



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: 06-16-2026

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 4035 GSD2500000020 5	Change Order No:	2	Procurement Folder:	1582664
Document Name:	Building 35 Diamond Roof and Parapet			Reason for Modification: Change Order No. 2 - To increase the contract per attached documentation.	
Document Description:	Building 35 Diamond Roof and Parapet				
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-07-01
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-06-30

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000200085	Requestor Name:	Aaron M Armstrong		
THE NEIGHBORGALL CONSTRUCTION COMPANY		Requestor Phone:	304-352-5492		
1216 SEVENTH AVE		Requestor Email:	aaron.m.armstrong@wv.gov		
HUNTINGTON	WV				
US					
Vendor Contact Phone:	304-525-5181	Extension:	243		
Discount Details:		2026 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
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 6-23-26

Total Order Amount: \$7,297,564.97

Purchasing Division's File Copy

[Signature]

6/18/2026

PURCHASING DIVISION AUTHORIZATION
DATE: *[Signature]* 6/23/26
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: *[Signature]*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *[Signature]*
ELECTRONIC SIGNATURE ON FILE 6-25-26

6/25/2026

Extended Description:

Change Order No. 2 is issued to increase the contract, per the attached documentation.

Effective Date of Increase: 6/8/2026

Original Contract Price: \$7,205,151.00
Change Order 2 (Increase): \$ 92,413.97
New Contract Total: \$7,297,564.97

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	7205151.00
Service From	Service To	Manufacturer		Model No	
2025-07-01	2026-06-30				

Commodity Line Description: Building 35 (Diamond) Roof & Parapet

Extended Description:

Base Bid: \$7,129,151.00
Alternate: \$ 76,000.00
Total: \$7,205,151.00

See attached pricing pages.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121103	0.00000		0.000000	92413.97
Service From	Service To	Manufacturer		Model No	
2025-07-01	2026-06-30				

Commodity Line Description: Change Order 2

Extended Description:

See attached pricing pages.

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address) Buildings 35 Roof & Parapet Project 350 Capitol Street Charleston, WV 25301	CONTRACT INFORMATION: Contract For: CCT 0211 4035 GSD-2400000009 I Date: 05-15-2025	CHANGE ORDER INFORMATION: Change Order Number: 02 Date: 05-22-2026
OWNER: (Name and address) State of West Virginia - General Services Division 112 California Avenue, 6 th Floor Charleston, WV 25305	ARCHITECT: (Name and address) WDP & Associates Consulting Engineers, Inc. 10621 Gateway Boulevard, Suite 200 Manassas, VA 20110	CONTRACTOR: (Name and address) The Neighborgall Construction Company 1216 7th Avenue Huntington, WV 25707

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Additive changes:

Item 1 - CCD 1: Stair F Mechanical...\$9,921.00

The mechanical equipment located in Stairwell F must remain operational during the course of the project. This mechanical equipment includes a pressurization fan and relief damper. They are to be moved and temporarily installed below the fire barricade. At the conclusion of the project they will be installed in their previous locations.

Item 2 - CCD 1: Roof A Access Door Modification...\$4,393.00

The Roof A access door assembly must be modified in ordered for the new roofing membrane to achieve its required vertical upturn at this location. The roof membrane must be extended a minimum of 8 inches up the wall below the access door. The existing door will be modified to accommodate the new threshold level, as well as the installation of blocking infill below the new threshold.

Item 3 - CCD 1: Asbestos Abatement of Penthouse Gaskets...\$6,580.00

Asbestos gaskets located in the penthouse mechanical room and elevator machine room are to be removed and disposed of. 49 asbestos containing flanges with ACM gaskets have been identified.

Item 4 - CCD 2 : Brick Removal and Installation...\$76,900.00

The brick masonry below the current extents of removal is severely cracked. To prevent complications in how the current work will need to be altered to accommodate the work in a future phase, it was determined to be addressed in the current phase. The scope of work will include removing and replacing the brick masonry in the areas of damaged brick on the south wall of Building B.

Item 5 - CCD 2: Added C Channel and Plate for Landing Support...\$2,819.97

After the brick veneer was removed at the perimeter of stairwell F, it was discovered that the existing stair landing was not properly anchored to the building's structural system. The work will include providing supplemental steel and welding the landing to the building's steel frame.

Deductive changes:

Item 1 - CCD 1: Stairwell B Fire Barrier...(-\$8,200)

After reviewing the project fire safety requirements it was determined the fire barricade in Stairwell B would not be required.

The original Contract Sum was
 The net change by previously authorized Change Orders
 The Contract Sum prior to this Change Order was
 The Contract Sum will be increased by this Change Order in the amount of
 The new Contract Sum including this Change Order will be

\$	7,205,151.00
\$	0.00
\$	7,205,151.00
\$	92,413.97
\$	7,297,564.97

The Contract Time will be unchanged by Zero (0) days.
 The new date of Substantial Completion will be

NOTE:

This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.


 ARCHITECT (Signature)
 Rex A. Cyphers, P.E., Principal
 (Printed name, title, and license number if required)

6/3/2026
 Date


 CONTRACTOR (Signature)
 C.E. Neighbors, Jr.
 (Printed name and title) PRESIDENT

5/29/2024
 Date


 OWNER (Signature)
 Cody Taylor, Procurement Specialist Sr.
 (Printed name and title)

6/8/26
 Date



Document G714 - 2017

Construction Change Directive

PROJECT: (name and address)
Building 35 Roof & Parapet Project
350 Capitol Street

Charleston, WV 25301

CONTRACT INFORMATION:

Contract For:
CCT 0211 4035
GSD 240000009 1
Date:
05/15/2025

CCD INFORMATION:

Directive Number:
01

Date:
12/17/2025

OWNER: (name and address)
State of West Virginia
General Services Division
112 California Avenue, 6th Floor
Charleston, WV 25305

ARCHITECT: (name and address)
WDP & Associates Consulting
Engineers, Inc.
10621 Gateway Boulevard, Suite 200
Manassas, VA 20110

CONTRACTOR: (name and address)
The Neighbors Construction
Company
1216 Seventh Avenue
Huntington, WV 25701

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Additive Changes

Item 1 - Stairwell F Mechanical Equipment... \$1,721.00

The mechanical equipment located at the top of Stairwell F must remain operational as work is in progress. This mechanical equipment includes a pressurization fan and relief damper. The Contractor will remove these items from their existing locations and temporarily reinstall them elsewhere for the duration of the project in order to ensure they are usable. The pressurization fan is to be stored on the roof, with ductwork passing through the temporary barricade to maintain pressurization. The Contractor will conduct a pressurization test to ensure equipment is working correctly.
ADD... \$9,921.00

Addition of a fire barrier at Stair B is to be removed from the project scope. A credit shall be offered for this deductive change.

DEDUCT... (\$8,200.00)

Item 2 - Roof A Access Door Modification... \$4,393.00

The Roof A access door assembly must be modified in order for the new roofing membrane to achieve its required vertical upturn at this location. The roof membrane must extend a minimum of 8 inches up the wall below the access door. After removal of the existing roofing and determination of the final roof membrane elevation, the Contractor shall modify the dimensions of the existing door to allow for a minimum 8-inch upturn clearance of the new membrane. The wall below the modified door will be infilled and supported by adjacent blocking to provide a continuous substrate and backup for the roofing installation.

Item 3 - Asbestos Removal... \$6,580.00

Asbestos gaskets located in the penthouse mechanical room and elevator machine room are to be removed and disposed of. 49 asbestos containing flanges with ACM gaskets have been identified for removal and appropriate disposal.

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:

- ☒ Lump Sum increased by \$ 12,694.00
- ☐ Unit Price of \$ 0.00 per
- ☐ Cost, as defined below, plus the following fee: 0.00
(Insert a definition of, or method for determining, cost)
- ☐ As follows:

2. The Contract Time will be unchanged by zero (0) days.

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.


ARCHITECT (Signature)

BY: WDP & Associates Consulting
Engineers, Inc.

(Printed name, title, and license
number if required)

12/17/2025

Date


OWNER (Signature)

BY: West Virginia General Services
Division

(Printed name and title)

Date


CONTRACTOR (Signature)

BY: The Neighborhood Construction
Company

(Printed name and title)

12-18-25
Date



Project
PR Description:
NCC PR NO.:
Date:

Building 35
Stairwell F Pressurization Fan Duct
RFP 01 Item 1 Additive
11/6/2025

RAW COSTS											
Item No.	Description Of	No. Of Units	Unit Type	Unit Price			Labor Total	Material Total	Other Total	Sub Cost	Total Cost
				Labor	Material	Other					
1				-			0	0	0		0.00
2	DSO Mechanical, Duct Installation	1	LS	-			0	0	0	7,838.00	7,838.00
3	Remove Glazing From Window	2	CHS	134.15			268	0	0		268.30
4	Install Plywood glazing in window	2	CHS	134.15			268	0	0		268.30
5	Install Relief Louver	2	CHS	134.15			268	0	0		268.30
6				-			0	0	0		0.00
7				-			0	0	0		0.00
8				-			0	0	0		0.00
9				-			0	0	0		0.00
10				-			0	0	0		0.00
11				-			0	0	0		0.00
12				-			0	0	0		0.00
13				-			0	0	0		0.00
14				-			0	0	0		0.00
15				-			0	0	0		0.00
16				-			0	0	0		0.00
17				-			0	0	0		0.00
18				-			0	0	0		0.00
19				-			0	0	0		0.00
20				-			0	0	0		0.00
21				-			0	0	0		0.00
22				-			0	0	0		0.00
23				-			0	0	0		0.00
24				-			0	0	0		0.00
RAW COST TOTALS							805	0	0	7,838.00	8,642.91

BURDENS						
B	General Liability	2.10%	Of	805	=	16.90
C	Consumer Use Tax On Materials	7.00%	Of	0	=	0.00
D	Consumer Use Tax On Equipment	7.00%	Of	0	=	0.00
E	Subcontractor Insurance	0.37%	Of	7,838	=	29.00
SUBTOTAL OF BURDENS.....						45.90

MARK-UPS						
F	Overhead & Profit on NCC Work	15.00%	Of	851	=	127.62
G	Overhead & Profit on Sub Work	10.00%	Of	7,838	=	783.80
H	Building Permit	1.25%	Of	9,796	=	122.45
I	City B & O Tax	2.00%	Of	9,921	=	198.42
SUBTOTAL OF MARK-UPS.....						1,232.30

TOTAL ESTIMATE AMOUNT	9,921
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TOTAL TIME EXTENSION (DAYS)	
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SCOPE



Project
PR Description:
NCC PR NO.:
Date:

Building 35
Stairwell B temporary barrier credit
RFP 01, Item 1 Credit
11/6/2025

RAW COSTS

Item No.	Description Of	No. Of Units	Unit Type	Unit Price			Labor Total	Material Total	Other Total	Sub Cost	Total Cost
				Labor	Material	Other					
1				-			0	0	0		0.00
2	Remove Handrail	3.5	CH	134.15			470	0	0		469.53
3	Reinstall Handrail	3.5	CH	134.15			470	0	0		469.53
4	Metal Framing Installation Labor	16	CH	134.15			2,146	0	0		2,146.40
5	Metal Framing Installation Material	1	LS	-	1600.00		0	1600	0		1,600.00
6	Drywall Installation Labor	10	CH	134.15			1,342	0	0		1,341.50
7	Drywall Installation Material	1	LS	-	600.00		0	600	0		600.00
8	Substrate Installation Labor	6	CH	134.15			805	0	0		804.90
9	Substrate Installation Material	1	LS	-	500.00		0	500	0		500.00
10	Finishes Touch up	4	MHS	67.08			268	0	0		268.32
11				-			0	0	0		0.00
12				-			0	0	0		0.00
13				-			0	0	0		0.00
14				-			0	0	0		0.00
15				-			0	0	0		0.00
16				-			0	0	0		0.00
17				-			0	0	0		0.00
18				-			0	0	0		0.00
19				-			0	0	0		0.00
20				-			0	0	0		0.00
21				-			0	0	0		0.00
22				-			0	0	0		0.00
23				-			0	0	0		0.00
24				-			0	0	0		0.00
25				-			0	0	0		0.00
26				-			0	0	0		0.00
27				-			0	0	0		0.00
RAW COST TOTALS							5,500	2700	0	0.00	8,200.23

BURDENS

B	General Liability	0.00%	Of	5,500	=	0.00
C	Consumer Use Tax On Materials	0.00%	Of	2,700	=	0.00
E	Subcontractor Insurance	0.00%	Of	0	=	0.00
SUBTOTAL OF BURDENS.....						0.00

MARK-UPS

F	Overhead & Profit on NCC Work	0.00%	Of	8,200	=	0.00
G	Overhead & Profit on Sub Work	0.00%	Of	0	=	0.00
H	Bond	0.00%	Of	8,368	=	0.00
I	City B & O Tax	0.00%	Of	8,368	=	0.00
SUBTOTAL OF MARK-UPS.....						0.00

TOTAL ESTIMATE AMOUNT

8,200

CREDIT (8,200)

TOTAL TIME EXTENSION (DAYS)

SCOPE

10/29/2025

To: Neighborgall Construction
Re: B.35 – RFP 1 Mechanical Scope
Attn: Tracey West

DSO Mechanical is pleased to provide you with the following proposal to raise exhaust fan approx. 7 inches in elevation and relocate the discharge air. The electrical or controls does not need modified as there is enough play in the current flexible connector to achieve the elevation change. The proposal includes all shop duct fabrication and install labor.

Materials (duct, hangers, anchors, etc.): \$1,188

Labor: 84 Hours X \$65.40/hr.: \$5,493.60

Subtotal: \$6,681.60

OH&P @ 15%: \$1,002.24

B&O Tax: \$153.68

Total Price: \$7,838

Notes: *All work M-F regular hours.

Thank you for the opportunity to quote this project. Please do not hesitate to call with any questions or concerns.

Sincerely,

Mike Laughlin

Mike Laughlin
Project Manager



Project
PR Description:
NCC PR NO.:
Date:

Building 35
Roof A Access Door Modification
RFP- 1 Item 2
11/6/2025

RAW COSTS										
Item No.	Description Of	No. Of Units	Unit Type	Unit Price			Labor Total	Material Total	Other Total	Sub Cost
				Labor	Material	Other				Total Cost
1				-			0	0	0	0.00
2	Demo of door curb and door jamb labor	8	Chs	134.15			1,073	0	0	1,073.22
3	Door removal and repair labor	8	MHRS	67.08			537	0	0	536.61
4	Curb framing and substrate labor	6	Chs	134.15			805	0	0	804.91
5	Curb framing and substrate material	1	LS	-	250.00		0	250	0	250.00
6	Painting Material	1	LS	-	100		0	100	0	100.00
7	Painting Labor	8	MHRS	58.19			465	0	0	465.50
8	New Hardware Labor	4	MHRS	67.08			268	0	0	268.30
9	New Hardware Material	1	LS	-	100.00		0	100	0	100.00
10				-			0	0	0	0.00
11				-			0	0	0	0.00
12				-			0	0	0	0.00
13				-			0	0	0	0.00
14				-			0	0	0	0.00
15				-			0	0	0	0.00
16				-			0	0	0	0.00
17				-			0	0	0	0.00
18				-			0	0	0	0.00
19				-			0	0	0	0.00
20				-			0	0	0	0.00
21				-			0	0	0	0.00
22				-			0	0	0	0.00
23				-			0	0	0	0.00
24				-			0	0	0	0.00
RAW COST TOTALS							3,149	450	0	0.00
										3,598.54

BURDENS						
B	General Liability	2.10%	Of	3,149	=	66.12
C	Consumer Use Tax On Materials	7.00%	Of	450	=	31.50
D	Consumer Use Tax On Equipment	7.00%	Of	0	=	0.00
E	Subcontractor Insurance	0.37%	Of	0	=	0.00
SUBTOTAL OF BURDENS						97.62

MARK-UPS						
F	Overhead & Profit on NCC Work	15.00%	Of	3,696	=	554.42
G	Overhead & Profit on Sub Work	10.00%	Of	0	=	0.00
H	Building Permit	1.25%	Of	4,337	=	54.22
I	City B & O Tax	2.00%	Of	4,393	=	87.85
SUBTOTAL OF MARK-UPS						696.49

TOTAL ESTIMATE AMOUNT	4,393
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TOTAL TIME EXTENSION (DAYS)	
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SCOPE



Project
PR Description:
NCC PR NO.:
Date:

Building 35 Roof and Parapet
Asbestos Gasket Abatement
RFP 1
12/2/2025

RAW COSTS											
Item No.	Description Of	No. Of Units	Unit Type	Unit Price			Labor Total	Material Total	Other Total	Sub Cost	Total Cost
				Labor	Material	Other					
1				-			0	0	0		0.00
2	Astar Abatement	1	LS	-			0	0	0	5,840.00	5,840.00
3				-			0	0	0		0.00
4				-			0	0	0		0.00
5				-			0	0	0		0.00
6				-			0	0	0		0.00
7				-			0	0	0		0.00
8				-			0	0	0		0.00
9				-			0	0	0		0.00
10				-			0	0	0		0.00
11				-			0	0	0		0.00
12				-			0	0	0		0.00
13				-			0	0	0		0.00
14				-			0	0	0		0.00
15				-			0	0	0		0.00
16				-			0	0	0		0.00
17				-			0	0	0		0.00
18				-			0	0	0		0.00
19				-			0	0	0		0.00
20				-			0	0	0		0.00
21				-			0	0	0		0.00
22				-			0	0	0		0.00
23				-			0	0	0		0.00
24				-			0	0	0		0.00
RAW COST TOTALS							0	0	0	5,840.00	5,840.00

BURDENS						
B	General Liability	2.10%	Of	0	=	0.00
C	Consumer Use Tax On Materials	7.00%	Of	0	=	0.00
D	Consumer Use Tax On Equipment	7.00%	Of	0	=	0.00
E	Subcontractor Insurance	0.37%	Of	5,840	=	21.61
SUBTOTAL OF BURDENS.....						21.61

MARK-UPS						
F	Overhead & Profit on NCC Work	15.00%	Of	22	=	3.24
G	Overhead & Profit on Sub Work	10.00%	Of	5,840	=	584.00
H	Building Permit	0.00%	Of	6,580	=	0.00
I	City B & O Tax	2.00%	Of	6,580	=	131.61
SUBTOTAL OF MARK-UPS.....						718.85

TOTAL ESTIMATE AMOUNT	6,580
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TOTAL TIME EXTENSION (DAYS)	
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SCOPE

ASTAR ABATEMENT, INC.**PO Box 13533****Charleston, WV 25360**

Phone 304-343-5950

Fax 304-343-5961

Quote

Date	Quote #
12/1/2025	12585

Name / Address

Neighborgall Construction Co.
1216 Seventh Avenue
Huntington WV 25701-2320

Project Location

Bldg. 35
Charleston, WV

P.O. No.	Project
	P25-1201-004 AA- Bldg. 35, ...

Description	Qty	Cost	Total
Package and Dispose of 49 Flanges with ACM Gaskets ***Flanges to be cut off on each side of gaskets leaving gaskets undisturbed and in pieces small enough to be manageable for 2 people*** NOTE: Lifting flanges from roof to ground to be provided by customer	1	5,840.00	5,840.00

This quote is submitted for your approval.

Signed _____ Date _____

Total**\$5,840.00**



AIA®

Document G714® – 2017

Construction Change Directive

PROJECT: <i>(name and address)</i> Buildings 35 Roof & Parapet Project 350 Capitol Street Charleston, WV 25301	CONTRACT INFORMATION: Contract For: CCT 0211 4035 GSD 2400000009 1 Date: 05/15/2025	CCD INFORMATION: Directive Number: 02 Date: 04/22/2026
OWNER: <i>(name and address)</i> State of West Virginia - General Services Division 112 California Avenue, 6 th Floor Charleston, WV 25305	ARCHITECT: <i>(name and address)</i> WDP & Associates Consulting Engineers, Inc. 10621 Gateway Boulevard, Suite 200 Manassas, VA 20110	CONTRACTOR: <i>(name and address)</i> The Neighborgall Construction Company 1216 Seventh Avenue Huntington, WV 25707

The Contractor is hereby directed to make the following change(s) in this Contract:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits.)

Additive changes:

- Item 1: Brick Removal and Installation...\$76,900
Scope to include the following, as priced in Neighborgall's RFP 02 response dated April 20, 2026:
- Remove the outer wythe of brick masonry.
 - Prepare the existing substrate to receive dampproofing.
 - Install dampproofing at all areas where brick masonry has been removed.
 - Install new brick to match existing.
 - Install new brick masonry lateral anchors.

Item 2: Added C channel and plate for landing support...\$2,819.97

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
- ☒ Lump Sum increased by \$ 79,719.97
 - ☐ Unit Price of \$ 0.00 per
 - ☐ Cost, as defined below, plus the following fee: 0.00
(Insert a definition of, or method for determining, cost)

☐ As follows:

2. The Contract Time will be unchanged by (0) days.

NOTE: The Owner, Architect and Contractor should execute a Change Order to supersede this Construction Change Directive to the extent they agree upon adjustments to the Contract Sum, Contract Time, or Guaranteed Maximum price for the change(s) described herein.

When signed by the Owner and Architect and received by the Contractor, this document becomes effective IMMEDIATELY as a Construction Change Directive (CCD), and the Contractor shall proceed with the change(s) described above.

Contractor signature indicates agreement with the proposed adjustments in Contract Sum and Contract Time set forth in this CCD.



ARCHITECT (Signature)

BY: WDP & Associates Consulting
Engineers, Inc.

(Printed name, title, and license
number if required)

April 23, 2026

Date



OWNER (Signature)

BY: West Virginia General Services
Division

(Printed name and title)

Date



CONTRACTOR (Signature)

BY: The Neighborgall Construction
Company

(Printed name and title)

Date

4-23-2026



REQUEST FOR PROPOSAL

335 Greenbrier Dr, Suite 205
Charlottesville, VA 22901-1695

T 434 245 6117
wdpa.com

Project: Building 35 - Diamond Building Roof and Parapet Repairs WDP Project No.: 24126D	RFP Title: 2 - Additional brick removal and installation at the south wall of Building B	RFP Date: 4/16/2026	Response Due: 4/17/2026
Engineer: WDP & Associates Consulting Engineers P.O. Box 99 Hinton, WV 25951	Contractor: Neighborgall Construction Company 1216 7 th Avenue Huntington, WV 25701	Owner: West Virginia Department of Administration 218 California Avenue Charleston, WV 25305	

Instructions:

The Owner requests a proposal for changes to the Contract Sum and Contract Time for the proposed modifications to the Contract Documents described below. The proposed changes in this RFP are for information only and shall not be considered as instructions to execute the proposed work. The Contractor shall develop and submit an itemized quotation for the proposed changes in accordance with Specification Section 01 26 00, Paragraph 1.5 A, by the close of business on the response date listed above.

The Contractor should provide pricing for the following items.

Brick removal and reinstallation

The brick masonry at the south elevation of building B has severe cracks in locations and should be removed and reinstalled to address the cracking.

- Refer to the attached photograph for the limits of brick removal and installation.

Additive Scope Items:

Remove the outer wythe of brick masonry.

Prepare the existing substrate to receive dampproofing.

Install dampproofing at all areas where brick masonry has been removed.

Install new brick to match existing

Install new brick masonry lateral anchors.

Name of Signee

04/16/2026

Date



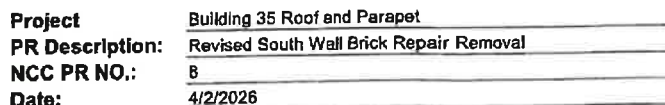
CREATING LASTING SOLUTIONS



REQUEST FOR PROPOSAL

Building 35 - Diamond Building
Roof and Parapet Repairs
WDP Project No. 24126D
October 27, 2025





SCOPE



51 Doss Hill, Barboursville, WV 25504
WV Contractors License Number: WV064139
(304) 736-8655 FAX: (304) 736-0764

REQUEST FOR PROPOSAL
April 1, 2026

RE: Building 35 Roof and Parapet Repairs
350 Capitol Street
Charleston, WV 25301

General Scope:

- Remove approx. 300 sf of existing brick.
- Reinstall new brick, veneer anchors attached to existing backup, and approx. 13 lf of flashing assembly per 4 on A5.3.
- Apply any dampproofing to existing backup.
- Staining of new brick.

Excludes:

- Any prep work to existing backup.
- Any modifications to scaffolding system to gain clear access to elevator.
- Dumpster for debris.

TOTAL SUM*** \$52,377.00**

(Fifty-two thousand three hundred seventy-seven and 00/100 dollars)

Shane Wagner

Customer: **NEIGHBORGALL CONSTRUCTION**
ATTN:
P.O. BOX 281
1216 7TH AVE - REAR
HUNTINGTON, VA 25701
Contact Phone:
Contact Email:

Jobsite: **DIAMOND BUILDING 35**
ATTN: TRACEY WEST
300 CAPITAL STREET
CHARLESTON, WV 25301

Contact Phone: (304) 521-3454
Contact Email:

Quotation No: 1682	Quote Date: 4/17/26	Opportunity #: 1341467	Sales Rep: GREGORY MAYNARD
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Quote Total:

Grand Total:

\$5,000.00

* Taxes Estimated & Not Final

COMMERCIAL SCAFFOLDING - Description of Work

This quote is a firm price bid to erect and dismantle scaffolding for Neighborgall Construction

Building 35
RFP 2 Brick Demo
Modify Scaffold for the elevator.
Add Two landing decks to access the elevator and have the elevator programmed to stop on those levels.

Estimated taxes included in the quote \$350

If engineering is required price is subject to change
Quote is figured for working Straight time only Monday thru Thursday.

If you have any questions, please call
Greg Maynard
Estimator/Sales
740-935-6035
gmaynard@brandsafway.com

COMMERCIAL SCAFFOLDING - Additional Terms and Conditions

- 1.) This quote is based on the initial erection of the scaffold material and position as indicated in our quotation at one time. Any shifting or relocation is not part of this agreement and will be viewed as an extra to this contract.
- 2.) Upon completion of your work, BrandSafway Scaffold will dismantle and remove the scaffold material one time. Any direction to remove partial sections will be viewed as a extra to this contract.
- 3.) BrandSafway is to be compensated for any extra work, delays or schedule changes beyond our control, including but not limited to an extension of time
- 4.) Scaffolding to be clean of all debris, extra cost will incur if cleaned by BrandSafway.
- 5.) Scaffolding will be erected and dismantled according to OSHA 1926.451 and under the manufacture's specifications enacted as the date of this proposal. It is understood that the use of scaffolds provided hereunto shall be done likewise else the client agrees to indemnify and hold harmless BrandSafway from any claims and COST thereof arising out of deviation from such use.
- 6.) Any scaffold that is moved or altered, erected or dismantled by any person other than those under the supervision of BrandSafway shall negate the indemnity that is extended in the terms of the contract proposal.
- 7.) All work to be performed by Union craft in accordance with local agreement.
- 8.) All labor for this project is based on all work being completed before local union contract date unless otherwise stated.

(Continued from page 1)

- 9.) Pricing based on all work to be performed in a non-hazardous working environment, if a hazardous working environment exist, additional time and cost will be assessed to the customers account and the customer will be liable for these charges.
- 10.) Payment Terms: T&M (Labor and Rent) to be billed weekly, due 30 days from date of invoice.
- Lump Sum: 60% of contract value for initial build, due 30 days from date of invoice.
- 40% of contract value for dismantle, due 30 days from date of invoice.
- Additional rental to be billed monthly, due 30 days from date of invoice.
- 11.) As a condition of the awarding of the work based on this quotation, the owner/customer agrees to meet or exceed the requirements of establishing adequate credit with BrandSafway Scaffold prior to the start of the project
- 12.) BrandSafway Scaffold emphasizes that this proposal contains proprietary information and is intended solely for the use of said contractor in the evaluation of this contract. Reproduction, publication or presentation, in whole or in part, without written authorization from BrandSafway Scaffold is prohibited.
- 13.) Customer to supply forklift and operator as needed.
- 14.) These terms and/or any rates to be included as attachment into any subcontract.
- 15.) If a breakout price of a bid is requested under no circumstance will that change the overall pricing of the bid. The total listed will apply unless the total bid is revised.
- 16.) Our pricing is inclusive of industry standard EHS procedure. In the event factors beyond BrandSafways control, including but not limited to, those related to COVID-19 or any related government decree regarding the same, result in additional EHS procedure requirements, including but not limited to, EHS screening, and/or governmental restrictions, BrandSafways pricing is subject to escalation based upon the additional requirements. In the event that BrandSafway is awarded this project, this language shall be incorporated into the terms and conditions of the agreed upon governing contract. In event of a discrep of terms, this language shall govern.
- 17.) No time is included in quote for site training
- 18.) No engineering cost is included if needed
- 19.) Engineered Scaffolds may require additional scaffolding out side of original scope
- 20.) If Plastic or Shrink wrap is needed, Maintenance will be repaired on a T&M base.
- 21.) Price reflects Straight Time only unless otherwise noted in quote.

Quote Total:

Grand Total: \$5,000.00

* Taxes Estimated & Not Final

Please Note:

1. All quotes are subject to the Terms & Conditions which are incorporated into this rental/sales agreement and amended from time to time, and available for review by following the QR Code.
2. All quotes subject to state, federal and local taxes.
3. All quotes are valid for 30 days unless otherwise noted.
4. This quote is contingent on approval of the CUSTOMER's credit.

Terms & Conditions



<https://qr.brandsafway.com/US-TC-Labor>

By signing below, Customer acknowledges it has read and agrees to be bound by the Terms & Conditions and agrees to indemnify BRANDSAFWAY INDUSTRIES LLC / Supplier for any losses arising from this rental/sales agreement:

By BRANDSAFWAY INDUSTRIES LLC	Date	Accepted	Date
GREGORY MAYNARD	04/17/2026		
Title		Title	

Important Safety Guidelines

Safety is everyone's responsibility. BrandSafway equipment is designed and manufactured with the user in mind. The care that goes into each piece of equipment, however, cannot offset carelessness on the part of the user. Follow these safety guidelines in order to help prevent injury and to reduce unnecessary risk.

1. **Competent Person.** Scaffold must be erected, used, moved, and disassembled only under the direction of a Competent Person. The customer is responsible for following any and all applicable federal and state occupational safety and health laws, rules, regulations and ordinances in addition to applicable city, county or local codes and specific rules with regard to Competent Person and inspection requirements for scaffolds.
2. **Modification.** Any modification or relocation of scaffolding equipment and its components by the customer, contractor or any subcontractor using the scaffold is done solely at the customers risk and should be in compliance with and according to any and all federal and/or state occupational safety and health laws, rules, and regulations, in addition to applicable city, county, or local codes. The equipment shall only be used for the purposes for which it was designed.
3. **Training.** The customer is responsible for providing any and all required scaffolding training for its employees and any other users of scaffolding equipment, other than the employees of BrandSafway and any BrandSafway subcontractor.
4. **Hazardous Materials.** Please notify BrandSafway of the potential for exposure of either BrandSafway employees or BrandSafway equipment to any hazardous materials including, but not limited to, asbestos, lead, arsenic, silica, chemicals, and flammable materials. BrandSafway and/or the customer may be required to perform industrial hygiene monitoring to measure potential exposure to such materials.
5. **Confined Space.** Please notify BrandSafway if any BrandSafway employees will be working in a confined space and inform BrandSafway whether the confined space is permit-required. According to federal and state occupational safety and health laws, the customer is responsible for providing any and all required confined space training for its employees and any other users of scaffolding equipment in the confined space, other than the employees of BrandSafway and any Safway subcontractor.
6. **Lock-out/Tag-out.** According to federal and state occupational safety and health laws, the customer is responsible for ensuring that all mechanical equipment, electrical circuits, or vessels containing chemicals or pressurized fluids which are located in the immediate vicinity of the work areas are de-energized or rendered inoperative prior to work, and that proper tags and/or locks are attached to all points where such equipment can be energized.
7. **Special Equipment.** Please notify BrandSafway if any specialized equipment including, but not limited to, special tools, lighting, or protective equipment is required for this project prior to BrandSafway's commencement of work on the project.
8. **Accident Notification.** Please notify BrandSafway immediately of any accident involving the equipment and/or any accident causing injury, death or property damage that is related to or is alleged to be related to and/or caused by the equipment in any way.

Understanding and following these safety guidelines will improve safety for all workers on the jobsite. If there are any questions regarding these provisions, or if you need assistance in obtaining additional training for your employees, please contact a BrandSafway representative immediately.



APPROVED
J. W. H. [Signature]
6/18/26

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: June 8th, 2026

Ref: Change Order # 2 – CPO GSD2500000020 – Building 35 Diamond Roof and Parapet

David:

Please accept this memorandum as our explanation and justification for our request for a Change Order #2 to our contract (CPO GSD2500000020) with The Neighborgall Construction Company for Building 35 Diamond Roof and Parapet Project.

CCD 1 – Item 1 (\$9,921.00) – Mechanical Equipment in Stair F that must remain in operation during the project, must be relocated temporarily and then installed back in its previous position for work in Stair F to be completed.

CCD 1 – Item 1 (-\$8,200.00) – Deduction of Fire Barrier in Stairwell B was not required by Fire Marshall, so it was removed from the project.

CCD 1 – Item 2 (\$4,393.00) – The Roof A access door assembly must be modified for the new roofing membrane to achieve its required vertical upturn. The roof membrane must be extended a minimum of 8 inches up the wall below the access door. The existing door will be modified to accommodate the new threshold level, as well as the installation of the blocking infill below the new threshold.

CCD 1 – Item 3 (\$6,580.00) – Abatement of 49 asbestos containing flanges with ACM gaskets located in the penthouse mechanical room and elevator machine room.

CCD 2 – Item 4 (\$76,900.00) – The brick masonry directly below the brick mason removed from this project was found to be severely cracked and in danger of delamination from the building. To prevent the hazard, the brick was removed and replaced on the south wall of Building B.

CCD2 – Item 5 (\$2,819.97) – After the brick veneer was removed at the perimeter of stairwell F, it was discovered that the existing stair landing was not properly anchored to the buildings structural system.



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

Added C Channel and plate for landing support. The work included providing supplemental steel and welding the land to the building's steel frame.

The additional equipment and work will have a total cost of \$92,413.97.

Original Contract Price: \$7,205,151.00
Change Order 2 (Increase): \$ 92,413.97
New Contract Total: \$7,297,564.97

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.

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION

SAMANTHA WILLIS
PURCHASING DIRECTOR

PURCHASING DIVISION

To: All State Agencies Under Purchasing Division

From: Samantha Willis, Director & General Counsel

WV Purchasing *SLW*

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.

CPO 0211 GSD2500000020 - Building 35 Diamond Roof and Parapet CO#2

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

Agency Head

Eric L. Householder

Cabinet Secretary/Department Head

06/09/26

Date

6/10/26

Date

~~Governor's Office Representative~~

~~Date~~

Total Cost:

Current = \$7,205,151.00, CO#2 = \$92,413.97 New Total = \$7,297,564.97

Award Document Number:

CPO 0211 GSD2500000020, Change Order 2

Description of Action/Purpose of Procurement

Requesting approval to submit Change Order #2 for the Building 35 Diamond Roof and Parapet Project, an increase of \$92,413.97 to the current contract value of \$7,205,151.00, resulting in a new contract total of \$7,297,564.97 The following scope changes are needed:

CCD 1 – Item 1 (\$9,921.00) – Stairwell F Exhaust Fan needs to be relocated to ensure safe egress. When stairwell penthouse was demolished (due to masonry failures) to be rebuilt, a new bulkhead was built to ensure the safe stairwell, but the relocation of the fan was not accounted for in the contract.

CCD 1 – Item 1 (\$8,200.00) – Deduct from contract due to fire barrier specified for Stairwell B not being required to be built.

CCD 1 – Item 2 (\$4,393.00) – The Roof A access door assembly must be modified for the new roofing membrane to achieve its required vertical upturn. The roof membrane must be extended a minimum of 8 inches up the wall below the access door. After removing the existing membrane, it was discovered that the 8" upturn of the new roof could not be met without modifying the stoop/door jamb, as well as the installation of the blocking infill below the new threshold.

CCD 1 – Item 3 (\$6,580.00) – Abatement of 49 asbestos containing found within the flanges of equipment located in the penthouse mechanical room and elevator machine room.

CCD 2 – Item 4 (\$76,900.00) – When brick masonry on south wall of Building B specified to be removed as removed, additional adjacent brick masonry was found to be severely cracked and in danger of delamination from the building. To prevent the hazard, the brick is removed and replaced.

CCD2 – Item 5 (\$2,819.97) – After the brick veneer was removed at the perimeter of Stairwell F, it was discovered that the existing stair landing was not properly anchored to the building's structural system. Added C Channel and plate for landing support. The work included providing supplemental steel and welding the land to the building's steel frame.

No extension of time is required.

This is the first increase change order for this project, amounting to 1.28%.

Funding: Appropriated General Revenue

Increase PENALTY RIDER

To be attached to and form part of:

Bond Number 475903G
Dated 06/02/2025
Issued by the Ohio Farmers Insurance Company
On behalf of (Surety)
The Neighborgall Construction Company
And in favor of (Principal)
State of WV Department of Administration Purchasing Division
(Obligee)

Now therefore, it is agreed that in consideration of the premium charged, the original bond shall be amended as follows:

THE BOND PENALTY SHALL BE Increased:

TO: Seven Million Two Hundred Ninety Seven Thousand Five Hundred Sixty Four Dollars and 97/100 \$7,297,564.97

It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This Rider is to be Effective this 22nd day of May, 2026.

Signed, Sealed & Dated this 9th day of June, 2026.

Neighborgall Construction Company

PRINCIPAL

BY: *C.R. Neighborgall, IV*

C.R. Neighborgall, IV, Principal

Ohio Farmers Insurance Company

SURETY

BY: *Patricia A. Moyer*

Patricia A. Moyer, WV Resident Agent, ATTORNEY IN FACT



ACKNOWLEDGMENTS

Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____ to-wit:
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20____
6. Notary Seal _____
7. _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20____

Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Cabell
11. I, Jennifer Lynn Salmons, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that C.R. Neighborgall, IV
13. who as, President signed the foregoing writing for
14. a corporation, has this day in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.



- under my hand this _____ day of June 20²⁶
17. Jennifer Lynn Salmons
(Notary Public)
18. My commission expires on the November day of 20²⁸

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit:
21. I, Savannah L. Patterson, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Patricia A. Moye, WV Resident Agent
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Ohio Farmers Insurance Company a corporation,

has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.

25. Given under my hand this 9th day of June 20²⁶
26. Notary Seal _____
27. Savannah L. Patterson
(Notary Public)
28. My commission expires on the 20th day of September 20³⁰



Sufficiency in Form and Manner
of Execution Approved

This 9th day of June 20²⁶

By:

Patricia A. Moye
(Deputy Attorney General)

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Search

All Words

e.g. 1606N020Q02

Filter By

Keyword SearchFor more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- ☐ Any Words 
- ☒ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

Neighborgall Construction Company 

Entity

Location

Status

- ☒ Active
- ☒ Inactive

Reset 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

THE NEIGHBORGALL CONSTRUCTION COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/23/1946		1/23/1946	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 50000.0000
Charter County	Cabell	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years	Par Value		100.000000
Authorized Shares	500	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	1216 7TH AVENUE HUNTINGTON, WV, 25701
Notice of Process Address	CHARLES NEIGHBORGALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
Principal Office Address	1216 7TH AVENUE HUNTINGTON, WV, 25701 USA
Principal Office Mailing Address	1216 7TH AVENUE HUNTINGTON, WV, 25701 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	C. R. NEIGHBORGALL 105 W. 10TH AVE. HUNTINGTON, WV, 25701
Incorporator	C. R. NEIGHBORGALL, JR. 233 MAIN ST. HUNTINGTON, WV, 25701
President	C. R. NEIGHBORALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
Secretary	ELIZABETH H NEIGHBORGALL 1216 7TH AVENUE HUNTINGTON, WV, 25701
Treasurer	C R NEIGHBORGALL IV 1216 7TH AVENUE HUNTINGTON, WV, 25701
Vice-President	DONALD A BATES 1216 7TH AVENUE HUNTINGTON, WV, 25701
Type	Name/Address

Subsidiaries	
Name	Address
	FOUNDATION MANAGEMENT, LLC 1216 7TH AVENUE

	HUNTINGTON, WV, 25701
	M&BC EQUIPMENT, LLC 51 DOSS HILL ROAD BARBOURSVILLE, WV, 25504
	TRUE STRING MASONRY, LLC 51 DOSS HILL ROAD BARBOURSVILLE, WV, 25504
Name	Address

Date	Amendment
1/5/1999	RESTATED ARTICLES
1/27/1955	AMENDMENT INCREASE TO \$100,000.00. BOOK 216, PAGE 610.
Date	Amendment

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

Monday, June 8, 2026 — 2:32 PM

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CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV005339

CLASSIFICATION:

CONCRETE
ELECTRICAL
GENERAL BUILDING
GENERAL ENGINEERING
HVAC
MASONRY
MULTIFAMILY
PIPING
PLUMBING
RESIDENTIAL

SPECIALTY
ROOFING
DRYWALL
PAINTING
DEMOLITION

THE NEIGHBORGALL CONSTRUCTION COMPANY
1216 7TH AVE
HUNTINGTON, WV 25701

DATE ISSUED

EXPIRATION DATE

SEPTEMBER 19, 2025

SEPTEMBER 19, 2026

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



WEST VIRGINIA
CONTRACTOR
LICENSING BOARD

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>6/17/2026</u> Solicitation No. <u>GSD26-20</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD2500000020 PF No.: 1582664
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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	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

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

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☐
4	Justification for price increases/backdating/other	☒	☒	☐	☒
5	Bond Rider (Construction)	☒	☒	☐	☒
6	Secretary of State Verification	☒	☒	☐	☒
7	State debarment verification	☒	☒	☐	☒
8	Federal debarment verification	☒	☒	☐	☒

*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: _____

Jesse Riley