



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: 07-17-2026

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 7	Change Order No:	3	Procurement Folder:	1582664
Document Name:	Building 35 Diamond Roof and Parapet			Reason for Modification: Change Order 3 To extend and decrease contract.	
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:	2026-07-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200085 THE NEIGHBORGALL CONSTRUCTION COMPANY 1216 SEVENTH AVE HUNTINGTON WV 25701 US Vendor Contact Phone: 304-525-5181 Extension: 243 Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Aaron M Armstrong Requestor Phone: 304-352-5535 Requestor Email: aaron.m.armstrong@wv.gov 2027 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 7-24-26

Total Order Amount: \$6,824,686.15

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>7/23/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>7/24/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>7-30-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 3

Change Order No.3 is issued to extend the original contract to 07/31/2026 according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders, along with decreased pricing per the attached documentation.

Effective Date of Change: 07/16/2026

Extend Contract From: 06/30/2026 To: 07/31/2026

Original Contract Price: \$7,205,151.00
Change Order 2 (Increase): \$ 92,413.97
Change Order 3 (Decrease):(\$472,878.82)
New Contract Total: \$6,842,686.15

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	6732272.18
Service From	Service To	Manufacturer	Model No		
2025-07-01	2026-07-31				

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	2026-07-31				

Commodity Line Description: Change Order 2**Extended Description:**

See attached pricing pages.

	Document Phase	Document Description	Page 3
GSD2500000020	Pending	Building 35 Diamond Roof and Parapet	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Document G701® – 2017

Change Order

PROJECT: (Name and address)
Buildings 35 Roof and Parapet Project

350 Capitol Street
Charleston, WV 25301

CONTRACT INFORMATION:
Contract For: CCT 0211
4035GSD-2400000009 1
Date: 05-15-2025

CHANGE ORDER INFORMATION:
Change Order Number: 003

Date: 06-29-2026

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)
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.)

As part of this change order, the Substantial Completion date is set as June 30, 2026 and the Final Completion date is extended to July 31, 2026.

Additive Changes:

Item 1 - Curb at Building B Penthouse RFP 4...\$457.82

The curb at the Building B penthouse had to be modified to accommodate the final design of the wall above in the next phase. This was unable to be concluded at the current project bid time. The modification includes changing the curb from 6 inches wide to 4 inches wide and installing 1 ½-inch diameter, ASTM F1554 Grade 36, cast in j-bolts, at 24 inches on center with a minimum 4 inch embedment.

Deductive Changes:

Item 2 - Unit Price Reconciliation...(-\$432,087.44)
See the attached final unit price breakdown.

Item 3 - Seventh-Floor Finishes RFP 4...(-\$23,034.00)

The seventh-floor interior finishes will be included as part of the next phase of work. This will exclude the installation of the interior finishes at the seventh floor, such as wall finishes, floor finishes, ceiling tiles, etc.

Item 4 - Building A Fall Protection RFP 4...(-\$10,961.60)

Due to access limitations during the current phase of work, the fall protection installation will be included in the next phase. This deduction includes the labor for the installation of the fall protection at the south and west areas of the Building A roof.

Item 5 - First-Floor Canopy Roofs RFP 4...(-\$4,483.60)

Due to access limitations from the installed scaffolding, the first-floor canopy roofs will need to be installed in the next phase of work.

Item 6 - Lightning Protection at West Elevation of Building A Roof RFP 4...(-\$1,400.00)

The lightning protection at the Building A roof will be part of the scope of work in the next phase.

Item 7 - Sealing at Building A Coping RFP 4...(-\$1,370.00)

Due to the coping scope of work in the next phase, the sealant installation at the Building A coping will not be required for this phase.

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 decreased by this Change Order in the amount of

The new Contract Sum including this Change Order will be

\$	7,205,151.00
\$	92,413.97
\$	7,297,564.97
\$	472,878.82
\$	6,824,686.15

The Contract Time will be increased by Thirty-One (31) days.

The new date of Final Completion will be 07-31-2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time,

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User Notes: (6a554565da624e4951622439)

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) CONTRACTOR (Signature)

BY: WDP & Associates Consulting
Engineers, Inc.

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

ADAM D'ALESSANDRO SREHAR

06/29/2026

Date

BY: Neighborgall Construction
Company

(Printed name and title)

C.R. Neighborgall, IV, President

06/29/2026

Date


OWNER (Signature)

BY: State of West Virginia, General
Services Division

(Printed name and title)

7/16/26

Date



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: July 16th, 2026

Ref: Change Order # 3 – 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 #3 to our contract (CPO GSD2500000020) with The Neighborgall Construction Company for Building 35 Diamond Roof and Parapet Project.

Item 1 (\$457.82) – The curb at the Building B penthouse had to be modified to accommodate the final design of the wall above in the next phase.

Item 2 (-\$432,087.44) – Unite price reconciliation.

Item 3 (-\$23,034.00) – Removal of 7th floor finishes, to be addressed in the next phase of this project.

Item 4 (-\$10,961.60) – Due to access limitations during the current phase of work, the fall protection installation will be included in the next phase. This deduction includes the labor and installation of the pull protection at the south and west areas of the Building A roof.

Item 5 (-\$4,483.60) – Due to access limitations from the installed scaffolding, the first floor canopy oofs will need to be installed in the next phase of work.

Item 6 (-\$1,400.00) – The lightning protection at the Building A roof will be part of the scope in the next phase of work.

Item 7 (-\$1,370.00) - Due to the coping scope of work in the next phase of this project, the sealant installation at Building A coping will not be required in this phase.

The addition work minus removed work gives a total net deduction of \$472,878.82, Thirty-One (31) additional days will also be added to the contract to finish remaining/additional work.



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

Original Contract Price: \$7,205,151.00
Change Order 2 (Increase): \$ 92,413.97
Change Order 3 (Decrease): \$(472,878.82)
New Contract Total: \$6,842,686.15

Current Final Completion Date: June 30th, 2026
New Final Completion Date: July 31st, 2026

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.



REQUEST FOR PROPOSAL

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

T 434 245 6117
wdpa.com

Project:	RFP Title:	RFP Date:	Response Due:
Building 35 - Diamond Building Roof and Parapet Repairs WDP Project No.: 24126D	4 - Adjustment for Future work	6/25/2026	6/29/2026
Engineer:	Contractor:	Owner:	
WDP & Associates Consulting Engineers P.O. Box 99 Hinton, WV 25951	Neighborgall Construction Company 1216 7 th Avenue Huntington, WV 25701	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.

Curb at Building B Penthouse

The curb at the Building B penthouse will be modified to accommodate the final design of the wall above in the next frame. Provide an adjusted price to change the curb from 6 inches wide to 4 inches wide and to include ½" diameter, ASTM F1554 Grade 36, cast in j-bolts, at 24 inches on center with a minimum 4 inch embedment. **Cost Add = \$457.82**

7th Floor finishes

The 7th floor interior finishes will be included as part of the next phase of work. Provide a deduct to exclude the installation of the interior finishes at the 7th floor, such as wall finishes, floor finishes, ceiling tiles, etc. **Credit = \$23,034.00**

Building A Fall Protection

Provide a deduct for the labor for the installation of the fall protection at the south and west areas of the building A roof. The fall protection material will still be included as it will be procured to be installed in the next phase of work. **This credit is all inclusive with the small roof credit request.**
Total Credit = \$10,961.60

First Floor Canopy Roofs

Due to access limitations from the installed scaffolding, the first floor canopy roofs will need to be installed in the next phase of work. Provide a deduct for the roof work at these canopy roofs.
Credit = \$4,483.60

Penthouse gutters

Due to the roof and wall work that will be occurring during the next phase of work, the gutters for the penthouse will be installed in the next phase. Provide a deduct for the installation of the gutters and downspouts at the Building B penthouse. **NO Credit, Gutter Installed to prevent leaks.**



CREATING LASTING SOLUTIONS



Building 35 - Diamond Building
Roof and Parapet Repairs
WDP Project No. 24126D
June 25, 2026

REQUEST FOR PROPOSAL

Lightning Protection at West Elevation of A Roof

Due to the work at the coping of the west elevation of building A, the lightning protection will be installed in the next phase of work. Provide a deduct to exclude the installation of lightning protection. Credit = \$1,400.00

Guardrail at small A Roof Areas

Due to issues with interior access below the A roof sections, contractor to provide a deduction for the labor to install the guardrails at the small area A roofs. All Inclusive with Guard rail on Front page

Sealant installation at A roof

Due to the work at the coping of the west elevation of building A, the sealant installation will be installed in the next phase of work. Provide a deduct to exclude the sealant installation.
Credit = \$1,370.00

Name of Signee

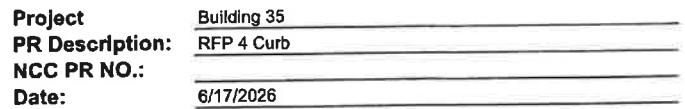
06/25/2026

Date

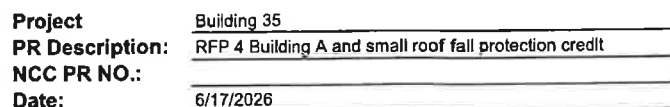
Building 35 Unit Price Tracking

Current Date: July 13th, 2026

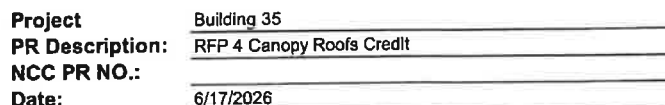
UP	Unit Price Description	Original Balance	Currently Used	Remaining Balance
UP #1	Temporary Access and Protection Rental	\$ 94,430.00	\$ 94,430.00	\$ -
UP #2	Hazardous Materials: Lead Based Paint	\$ 90,000.00	\$ 35,805.00	\$ 54,195.00
UP #3	Hazardous Materials: Mold Remediation	\$ 1,200.00	\$ -	\$ 1,200.00
UP #4	Gypsum Concrete Patch Repair	\$ 2,200.00	\$ -	\$ 2,200.00
UP #5	Partial Depth Concrete Patch Repair	\$ 2,200.00	\$ -	\$ 2,200.00
UP #6	Full Depth Concrete Patch Repair	\$ 1,500.00	\$ -	\$ 1,500.00
UP #7	Roof Deck Replacement	\$ 221,966.00	\$ -	\$ 221,966.00
UP #8	Terra Cotta Patch Repair	\$ 8,425.00	\$ 9,541.31	\$ (1,116.31)
UP #9	Terra Cotta Crack Repair	\$ 3,370.00	\$ 12,991.35	\$ (9,621.35)
UP #10	Terra Cotta Stitch Repair	\$ 3,370.00	\$ 1,078.40	\$ 2,291.60
UP #11	Terra Cotta Unit Replacement with GFRC	\$ 24,435.00	\$ 21,177.00	\$ 3,258.00
UP #12	Terra Cotta Glaze Repair	\$ 6,800.00	\$ 12,027.50	\$ (5,227.50)
UP #13	Steel Beam Repair	\$ 26,000.00	\$ 19,240.00	\$ 6,760.00
UP #14	Open Web Steel Joist Repair	\$ 36,000.00	\$ 360.00	\$ 35,640.00
UP #15	Steel Cleaning	\$ 102,000.00	\$ 32,963.00	\$ 69,037.00
UP #16	Steel Coating at Embedded Steel	\$ 15,000.00	\$ 7,450.00	\$ 7,550.00
UP #17	Steel Coating at interior Steel	\$ 15,000.00	\$ -	\$ 15,000.00
UP #18	Brick Pointing	\$ 2,000.00	\$ -	\$ 2,000.00
UP #19	GFRC Mold Fabrication (Type B)	\$ 13,370.00	\$ -	\$ 13,370.00
UP #20	GFRC Mold Fabrication (Type A)	\$ 6,515.00	\$ -	\$ 6,515.00
UP #21	GFRC Mold Fabrication (Type C)	\$ 3,370.00	\$ -	\$ 3,370.00
	Total	\$ 679,151.00	\$ 247,063.56	\$ 432,087.44



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Jul 15, 2026



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Search Editor

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

e.g. 123456789, Smith Corp

"The Neighborgall Construction Company" 

Classification 

Excluded Individual 

Excluded Entity 

Federal Organizations 

Exclusion Type 

Exclusion Program 

Location 

Dates 

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Business and Licensing

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Business Organization Detail

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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	Pa		
Authorized Shares	500		Entr

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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

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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

2026

2025

2024

2023

2022

2021

2020

2019

2018

2017x

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2013

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1998

Date filed

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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

SEPTEMBER 19, 2025

EXPIRATION DATE

SEPTEMBER 19, 2026

Authorized Signature

Chair, 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>7/21/2026</u> Solicitation No. _____	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: _____