



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

State of West Virginia
Contract

Order Date: 02-19-2026

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 4072 GSD1900000013 12	Procurement Folder:	448934
Document Name:	A&E SVC's Capitol Campus Exterior Lighting Upgrades	Reason for Modification:	Change Order 7 To Decrease the Contract
Document Description:	Capitol Campus Exterior Lighting Upgrades		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Linda B Harper		
Telephone:	(304) 558-0468		
Email:	linda.b.harper@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2019-04-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-03-31

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000203040	Requestor Name:	David K Parsons	
SILLING ASSOCIATES INC 405 CAPITOL ST UPPER ATRIUM		Requestor Phone:	304-352-5486	
CHARLESTON WV 253011727		Requestor Email:	david.k.parsons@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	999-999-9999			Extension:
Discount Details:				

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 103 MICHIGAN AVENUE CHARLESTON WV 25305-0123 US

CR 2-24-26

Total Order Amount:	\$350,551.90
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Purchasing Division's File Copy

<i>JR</i> PURCHASING DIVISION AUTHORIZATION DATE: <i>Tuagh 2/20/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>2/19/2026</i> <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: <i>2-26-26</i> ELECTRONIC SIGNATURE ON FILE
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2/26/2025

Extended Description:

Change Order

Change Order No. 7 is issued to decrease the original contract according to all terms, conditions, prices, and specification contained in the original contract including all authorized change orders, except that the contract lump sum fee is decreased as defined in the attached documentation.

Effective date of change 2/3/25

Original Contract Total: \$260,120.00
 Change Order 1: \$ 0.00
 Change Order 2: \$127,902.37
 Change Order 3: \$ 0.00
 Change Order 4 increase: \$ 191.55
 Change Order 5 increase: \$ 28.73
 Change Order 6 decrease: \$(22,206.00)
 Change Order 7 decrease: \$(15,484.75)
 Contract New Total: \$ 350,551.90

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$162,295.00
Service From	Service To	Manufacturer		Model No	
2019-04-01	2023-03-31				

Commodity Line Description: EOI: Capitol Campus Exterior Lighting Upgrades Project

Extended Description:

Per attached documentation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$23,675.00
Service From	Service To	Manufacturer		Model No	
2019-04-01	2023-03-31				

Commodity Line Description: Additional Services: Colonnade Lighting Infrastructure

Extended Description:

Per Change Order #2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$23,158.00
Service From	Service To	Manufacturer		Model No	
2019-04-01	2023-03-31				

Commodity Line Description: Additional Services: Colonnade Lighting Fixtures

Extended Description:

Per Change Order #2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$77,848.00
Service From	Service To	Manufacturer		Model No	
2019-04-01	2023-03-31				

Commodity Line Description: Additional Services: North Courtyard Bid Package

Extended Description:

Per Change Order #2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81101508	0.00000		0.000000	\$3,221.37
Service From	Service To	Manufacturer		Model No	
2019-04-01	2023-03-31				

Commodity Line Description: Reimbursable Expenses

Extended Description:
Per Change Order #2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81101508	0.00000		0.000000	\$220.28
Service From	Service To	Manufacturer		Model No	
2019-04-01	2023-03-31				

Commodity Line Description: Reimbursable Expenses

Extended Description:
Per Change Order #4

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	81101508	0.00000		0.000000	\$60,134.25
Service From	Service To	Manufacturer		Model No	
2019-04-01	2023-03-31				

Commodity Line Description: Additional Services: West Lawn Exterior Lighting

Extended Description:
Per attached documentation



January 15, 2026

Related to:

CCT GSD 1900000013
SILLING ASSOCIATES, INC.
WV CAPITOL EXTERIOR LIGHTING UPGRADES

Mr. James R. Jones,

This letter is to confirm that Silling Associates, Inc. has been paid in full for all services rendered and required under the above referenced contract, CCT GSD 1900000013.

The remaining unbilled balance of \$15,484.75 may be reduced from the contract value as a deductive change order, or by other administrative mechanisms as you advise to best address this outstanding contract issue.

Please let me know if there is additional information or documentation you need.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jody S. Driggs".

Jody S. Driggs, AIA, NCARB
Principal, Silling Associates, Inc.

cc. Dave Parsons

A handwritten signature in black ink, appearing to read "Cody Taylor".

The West Virginia General Services Division
Agrees with this Change



*Approved
Tyle*

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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

MEMORANDUM

To: David Pauline, Senior Buyer, State Purchasing Division

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

Date: February 3, 2026

Ref: Change Order # 7 – CCT GSD1900000013 – A&E SVC’s Capitol Campus Exterior Lighting Upgrades

David:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #7 to decrease CCT 0211 GSD1900000013, with Silling Associates Inc., for the A&E SVC’s Capitol Campus Exterior Lighting Upgrades Project, in the amount of \$ 15,484.75, to a new contract total of \$ 350,551.90 per the attached documentation and the explanation given below.

Change Order #7 is an overall net deduct of \$15,484.75, and in closing will effectively end the contract with Silling Associates Inc. upon final payment for services rendered.

The Agency made the determination that these changes were warranted and approves the contract to be increased as detailed below:

Original Contract Total:	\$260,120.00
Change Order 1:	\$ 0.00
Change Order 2:	\$127,902.37
Change Order 3:	\$ 0.00
Change Order 4 increase:	\$ 191.55
Change Order 5 increase:	\$ 28.73
Change Order 6 decrease:	\$(22,206.00)
Change Order 7 decrease:	\$(15,484.75)
Contract New Total:	\$ 350,551.90

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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"Silling Associates Inc" ×

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SILLING ASSOCIATES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/7/1976		12/7/1976	Domestic	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 1000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	405 CAPITOL ST. UPPER ATRIUM CHARLESTON, WV, 25301
Notice of Process Address	JODY S DRIGGS 405 CAPITOL ST. UPPER ATRIUM CHARLESTON, WV, 25301
Principal Office Address	405 CAPITOL ST. UPPER ATRIUM CHARLESTON, WV, 25301 USA
Principal Office Mailing Address	405 CAPITOL STREET UPPER ATRIUM CHARLESTON, WV, 25301
Type	Address

Officers

Type	Name/Address
President	JODY S DRIGGS 405 CAPITOL ST UPPER ATRIUM CHARLESTON, WV, 25301
Secretary	RACHEL DRIGGS 405 CAPITOL STREET ATRIUM CHARLESTON, WV, 25301
Vice-President	CHAD A. WENTZ 225 E. ROBINSON STREET SUITE 200 ORLANDO, FL, 32801
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
SILLING	TRADENAME	8/12/2025	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

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

Thursday, February 19, 2026 — 10:03 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>2/19/2026</u> Solicitation No. <u>CCT GSD19*13</u> <u>CO#7 Decrease</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CCT GSD1900000013 PF No.: 448934
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

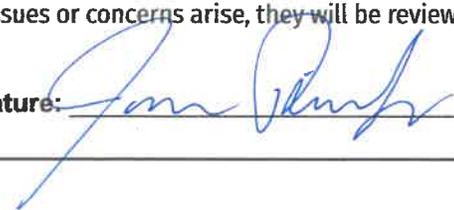
FOR CHANGE ORDERS/RENEWALS:

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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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:  _____