



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

State of West Virginia  
**Contract**

Order Date: 02-27-2026

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 0314 0314 HST1900000001 11	Procurement Folder:	484717
Document Name:	Renovation of MHST Building- Region 4 Office Expansion	Reason for Modification:	CHANGE ORDER 2 IS ISSUED TO REDUCE THE UNUSED BALANCE PER THE ATTACHED DOCUMENTATION
Document Description:	Roll Document from 2020 to 2021		
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:	2019-11-28
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2020-05-27

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000201753	Requestor Name:	Kimberly L Miller		
ALPHA ASSOCIATES INC 209 PRAIRIE AVE STE 209		Requestor Phone:	(304)352-4126		
MORGANTOWN WV 26501		Requestor Email:	kimberly.l.miller@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
Vendor Contact Phone:	304-296-8216			Extension:	
Discount Details:					
	<b>Discount Allowed</b>			<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No			0.0000	0
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE OFFICE OF MINERS HEALTH SAFETY AND TRAINING 1900 KANAWHA BLVD EAST BLDG. 3 SUITE 600 CHARLESTON WV 25305 US	OFFICE OF MINERS HEALTH, SAFETY, AND TRAINING STE 2 7 PLAYERS CLUB DR CHARLESTON WV 25311 US

*CR 3-4-26*

<b>Total Order Amount:</b>	\$55,678.72
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Purchasing Division's File Copy

*2026 3/03/26*

<b>PURCHASING DIVISION AUTHORIZATION</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>	<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>Murphy - 3/04/2026</i>	DATE: <i>John S. Gray</i>	DATE: <i>3-4-26</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

*3/4/2026*

**Extended Description:**

CHANGE ORDER 2 IS ISSUED TO REDUCE THE UNUSED BALANCE ON DELIVERY ORDER FROM \$59,585.00 TO \$55,678.72 USED BALANCE PER ATTACHED DOCUMENT.  
ORIGINAL CONTRACT TOTAL: \$59,585.00  
CHANGE ORDER NO. 2 DECREASE: \$ 3906.28  
NEW CONTRACT TOAL: \$55,678.72

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$55,678.72
Service From	Service To	Manufacturer	Model No		
2019-11-28	2020-05-27				

**Commodity Line Description:** Architectural engineering

**Extended Description:**

To provide necessary engineering, architectural and other related professional services to design and furnish as well as provide construction contract administration services to oversee renovations on the building for the MHST building located at 550 Industrial Drive, Oak Hill, WV 25901



## State of West Virginia

### WV Office of Miners' Health, Safety & Training

Frank Foster, Director

#7 Players Club Drive, Suite 2 • Charleston, West Virginia • 25311-1626

Telephone 304-558-1425 • Fax 304-558-1282

[Minesafety.wv.gov](http://Minesafety.wv.gov)

January 09, 2026

Alpha Associates Inc.  
209 Prairie Ave Ste 209  
Morgantown, WV 26501

Hello,

Our records indicate an outstanding balance of **\$3,906.28** associated with **Contract CCT HST1900000001**.

To ensure our accounts are reconciled accurately and to facilitate the processing of any remaining obligations, we require a formal copy of the previous invoice(s) detailing this specific balance.

Please take note of the following deadline:

- **Required Documentation:** Copy of the invoice(s) totaling \$3,906.28.
- **Response Deadline: February 9, 2026.**

#### Notice of Contract Status

Please be advised that if the requested documentation is not received by the close of business on **February 9, 2026**, our agency will officially consider this contract closed. No further payments will be authorized, and any claims to the remaining balance will be forfeited as a result of insufficient documentation.

Please submit the invoice directly to [carley.r.cochran@wv.gov](mailto:carley.r.cochran@wv.gov) or reply to this correspondence.

Sign below as acknowledgement of the received letter below and submit to the above referenced email.

Thank you for your prompt attention to this matter.

Sincerely,

Carley Cochran

---

Alpha Associates Inc.

Title

Signature



State of West Virginia

WV Office of Miners' Health, Safety & Training
Frank Foster, Director

#7 Players Club Drive, Suite 2 • Charleston, West Virginia • 25311-1626
Telephone 304-558-1425 • Fax 304-558-1282
Minesafety.wv.gov

February 26, 2026

Alpha Associates Inc.
209 Prairie Ave Ste 209
Morgantown, WV 26501

SUBJECT: CHANGE ORDER 2 TO CLOSE ACCOUNT - Final Account Closure - Contract CCT HST1900000001 - Due to Non-Receipt of Required Documentation---This memorandum serves as a formal record of the final disposition for Contract CCT HST1900000001 with Alpha Associates Inc.

Despite formal written notification requesting submission of documentation (specific invoice(s) totaling \$3,906.28) required to substantiate and disburse the remaining outstanding balance, said documentation was not received by the stipulated deadline of February 9, 2026.

As a result of this failure to provide necessary financial records:

- 1. The account associated with Contract CCT HST1900000001 is hereby considered officially closed as of the date of this memorandum, effective via this change order.
2. No further payments will be processed or authorized under this contract.
3. Any claim to the remaining outstanding balance of \$3,906.28 is considered forfeited due to the insufficiency of documentation required for proper financial reconciliation and authorization of final payment.
4. This closure is final and based solely on the contractor's failure to adhere to the deadline for submitting required financial documentation necessary to complete the reconciliation process. This action ensures accurate closure of the contract within our accounting records.

Carley Cochran Procurement officer
Carley Cochran
Title

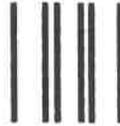
Carley Cochran
Signature

Frank Foster Director
Miner's Health, Safety, and Training. Title

Frank Foster
Signature

4400467

UNITED STATES POSTAL SERVICE



First-Class Mail  
Postage & Fees Paid  
USPS  
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4® in this box•

CARLEY COCHRAN  
1900 KANAWHA BLVD E BLDG 3 SUITE 600  
CHARLESTON, WV 25305

USPS TRACKING#



9590 9401 0014 5168 0616 74

1406167

**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**ALPHA ASSOCIATES INC.  
 209 PRAIRIE AVE STE. 209  
 MORGANTOWN, WV 26501**



9590 9401 0014 5168 0616 74

2. Article Number (Transfer from service label)

**COMPLETE THIS SECTION ON DELIVERY**

A. Signature

**X**

- Agent
- Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1?  Yes  
 If YES, enter delivery address below:  No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

ALERT: SEVERE WEATHER CONDITIONS ACROSS THE U.S. MAY DELAY PROCESSING, TRANS...

# USPS Tracking®

FAQs >

Tracking Number:

Remove X

## 7020245000095485018

Copy

Add to Informed Delivery (<https://informedelivery.usps.com/>)

### Latest Update

Your item was delivered to an individual at the address at 10:27 am on January 15, 2026 in MORGANTOWN, WV 26501.

Feedback

Get More Out of USPS Tracking:

USPS Tracking Plus®

### Delivered

Delivered, Left with Individual

MORGANTOWN, WV 26501  
January 15, 2026, 10:27 am

### Departed USPS Regional Facility

PITTSBURGH PA DISTRIBUTION CENTER  
January 14, 2026, 7:29 pm

### Arrived at USPS Regional Facility

PITTSBURGH PA DISTRIBUTION CENTER  
January 13, 2026, 9:16 pm

### Arrived at USPS Regional Facility

CHARLESTON WV PROCESSING CENTER  
January 13, 2026, 2:29 pm

Hide Tracking History

[What Do USPS Tracking Statuses Mean?](https://faq.usps.com/s/article/Where-is-my-package) (<https://faq.usps.com/s/article/Where-is-my-package>)

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**USPS Tracking Plus®**



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**Product Information**



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Enter tracking or barcode numbers

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**FAQs**

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### Business Organization Detail

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#### ALPHA ASSOCIATES, INCORPORATED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/23/1969		6/23/1969	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b> 50000.0000
<b>Charter County</b>	Monongalia	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	1.000000
<b>Authorized Shares</b>	50000	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
<b>Notice of Process Address</b>	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
<b>Principal Office Address</b>	209 PRAIRIE AVENUE MORGANTOWN, WV, 26501 USA
<b>Principal Office Mailing Address</b>	209 PRAIRIE AVENUE MORGANTOWN, WV, 26501 USA
Type	Address

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501 ✓
<b>Director</b>	CHARLES B. BRANCH 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
<b>Incorporator</b>	SAMUEL GEORGE BONASSA 2768 UNIVERSITY AVENUE MORGANTOWN, WV, 26501 USA
<b>Incorporator</b>	LOUIS BONASSO 140 EAST PIKE STREET CLARKSBURG, WV, 26301 USA
<b>President</b>	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
<b>Secretary</b>	CHARLES BRANCH 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
<b>Type</b>	<b>Name/Address</b>

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

Tuesday, March 3, 2026 — 2:12 PM

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e.g. 123456789, Smith Corp

"ALPHA ASSOCIATES" 

Classification 

Excluded Individual 

Excluded Entity 

Federal Organizations 

Exclusion Type 

Ineligible (Proceedings Pending)

Ineligible (Proceedings Complete)

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>3/03/26</u>  Solicitation No. <u>CCT HST19*01 c/o 2</u>	Agency: WV OFFICE OF MINERS' HEALTH, SAFETY, AND TRAINING  Procurement Officer Submitting Requisition: CARLEY COCHRAN  Requisition No. CCT HST19*1  PF No.: 484717
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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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

