



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

State of West Virginia
Purchase Order

Order Date: 02-20-2026

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:	CPO 0211 4001 GSD2600000012 2	Change Order No:	1	Procurement Folder:	1795974
Document Name:	Remodel of WB-1& WB-2 (W. Wing) Bldg.1			Reason for Modification:	
Document Description:	Remodel of WB-1& WB-2 (W. Wing) Bldg.1			Change Order No. 1 - to issue Notice to Proceed	
Procurement Type:	Central Purchase Order				
Buyer Name:	David H Pauline				
Telephone:	304-558-0067				
Email:	david.h.pauline@wv.gov				
Shipping Method:	Best Way	Effective Start Date:	2026-03-05		
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-01		

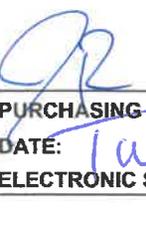
VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206691	Requestor Name:	David K Parsons
BPI INC		Requestor Phone:	304-352-5486
PO BOX 7		Requestor Email:	david.k.parsons@wv.gov
Winfield	WV 25213		
US			
Vendor Contact Phone:	999-999-9999 Extension:		
Discount Details:			
Discount Allowed	Discount 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 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

CR 2-25-26

Total Order Amount:	\$451,000.00
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Purchasing Division's File Copy

 PURCHASING DIVISION AUTHORIZATION DATE: <i>2/24/2026</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>2/26/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>2-26-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

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

Contract Term: March 5th, 2026 through September 1st, 2026

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	451000.00
Service From	Service To	Manufacturer	Model No		
2026-03-05	2026-09-01				

Commodity Line Description: Remodel of WB-1& WB-2 (W. Wing) Bldg.1

Extended Description:

Per attached Project Plans, see Exhibit A Pricing Page, Base Bid



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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

February 19, 2026

BPI INC
PO BOX 7
Winfield, WV, 25213

Attn: Mr. Wells,

NOTICE TO PROCEED

Per issuance of Purchase Order Number CPO 0211 GSD2600000012, this is your notification to commence work on (Thursday) March 5th, 2026, to provide all equipment, materials and incidentals for services related to the Remodel of WB-1& WB-2 (W. Wing) Bldg.1, per the bid requirements, terms, and conditions of CRFQ 0211 GSD2600000010.

Given the contract's terms and conditions, you have One Hundred and Eighty (180) calendar days from the issuance of the Notice to Proceed, the contract start date is March 5, 2026, and the Final Completion date is September 1, 2026.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5531, or e-mail at cody.g.taylor@wv.gov.

Sincerely, *Cody Taylor*

Cody Taylor, Procurement Specialist Sr., GSD

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Business Organization Detail

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BPI, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/22/1988		6/22/1988	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)	Capital Stock	3000.0000
Charter County	Putnam	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	10.000000
Authorized Shares	300	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	102 WIMBLETON DR. HURRICANE, WV, 25526
Notice of Process Address	CHRISTIAN WELLS P.O. BOX 7 WINFIELD, WV, 25213
Principal Office Address	P.O. BOX 7 WINFIELD, WV, 25213 USA
Principal Office Mailing Address	P.O. BOX 7 WINFIELD, WV, 25213 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	OTIS G. WELLS 3301 HURRICANE CREEK RD. WINFIELD, WV, 25213 USA
President	J. CHRISTIAN WELLS 1 ALBA DR WINFIELD, WV, 25213
Secretary	BONNIE WELLS 275 DEERFIELD DRIVE WINFIELD, WV, 25213
Treasurer	TERRY WELLS 575 DEERFIELD DR WINFIELD, WV, 25213
Vice-President	DUSTIN LEGG 117 ROCKY STEP RD. SCOTT DEPOT, WV, 25560
Type	Name/Address

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

Tuesday, February 24, 2026 — 10:30 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>01-R</u> Date: <u>2/24/2020</u> Solicitation No. <u>CPO GSD 260012</u> <div style="text-align: center; margin-left: 100px;"> COH-1 NTP </div>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD2600000012 PF No.: 1795974
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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 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: _____

Tara Y