIVE DIVISION  217 GUS R DOUGLAS LN, BLDG 1 RM 100  CHARLESTON WV 25312  US

CR 9-25-25

Total Order Amount: \$190,000.00

Purchasing Division's File Copy

X 9/24/25

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tina H 9/25/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cody Kline</i> DATE: <i>10-2-25</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

**Change Order**

Change Order No. 1 is issued to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Effective date of renewal: November 1, 2025, through October 31, 2026.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81000000	0.00000		0.000000	\$190,000.00
Service From	Service To	Manufacturer		Model No	
2024-11-01	2026-10-31				

**Commodity Line Description:** Moorefield Laboratory Facility

**Extended Description:**

To provide architectural/engineering services to evaluate and advise on HVAC, laboratory ventilation, electrical, roof, and security/access systems for possible upgrades/renovations at the West Virginia Department of Agriculture Moorefield Laboratory, located in Moorefield, Hardy Co., WV

See attached specifications for further details.

# West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



4 August 2025

Richard Witt, Jr.  
AIA Chief Client Officer, Sr. Vice President  
AE Works Ltd.  
1655 Ft. Myer Drive, Suite 830  
Arlington, VA 22209  
[rick@ae-works.com](http://rick@ae-works.com)

## RE: Renewal of CCT 1400 AGR25\*5 – Moorefield Laboratory Facility

The West Virginia Department of Agriculture is offering to renew the above-referenced contract under the same terms and conditions, pricing, and specifications as the current contract and all subsequent change orders, if applicable. The renewal dates are November 1, 2025, through October 31, 2026. If your company agrees to this renewal, please fill out and sign the renewal letter and return to my attention as soon as possible.

Please let me know if you have any questions.

Sincerely

  
Alan Clemons, CFO Director  
Administrative Services Division

*All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.*

  
Name/Signature Michael A. Cherock, PE

08/15/2025

Date

CEO & Chairman, Founder

Title

West Virginia Department of Agriculture  
Physical Address: 2000 Kanawha Blvd. S., Charleston, WV 25305  
Telephone: (304) 251-2200 Fax: (304) 251-2201

West Virginia Department of Agriculture

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### Business Organization Detail

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#### AE WORKS LTD.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
PLC   Professional Limited Liability Company	8/5/2010		8/5/2010	Foreign	Profit				

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County		Control Number	99L2X
Charter State	PA	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares	Young Entrepreneur		Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	418 BEAVER STREET SEWICKLEY, PA, 15143
<b>Mailing Address</b>	418 BEAVER STREET SEWICKLEY, PA, 15143
<b>Notice of Process Address</b>	MICHAEL CHEROCK 418 BEAVER STREET SEWICKLEY, PA, 15143
<b>Principal Office Address</b>	418 BEAVER STREET SEWICKLEY, PA, 15143 USA
Type	Address

**Officers**

Type	Name/Address
<b>Member</b>	MICHAEL CHEROCK 418 BEAVER STREET SEWICKLEY, PA, 15143
<b>Member</b>	RICHARD WITT 1315 W. COLLEGE AVENUE, SUITE 101 STATE COLLEGE, PA, 16801
Type	Name/Address

**DBA**

DBA Name	Description	Effective Date	Termination Date
AE WORKS PLLC	FORCED DBA	2/3/2011	
POWERHOUSE DESIGN ARCHITECTS AND ENGINEERS PLLC	FORCED DBA	8/5/2010	2/3/2011
DBA Name	Description	Effective Date	Termination Date

**Name Changes**

Date	Old Name
<b>2/3/2011</b>	POWERHOUSE DESIGN ARCHITECTS AND ENGINEERS, LTD.
Date	Old Name

Date	Amendment
<b>2/3/2011</b>	AMENDMENT FILED CHANGING NAME FROM POWERHOUSE DESIGN ARCHITECTS AND ENGINEERS, LTD.
Date	Amendment

**Annual Reports**

Filed For
2025
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011

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

Tuesday, September 23, 2025 — 2:32 PM

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e.g. 1606N020Q02

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- ☐ Any Words 
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- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

**"AE WORKS LTD."**

x

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

- ☒ Ineligible (Proceedings Pending)
- ☒ Ineligible (Proceedings Complete)
- ☒ Prohibition/Restriction
- ☒ Voluntary Exclusion

Exclusion Program

Location

Dates

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Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification



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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDermott</u> Date: <u>9/24/25</u> Solicitation No. <u>CCT AGR25*05 c/o 1</u>	Agency: West Virginia Department of Agriculture Procurement Officer Submitting Requisition: Rita R. Gainer Requisition No. CCT AGR25*5 PF No.: 1319716
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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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

#### FOR CHANGE ORDERS/RENEWALS:

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

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

#### For Purchasing Division Use Only:

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

Signature: \_\_\_\_\_

