



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: 08-18-2026

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 4037 GSD2600000005 6	Change Order No:	2	Procurement Folder:	1592517
Document Name:	Building 37 Renovations Project			Reason for Modification:	Change Order No. 2 - To increase and extend contract per attached documentation.
Document Description:	Building 37 Renovations Project				
Procurement Type:	Central Purchase Order				
Buyer Name:	Jessica L Riley				
Telephone:	304-558-0246				
Email:	jessica.l.riley@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-11-04

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: Kari J Westfall Requestor Phone: 304-352-5492 Requestor Email: kari.j.dean@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 37 604 57TH ST SE CHARLESTON WV 25304 US

CR 8-21-26
Purchasing Division's File Copy

Total Order Amount: \$9,839,411.00

PURCHASING DIVISION AUTHORIZATION DATE: <i>8/21/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>8/25/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>8-26-26</i> ELECTRONIC SIGNATURE ON FILE
---	--	---

Extended Description:

Change Order No. 2 is issued to extend the original contract from 9/30/2026 to 11/4/2026 according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders, along with increased pricing per the attached documentation. The extension of this contract is provided to allow the vendor time for the additional work.

Effective Date of Increase: 8/4/2026

Extend Contract from 10/01/2026 to 11/04/2026

Original Contract Price: \$9,758,000.00
Change Order 1 Notice to Proceed
Change Order 2 \$ 81,411.00 (increase)

New Contract Total: \$9,839,411.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	9758000.00
Service From	Service To	Manufacturer		Model No	
2025-10-01	2026-11-04				

Commodity Line Description: Building 37 Renovations Project

Extended Description:

Building 37 Renovations Project

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121103	0.00000		0.000000	81411.00
Service From	Service To	Manufacturer		Model No	
2025-10-01	2026-11-04				

Commodity Line Description: Change Order 2 - Increase & Extend

Extended Description:

Building 37 Renovations Project

July 8, 2026



an Aeterna Group™ Company

Mrs. Kari J. Westfall
Dept. of Administration
General Services Division
112 California Ave.
Charleston, WV 25305

VIA EMAIL

RE: GSD Building 37 Renovations - 24013

Dear Mrs. Westfall:

Attached is a copy of Change Order 002 for work changes by Neighborgall Construction at the above referenced project. Upon approval please forward one fully executed copy to Neighborgall and one to ZMM.

Please contact ZMM LLC with any questions.

Thank you,

A handwritten signature in black ink that reads 'Amy L. Rhodes'. The signature is written in a cursive, flowing style.

Amy L. Rhodes
Construction Administrative Assistant



AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> GSD Building 37 Renovations	CONTRACT INFORMATION: Contract For: Date: 08-25-2025	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: 07-24-2026
OWNER: <i>(Name and address)</i> General Services Division Dept. of Administration 112 California Ave., Bldg. 4, 6th Floor Charleston, WV 25305	ARCHITECT: <i>(Name and address)</i> ZMM LLC 222 Lee Street West Charleston, WV 25302	CONTRACTOR: <i>(Name and address)</i> Neighborgall Construction Company 1216 Seveth 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.)

Provide all labor, materials and equipment necessary to complete the following:

CCD #1: After investigation of the existing ductwork supply and at Owner's request, cost proposal to clean approximately 20 linear feet of each existing supply ductwork from the demoed end on the 1st, 2nd, and 3rd floors in Phase I of the building. {Proposal excludes Phase 2 duct, this ductwork will be reviewed once we are working in Phase 2}. \$3,338.00

CCD #3: After investigation of the existing ductwork supply and at Owner's request, cost proposal to clean approximately 20 inear feet of each existing supply ductwork from the demoed end on the 1st, 2nd and 3rd floors in Phase 2 of the building. \$3,349.00

CCD #4: PR 05Rl: Domestic Hot Water System \$70,391.00 Add 5
PR 06Rl: Concrete Sidewalk Replacement \$4,333.00
PR 08: Time Extension Request Add 30 Days

Total: \$81,411.00 Add 35 Days

The original Contract Sum was	\$ 9,758,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 9,758,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 81,411.00
The new Contract Sum including this Change Order will be	\$ 9,839,411.00

The Contract Time will be increased by Thirty-Five (35) days.
The new date of Final Completion will be November 04, 2026

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.

West Virginia General Services Division

Keith L. Gonzales
ARCHITECT (Signature)

BY: Keith L. Gonzales, ZMM CA
(Printed name, title, and license
number if required)

7/28/2026
Date

C.R. Neighborgall, IV
CONTRACTOR (Signature)

C.R. Neighborgall, IV, President
(Printed name and title)

7/30/2026
Date

Cody Taylor
OWNER (Signature)

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

8/4/26
Date

AIA® Document G714® – 2017

Construction Change Directive

PROJECT: *(name and address)*
GSD Building 37 Renovations

CONTRACT INFORMATION:
Contract For:
General Construction
Date:
08-25-2025

CCD INFORMATION:
Directive Number:
01
Date:
11-20-2025

OWNER: *(name and address)*
General Services Division Dept. of
Administration
112 California Ave., Bldg. 4, 6th Floor
Charleston, WV 25305

ARCHITECT: *(name and address)*
ZMM LLC
222 Lee Street West
Charleston, WV 25302

CONTRACTOR: *(name and address)*
Neighborgall Construction Company
1216 Seveth 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.)

After investigation of the existing ductwork supply and at Owner's request, cost proposal to clean approximately 20 linear feet of each existing supply ductwork from the demoed end on the 1st, 2nd, and 3rd floors in Phase 1 of the building. {Proposal excludes Phase 2 duct, this ductwork will be reviewed once we are working in Phase 2}.

PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 3,338.00
☐ 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 (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: Keith L. Gonzales, ZMM CA
(Printed name, title, and license number if required)

11/20/2025
Date


OWNER (Signature)

KATHIE DEPTALL/CPM
(Printed name and title)

11.24.25
Date


CONTRACTOR (Signature)

Hollie R. Massie, Senior Project Manager
(Printed name and title)

11/21/2025
Date



**NEIGHBORGALL
CONSTRUCTION**

1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.01

Date: November 19, 2025
Project: **WV Building 37 Renovation**
Neighborgall #: 25-045
State PO #: CPO 0211 4037 GSD2600000005 1 ZMM Comm. No. 24013
Description: **PR #01 - Supply Duct Cleaning Phase 1 (20' each run)**

Description:

After investigation of the existing ductwork supply and at Owner's request, cost proposal to clean approximately 20 linear feet of each existing supply ductwork from the demoed end on the 1st, 2nd, and 3rd floors in Phase 1 of the building. (Proposal excludes Phase 2 duct, this ductwork will be reviewed once we are working in Phase 2).

Cost Breakdown:

NCC Subcontractor	DSO Mechanical	\$ 2,907.70	10%	\$ 3,198.47
Subtotal				\$ 3,198.47
Bond & Insurance				\$ 74.08
B&O Tax			2%	\$ 65.45
Total Cost - ADD				\$ 3,338.00


Hollie R. Massie
Senior Project Manager

DSO Mechanical LLC

615 3rd Avenue • South Charleston, WV 25303
Phone: 304-744-8479 • Fax: 304-744-8491 • Lic# WV050370
milaughlin@dsomech.com

11/19/2025

To: Neighborgall Construction
Re: Building 37 HVAC Renovations – Duct Cleaning- Phase B
Attn: Hollie Massie

DSO Mechanical is pleased to provide you with the following change proposals to clean duct per attached scope.

- Duct Cleaning Subcontractor: \$2,591.54
- OH&P at 10%: \$259.15
- B&O: \$57.01

Total Change Request: \$2,908

\$2,907.70 ✓

Please do not hesitate to call with any questions or concerns.

Sincerely,

Mike Laughlin

Mike Laughlin
Project Manager

* PHASE 1 ONLY (DOES NOT INCLUDE PHASE 2)
* CLEAN SUPPLY DUCTWORK EXISTING FROM END OF DEMO SECTION TO 20 LINEAL FEET.

Hranec Corporation
Mechanical Contractors

Visit us online at: www.hranec.com



763 Route 21
Uniontown PA 15401
Phone: (724) 437-2211
Fax: (724) 437-2233



QUOTATION

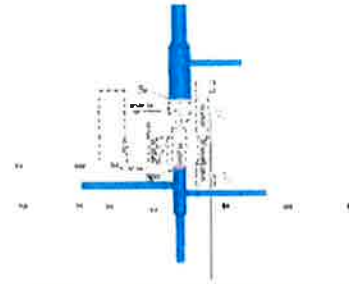
Job Name: State of WV - DEP Office Building
Bid Date: 11/18/2025

Estimator: Kenny Rockwell
Job Number: DC26005

DUCTWORK CLEANING INCLUSIONS

ALL DUCT CLEANERS BY HRANEC CORPORATION ARE UNION EMPLOYEES

1. Cleaning of existing supply air duct approx 20' from end of demo
 2. Duct cleaning equipment required to include vacuums, HEPA filters, brushes, cleaning agents, etc
 3. Removal of Dust and Debris from Jobsite
 4. Standard metal access doors as required for cleaning access
- Typicall for three floors:



EXCLUSIONS

1. Touch up painting of any GRDs that were previously scratched
2. Special Insurance requirements
3. Movement of any major obstructions
4. Bonds, Permits, or fees
5. Retention
6. Sales Tax
7. Temp HVAC or Dehumidification
8. Replacing duct liner and insulation
9. Duct Liner Coating
10. Abatement of Hazardous Material(s)
11. Sanitizing of ductwork system
12. Application of Antimicrobial Coating
13. Architectural access doors/panels
14. Accessing duct covered by bulkheads, walls, chases, hard ceilings, etc

DUCTWORK CLEANING CUSTOMER AWARENESS

1. Expect some dust/dirt to be created from cleaning of ductwork systems. General clean-up is included but we recommend thorough cleaning after we are complete
2. Minimal parts of duct systems may not be accessible for cleaning, however about 95% of duct will be cleaned
3. 110 Power needs to be available within 150ft of any area of ductwork that needs to be cleaned
4. Recommend covering/protecting any walkways or sensitive areas where our foot traffic will occur
5. Coordination of shutdowns, restarting and lock out/tag out will be coordinated with the owner

GENERAL DETAILS

1. Day Shift Work – 6am to 5pm. Alt. Shifts Not Included
2. Change orders can only be executed by email authorization
3. Permits/license that may be required are not included
4. Owner schedule changes will be subject to a price increase
5. These terms and conditions shall not be modified without the express written consent of Hranec Corporation
6. If a PO or Contract is added, general conditions supersede
7. Duct Cleaning not subject to retainage

PRICING

Base Bid:

\$2,422.00 + Tax = **\$2,591.54**

Duct Cleaning is a taxable service. Sales Tax will be added to the above bid unless a valid sales tax exemption certificate is provided.

Authorized Company Representative (Print): _____

Authorized Company Representative (Sign): _____

Pay Terms: **% due upon scope acceptance**

Date: _____

50.00%

Invoice / pay terms above or a 5% surcharge will apply. Disputes will be handled at Hranec Corp's selection of court venue or binding arbitration. All legal fees will be paid by the customer. Interest will be applied on all overdue invoices. Customers sending a formal PO/Subcontract, it is understood that the terms of this quote apply without the company representative signing this quote. Quotation valid for 30 days.

AIA® Document G714® – 2017

Construction Change Directive

PROJECT: *(name and address)*
GSD Building 37 Renovations

CONTRACT INFORMATION:
Contract For:

Date:
8-25-2025

CCD INFORMATION:
Directive Number:
03
Date:
05-21-2026

OWNER: *(name and address)*
General Services Division Dept. of
Administration
112 California Ave., Bldg. 4, 6th Floor
Charleston, WV 25305

ARCHITECT: *(name and address)*
ZMM LLC
222 Lee Street West
Charleston, WV 25302

CONTRACTOR: *(name and address)*
Neighborgall Construction Company
1216 Seveeth 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.)

After investigation of the existing ductwork supply and at Owner's request, cost proposal to clean approximately 20 linear feet of each existing supply ductwork from the demoed end on the 1st, 2nd and 3rd floors in Phase 2 of the building.

PROPOSED ADJUSTMENTS

1. The proposed basis of adjustment to the Contract Sum or Guaranteed Maximum Price is:
 - ☒ Lump Sum increased by \$ 3,349.00
 - ☐ 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 (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.

Keith L. Gonzales
ARCHITECT (Signature)
BY: Keith L. Gonzales, ZMM CA
(Printed name, title, and license
number if required)
May 21, 2026
Date

Karen J. Westfall
OWNER (Signature)
KAREN J. WESTFALL
(Printed name and title)
7.8.26
Date

Hollie R. Massie
CONTRACTOR (Signature)
Hollie R. Massie, Senior Project Manager
(Printed name and title)
5/29/2026
Date



**NEIGHBORGALL
CONSTRUCTION**

1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.07

Date: May 21, 2026
Project: **WV Building 37 Renovation**
Neighborgall #: 25-045
State PO #: CPO 0211 4037 GSD2600000005 1 ZMM Comm. No. 24013
Description: **PR #07 - Supply Duct Cleaning Phase 2**

Description:

After investigation of the existing ductwork supply and at Owner's request, cost proposal to clean approximately 20 linear feet of each existing supply ductwork from the demoed end on the 1st, 2nd, and 3rd floors in Phase 2 of the building.

Cost Breakdown:

NCC Subcontractor	DSO Mechanical	\$ 2,917.20	10%	\$ 3,208.92
Subtotal				\$ 3,208.92
Bond & Insurance				\$ 74.41
B&O Tax			2%	\$ 65.67
Total Cost - ADD				\$ 3,349.00

Hollie R. Massie
Senior Project Manager

DSO Mechanical LLC

515 3rd Avenue • South Charleston, WV 25303
Phone: 304-744-8479 • Fax: 304-744-8491 • Lic# WV050370
milaughlin@dsomech.com

05/20/2026

To: Neighborgall Construction
Re: Building 37 HVAC Renovations – Duct Cleaning- Phase A
Attn: Hollie Massie

DSO Mechanical is pleased to provide you with the following change proposal to clean duct per attached scope.

- Duct Cleaning Subcontractor: \$2,600.00
- OH&P at 10%: \$260.00
- B&O: \$57.20

Total Change Request: \$2,917.20

Please do not hesitate to call with any questions or concerns.

Sincerely,

Mike Laughlin

Mike Laughlin
Project Manager



763 Route 21
Uniontown, PA 15401
Phone: 724-437-2211
Fax: 724-432-2233



JOB NAME: State of WV DEP Office Building
ESTIMATOR: Beth Pavone

BID DATE: 5/20/26
JOB NUMBER: #DC26114

DUCTWORK CLEANING SCOPE OF WORK:

Ductwork cleaning inclusions

1. Existing supply, return & exhaust ductwork
2. Cleaning of HVAC Equipment
3. Removal of dust and debris from jobsite
4. Providing and installing duct access doors as needed for duct cleaning
5. Duct Cleaning Equipment, Vacuums, HEPA filters, Etc.

Ductwork Cleaning Customer Awareness:

1. Expect some dust / dirt to be created from cleaning of your ductwork systems. General clean-up is included but we recommend a thorough cleaning after we are complete
2. Minimal parts of your duct system may not be accessible for cleaning however we usually do get 95% of your ductwork
3. 110 Power needs to be available within 150ft of any area of ductwork that needs to be cleaned
4. Recommend covering/protecting any walkways or sensitive areas where our foot traffic will occur
5. Coordination of shutdowns, restarting and lock out/tag out will be coordinated with the owner

Exclusions:

1. Touch up painting of any registers or grills that were previously scratched or tarnished
2. Special Insurance requirements
3. Movement of any major obstructions
4. Bonds, Permits, or fees
5. Architectural access doors or installing architectural access doors
6. Accessing ductwork that is covered by bulkheads, walls, chases, hard ceilings, etc.
7. Temp HVAC or Dehumidification
8. Abatement of Hazardous Material(s)
9. Sanitizing of ductwork system
10. Applying Antimicrobial Coating
11. Retention

General

1. Weekday Shift Work – 6am to 5pm
(Weekend and Off Shift work will be at a Premium)
2. Based on Drawings Dated: N/A
3. Based on Specs: N/A
4. Addendum(s) Reviewed: 0
5. Alternates(s) Reviewed: 0

Base Bid: \$ 2,600.00

Price is subject to change due to material/equipment increases up until the time material/equipment is released for fabrication. Please note, that by engaging Hranec Corp. with this project, any and all wording in contracts or emails shall not void this statement related to increases beyond our control. Items not listed in the above scope of work are not included in the above price, additionally invoices not paid within 30 days can be subject to a 5% surcharge.

Thank you, Hranec Corporation

AIA® Document G714® – 2017

Construction Change Directive

PROJECT: *(name and address)*
GSD Building 37 Renovations

CONTRACT INFORMATION:
Contract For:

Date:
8-25-2025

CCD INFORMATION:
Directive Number:
04
Date:
07-08-2026

OWNER: *(name and address)*
General Services Division Dept. of
Administration
112 California Ave., Bldg. 4, 6th Floor
Charleston, WV 25305

ARCHITECT: *(name and address)*
ZMM LLC
222 Lee Street West
Charleston, WV 25302

CONTRACTOR: *(name and address)*
Neighborgall Construction Company
1216 Seveth 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.)

Provide all labor, materials and equipment necessary to complete the following:

PR 05R1: Domestic Hot Water System \$70,391.00 Add 5 Days
PR 06R1: Concrete Sidewalk Replacement \$4,333.00
PR 08: Time Extension Request Add 30 Days

PROPOSED ADJUSTMENTS

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

- ☒ Lump Sum increased by \$ 74,724.00
☐ 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 increased by Thirty-Five (35) 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.

Keith L. Gonzales
ARCHITECT (Signature)

BY: Keith L. Gonzales, ZMM CA
(Printed name, title, and license
number if required)

7/8/2026
Date

Karin Westfall
OWNER (Signature)

Karin Westfall
(Printed name and title)

7.15.26
Date

Hollie R. Massie
CONTRACTOR (Signature)

Hollie R. Massie, Senior Project Manag
(Printed name and title)

7/13/2026
Date



**NEIGHBORGALL
CONSTRUCTION**

1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.05R1

Date: June 18, 2026
Project: WV Building 37 Renovation
Neighborgall #: 25-045
State PO #: CPO 0211 4037 GSD2600000005 1 ZMM Comm. No. 24013
Description: PR #05R1 - Domestic Hot Water Tank System per RFI #21 & Email

Description:

Per RFI #21 Response including Drawing M512 and Email dated 6/5/2026 from Kari Westfall with revisions, proposal to provide Domestic Water Tank System.

We have reviewed electrical and roofing requirements for the new system. Two new roof penetrations and roof patching are included. An existing floor drain will be utilized.

Request for time extension to adjust the Final Completion date - ADD - 5 days.

Cost Breakdown:

NCC Labor	Equipment Pad extension	\$ 700.00	15%	\$ 805.00
	Roof decking installation	\$ 150.00	15%	\$ 172.50
	General Cleanup / Dumpster	\$ 702.00	15%	\$ 807.30
	Misc. Demolition / Coordination	\$ 825.00	15%	\$ 948.75
NCC Material	Equipment pad material	\$ 268.00	15%	\$ 308.20
	Roof decking material	\$ 107.00	15%	\$ 123.05
NCC Subcontractor	Kalkreuth Roofing	\$ 756.77	10%	\$ 832.45
	DSO Mechanical	\$ 55,715.95	10%	\$ 61,287.55
	Progressive Electric	\$ 2,409.90	10%	\$ 2,650.89
				\$ -
Subtotal				\$ 67,935.68
Bond & Insurance				\$ 1,075.10
B&O Tax			2%	\$ 1,380.22
Total Cost - ADD				\$ 70,391.00

Hollie R. Massie
Senior Project Manager

Hollie Massie

REVISOR SCOPE OF WORK - EMAIL 6/5/26

From: Gonzales, Keith <gonzalesk@zmm.com>
Sent: Monday, June 8, 2026 11:53 AM
To: Hollie Massie
Subject: FW: Bldg. 37 HVAC_Building Envelope project response to CPR #5 Domestic Hot Water Tank replacement

* REVISIONS TO RFI #21
AND DRAWING MS12

Please give me a call when you get a moment.

Thank you,

Keith Gonzales
Construction Administrator
ZMM Architects & Engineers
222 Lee Street, West, Charleston, WV 25302
Office: 304.342.0159 • Mobile: 412.258.5872
<mailto:gonzalesk@zmm.com>

From: Westfall, Kari J <kari.j.westfall@wv.gov>

Sent: Friday, June 5, 2026 11:28 AM

To: Gonzales, Keith <gonzalesk@zmm.com>; Lowry, James <lowryj@zmm.com>; Flowers, Mike <mkf@zmm.com>; Patrick S O'Neill <patrick.s.oneill@wv.gov>; Pauley, Rodney <rodney@zmm.com>; Joseph W Belcher <joseph.w.belcher@wv.gov>

Subject: Bldg 37 HVAC_Building Envelope project response to CPR #5 Domestic Hot Water Tank replacement

Gentlemen,

This is a summary of our discussion this morning regarding CPR #5 for replacing the domestic hot water tank at bldg 37:

Provide as new:

- * Provide a new hot water tank (boiler)
- * Provide a new expansion tank
- * Provide a new 1017 mixing valve
- * Provide new air intake and flue piping for the new hot water tank (boiler), and provide required roof penetrations as needed.
- * Provide all interconnected piping for a complete, functional system.

Retain existing:

- * Retain existing hot and cold water lines which currently serve the equipment.
- * Retain the existing HW storage tank and re-use
- * Retain the existing recirculating pump and re-use
- * Retain (re-use) existing boiler pump if possible (GSD will make sure pump is brought back to the site). It had been removed when existing boiler was removed.
- * Retain existing (solar) storage tanks and leave in place.

* **We do not need controls for this system; do not add Trane controls etc.**

Please let us know if anyone has questions about the information stated above.

Thanks all.....

--

Kari J. Westfall

Construction Project Manager, GSD

Architecture/Engineering Section

Office: 304-352-5492

Cell: 304-382-9714

kari.j.westfall@wv.gov

PROJECT NAME: BLDG 37 Renovations
LOCATION: 601 57th Street SE Charleston, WV 25304
NCC PROJECT NO.: 25-045

RFI

REQUEST FOR
INFORMATION

TO: ZMM Architects + Engineers
222 Lee Street West
Charleston, WV 25302

RFI NO.: 021

TRADE PACKAGE #: _____

FROM: Hollie Massie

DATE: 4/3/2026

ORIGINATOR: Neighborgall

Referenced Drawing Sheet Number(s): _____

Referenced Specification Section(s): _____

Description of Request: Domestic Hot Water Tank Replacement Cost Impact: TBD

At the Owner's request, we need information for the scope of work to furnish and install a New Domestic Hot Water Tank.

- Provide a narrative for scope of work including sizing, type (gas correct?), connection points to existing piping, & accessories needed (ET Tank, etc) [see attached](#).
- Does the new domestic hot water tank need tied into the BAS? [see attached](#).
- Will the building gas load accommodate the new domestic hot water tank without modification? [yes](#)
- Please provide a piping schematic. [see attached](#).

X SEE REVISION SCOPE OF WORK - EMAIL 6/5/2026

Information Reply From: _____

REVIEWED

By James W. Lowry at 4:05 pm, Apr 13, 2026

Signed: _____

Date: _____

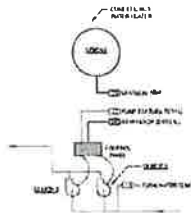


1216 Seventh Avenue Huntington, WV 25701-2320
Telephone (304) 525-5181 Fax (304) 525-7795

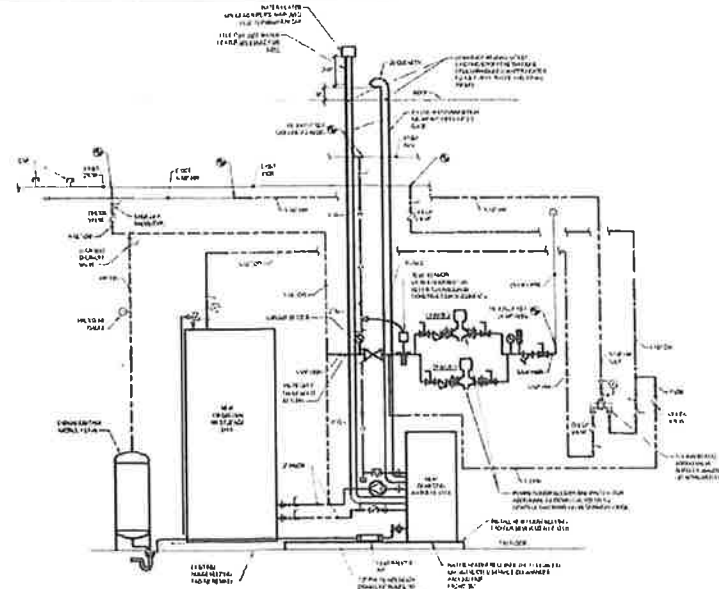
DATE: _____
DESCRIPTION: _____

RENOVATIONS TO
STATE OFFICE BUILDING NO. 37
GENERAL SERVICES DIVISION
CHARLESTON, WV

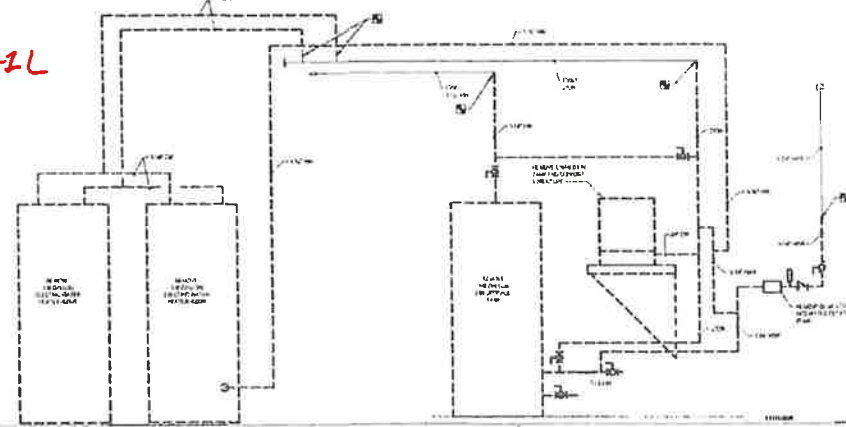
BIDDING DOCUMENTS



DOMESTIC HW RECIRCULATION PUMPS
WTC01



DOMESTIC HOT WATER SYSTEM NEW WORK DIAGRAM
10/20/25



DOMESTIC HOT WATER SYSTEM DEMOLITION DIAGRAM
10/20/25

PLUMBING DEMOLITION NOTES

1. DEMOLISH EXISTING DOMESTIC HOT WATER SYSTEM PIPING AND TANKS IN THE MECHANICAL ROOM.
2. DEMOLISH EXISTING DOMESTIC HOT WATER SYSTEM PIPING AND TANKS IN THE MECHANICAL ROOM.
3. DEMOLISH EXISTING DOMESTIC HOT WATER SYSTEM PIPING AND TANKS IN THE MECHANICAL ROOM.
4. DEMOLISH EXISTING DOMESTIC HOT WATER SYSTEM PIPING AND TANKS IN THE MECHANICAL ROOM.
5. DEMOLISH EXISTING DOMESTIC HOT WATER SYSTEM PIPING AND TANKS IN THE MECHANICAL ROOM.
6. DEMOLISH EXISTING DOMESTIC HOT WATER SYSTEM PIPING AND TANKS IN THE MECHANICAL ROOM.

DOMESTIC WATER PUMP SCHEDULE

MARK	MODEL	LOCATION	WATER	FLOW (GPM)	HEAD (FT)	PUMP AND MOTOR		PHASE	REMARKS
						SIZE (IN)	HP		
W1	W1	W1	W1	W1	W1	W1	W1	W1	W1

DOMESTIC GAS WATER HEATER SCHEDULE

MARK	MODEL	LOCATION AND	RSC (GPM @ 100	STORAGE	STATUS	FLUE	DISTANCE	APPS	EXPANSION TANK	LEAKING	REMARKS
W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1	W1

DOMESTIC HOT WATER SYSTEM DETAILS

DATE	W1
DATE	W1
DATE	W1

M512

Z

* SEE ATTACHMENT REVISED
SCOPE OF WORK PER EMAIL
DATED 6/5/2026 FROM
KARI WESTFALL.



To: Neighborgall Construction
Re: Building 37 HVAC Renovations – Response to RFI #21 Rev. 1
Attn: Hollie Massie

- 154 Hours X \$74.50 = \$11,473
- Materials: \$12,501
- Equipment (Hajoca): \$21,357.20
- Subtotal before OH&P: \$45,331.20
- OH&P at 15%: \$6,799.68
- Subtotal: \$52,130.88

- Insulation: \$2,265.00
- OH&P at 10%: \$226.60
- Subtotal: \$2,492.60

Total Change Request: \$55,715.95

Sincerely,
Mike Laughlin
Mike Laughlin
Project Manager

* FLOOR DRAW EXISTING



Quotation (Reprint)

043 HAJOCA CHARLESTON
701 W WASHINGTON ST
CHARLESTON WV 25302-1803
304-344-2556 Fax 304-343-4517

QUOTE DATE	QUOTE NUMBER
04/14/26	8038166509
QUOTED BY:	PAGE NO.
043 HAJOCA CHARLESTON	
701 W WASHINGTON ST	
CHARLESTON WV 25302-1803	1 of 1
304-344-2556 Fax 304-343-4517	
Printed : 13:22:26 14 APR 2026	

QUOTE TO:
DSO MECHANICAL LLC
PO BOX 8482
515 3RD AVENUE
SOUTH CHARLESTON, WV 25303-0482

SHIP TO:
DSO MECH BLG 37 JOB
STATE OF WV BLG 37
601 57TH ST SE
CHARLESTON, WV 25304
304-744-8479

QUOTE NO.	CUSTOMER PURCHASE ORDER NUMBER	CUSTOMER RELEASE NUMBER	DATE/PRICE
ML	BLG 37 DW HTR		House
QUOTE NO.	SHIP TO	TERMS	EXPIRATION DATE
Pat Parziale	OT OUR TRUCK	2% 10TH PROX NET 25TH	05/29/26
QUOTE NO.	QUANTITY	DESCRIPTION	UNIT PRICE
		*DGWH1	
1ea	2811268	LOCHINVAR AWH0400NPM ARMOR WTR HTR	
1ea	1830441	*X* LOCHINVAR CN4-850 100289340 CONDENSATE NEUTRALIZATION KIT	
1ea	332848	UPS FREIGHT CHARGE	
1ea	1489536	FACTORY START-UP REPORT	
		*ST	
1ea	1152088	LOCHINVAR RJS120M 119GAL GLASS LINED LOCK TEMP VERTICAL ROUND JACKETED-150PSI STORAGE TANK 62 X 29-1/2	
1ea	1276952	CASHACNE 19784-0150-1 IN FMX-3LS MALE INLET	
		*ET	
1ea	1204742	MAINLINE MLST30V 3/4 FEM 14GAL POTABLE WTR FLOOR THERM EXP TANK	
		*TMV	
1ea	2056895	ACORN MV17-5-OTG MASTER MIXING VALVE 11/2 X 2 225GPM	
		*DHWCPI-2	
2ea	976572	B&G 1BL003LP 1-1/6HP 1157 1PH BRONZE FITTED CIRC PUMP LEAD FREE PL36B	
2ea	2205420	B&G 101503LP 1-1/4 SS FLG SET	
2ea	716222	JOHNSON A19DAC-1 100-240 F AQUASTAT	
Subtotal -----			24560.00
TAXES NOT INCLUDED			

Prices contained in this quote are the prices in effect at the time of quotation, and are subject to change at any time. We are not responsible for inaccurate quantity descriptions. Quantities should be checked against plans and specifications for accuracy. Special order material is non-cancellable. We are not responsible for delays not within our control.

Subtotal 24560.00
Bid Total 24560.00

Brother Mike,

Hot Water Tank Change Order - Insulation Pricing Total: \$2,266.00



Marshall Hoff, President

mhoff@premierinsulation-llc.com

80 Wall Street

Winfield, WV 25213

Cell: 304-964-4279

www.premierinsulation-llc.com



PROGRESSIVE ELECTRIC, INC.

P. O. BOX 3695
CHARLESTON, WV 25336
WV CONTRACTOR LICENSE WV 00005

PHONE:
(304) 345-1253
FAX:
(304) 345-1256

May 6, 2026

Hollie Massie
Neighborgall Construction
1216 7th Avenue
Huntington, WV 25701

RE: WV State Office Building #37
Change Order Request E-04 Revised

Dear Sir,

Please see cost proposal below to furnish and install dedicated 120-volt, 20amp, single phase circuit and disconnect switch for new domestic water heater

<u>Electrical:</u>	<u>Material/Sub</u>	<u>Labor</u>
Hot Water System Electrical Connection	\$ 464.00	N/A
Total Material	\$ 464.00	
7% State Tax	32.48	
Labor @ \$82/hr.	\$ 1558.00	19 Hrs.
Total Cost:	\$ 2054.48	
15% Overhead	308.17	
NET REQUEST	\$ 2362.65	
2% B&O	47.25	
TOTAL REQUEST	\$2409.90	

If you have any questions or require additional information, please contact me.

Progressively yours,


Grant G. Fenwick
Assistant Project Manager

Change Order Request



C.O.R. # W25010173-0004

G.C. #

Date: 04/29/2026

Project Name: W25010173 WV Building 37 Renovations (Dept of Environmental Protection)

Project #: W25010173

To: Neighborgall Construction

Attn: Hollie Massie

1216 - 7th Avenue

PO Box 281

Huntington, WV 25707

From: Kalkreuth Roofing & Sheet Metal

Brendan Ball

53-14th Street, Suite 100

PO Box 6399

Wheeling, WV 26003

Phone: (304) 525-5181 **Fax:** (304) 525-7795

Phone: (304) 232-8540 **Fax:** (304) 233-5305

We hereby propose to make the following changes:

RFI #21 Water Tank Replacement

In response to RFI #21, we submit the following for the work associated with cutting the roof, installing new pipe seals, t-patches, and flashing per specs and warranty requirements.

Change Order Price \$756.77

This price is good for 25 days. If conditions change, this price is void.

We are requesting a time extension of 1 days in conjunction with this change.

Brendan Ball

4/29/2026

Author

Date Sent



Accepted

The above prices and specifications of this Change Order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature

Date of Acceptance

Change Order Request



C.O.R. # W25010173-0004

G.C. #

Date: 04/29/2026

Project Name: W25010173 WV Building 37 Renovations (Dept of Environmental Protection)

Project #: W25010173

Labor

Labor Type	Man Hrs	\$/Hr	Burden	Fringe	Total Tax	Sub Total	Markup		Total Labor
							%	Amount	
Roofing Labor	7.00	\$80.64	\$0.00	\$0.00	\$0.00	\$564.48	10.00%	\$56.45	\$620.93
Sub Total					\$0.00	\$564.48		\$56.45	\$620.93
Grand Total					\$0.00	\$564.48		\$56.45	\$620.93

Materials

Materials	Quantity	Cost	Total Tax	Sub Total	Markup		Total Materials
					%	Amount	
EPDM Pipe Seals	2.00	\$30.00	\$0.00	\$60.00	10.00%	\$6.00	\$66.00
8" Cured Cover Patch	1.00	\$50.00	\$0.00	\$50.00	10.00%	\$5.00	\$55.00
Sub Total				\$0.00		\$11.00	\$121.00
Grand Total				\$0.00		\$11.00	\$121.00
Total							\$741.93
B&O Tax							\$14.84
Total							\$756.77



1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.06R1

Date: June 16, 2026
Project: **WV Building 37 Renovation**
Neighborgall #: 25-045
State PO #: CPO 0211 4037 GSD2600000005 1 ZMM Comm. No. 24013
Description: **PR #06R1 - Concrete Sidewalk Replacement (East)**

Description:

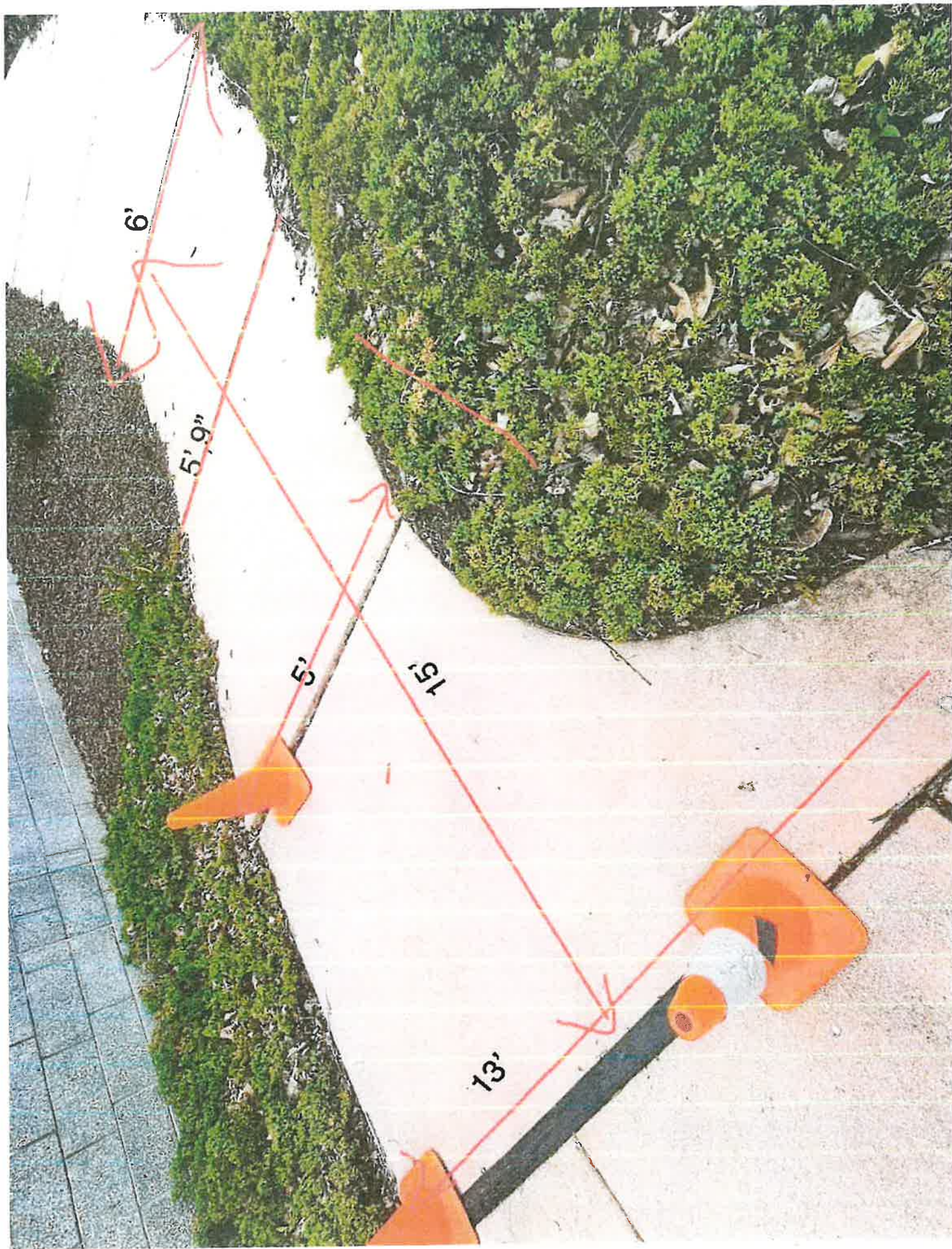
Per Owner's request, cost proposal to remove and replace a section of sidewalk on the East Side of the building. The existing sidewalk is uneven due to tree roots. Proposal includes:

- Removing and replacing approximately 120 SF of sidewalk (NO TINT)
- Cutting any tree roots under the existing sidewalk
- *Not responsible for any damage to the existing tree and/or if the tree would eventually need removed.*
- *Excludes any new landscaping or mulch and/or repairs*

Cost Breakdown:

NCC Labor	Forming Sidewalk	\$ 300.00	15%	\$ 345.00
	Bedding	\$ 125.00	15%	\$ 143.75
	Mix, Place, & Finish Concrete	\$ 1,183.00	15%	\$ 1,360.45
	Dowels to existing sidewalk	\$ 30.00	15%	\$ 34.50
	Demolition of existing sidewalk	\$ 625.00	15%	\$ 718.75
NCC Material	Sidewalk Material (Bag Concrete)	\$ 638.00	15%	\$ 733.70
	Dowels, Forming, & Bedding	\$ 234.00	15%	\$ 269.10
	Equipment	\$ 328.25	15%	\$ 377.49
	Haul-off Debris	\$ 182.00	15%	\$ 209.30
Subtotal				\$ 4,192.04
Bond & Insurance				\$ 56.00
B&O Tax			2%	\$ 84.96
Total Cost - ADD				\$ 4,333.00

Hollie R. Massie
Senior Project Manager





HEAVED SECTIONS OF
SIDEWALK



1216 7th Avenue
Huntington, WV 25701
304-525-5181

Change Proposal Request No.08

Date: June 18, 2026
Project: **WV Building 37 Renovation**
Neighborgall #: 25-045
State PO #: CPO 0211 4037 GSD2600000005 1
Description: **PR #08 - Time Extension Request**

ZMM Comm. No. 24013

Description:

Per the following list of items, we have components that have impacted the duration of the project and require additional days be added in order to complete sequencing of work.

1. Steel Changes in the shafts (chase) at the 2nd floor elevation and the roof elevation
2. Ductwork revisions for the shaft areas including damper changes
3. Field measuring existing conditions and researching existing conditions in the shafts once the existing ductwork was removed.
4. Additional design input for support steel sizes and layout. Including resubmission of shop drawings, holding off on ordering steel components, and fabrication.
5. Delays in the steel components at the shaft also affects the installation of the roofing and ductwork trunks on the roof for connections.

Proposal Request #08 is for an extension of time to the contract - ADD 30 calendar days.

A handwritten signature in blue ink, appearing to read 'Hollie R. Massie'.

Hollie R. Massie
Senior Project Manager

GSD Building 37 Renovations
Change Order Number: 2

Increase PENALTY RIDER

To be attached to and form part of:

Bond Number 475903X
Dated 08/11/2025
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: Nine Million Eight Hundred Thirty Nine Thousand Four Hundred Eleven Dollars and 00/100 \$9,839,411.00

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 24th day of July, 2026.

Signed, Sealed & Dated this 29th day of July, 2026.

Neighborgall Construction Company

BY: *C.R. Neighborgall IV*
C.R. Neighborgall, IV, Principal

Ohio Farmers Insurance Company

BY: *Patricia A. Moyer*
Patricia A. Moyer, WV Resident Agent, ATTORNEY IN FACT



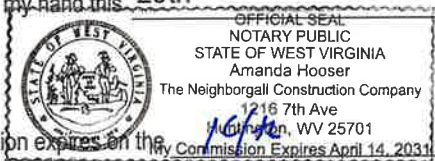
ACKNOWLEDGMENTS

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 to-wit: _____
11. I, Amanda Hooser, 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.
15. Given under my hand this 29th day of July 20 26
16. Notary Seal
17. [Signature]
(Notary Public)
18. My commission expires on the 14th day of April 20 31



Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit: _____
21. I, Syannah 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 29th day of July 20 26
26. Notary Seal
27. Syannah L. Patterson
(Notary Public)
28. My commission expires on the 2nd day of September 20 30



Sufficiency in Form and Manner of Execution Approved

This 25 day of August 20 26

By: [Signature]
(Deputy Attorney General)



Approved
[Signature]

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: August 4, 2026

Ref: Change Order #2 – CPO GSD2600000005 – Building 37 Renovations Project

David:

Please accept this memorandum as our explanation and justification for our request for a Change Order #2 to our contract (CPO GSD2600000005) with Neighborgall Construction. for Building 37 Renovations Project. The following are the Construction Change Directives (CCDs) associated with the changes requested:

CCD 1 (\$3,338.00) – Twenty (20) linear feet of existing ductwork supply required cleaning and sanitation that was to be reused as part of this project. This ductwork specifically included Phase 1 sections of the 1st, 2nd, and 3rd floors.

CCD 2 (\$3,349.00) – Twenty (20) linear feet of existing ductwork supply required cleaning and sanitation that was to be reused as part of this project. This ductwork specifically included Phase 2 sections of the 1st, 2nd, and 3rd floors.

CCD 3 (PR05R1 and PR06R1) (\$74,724.00) – The addition of a new Domestic Water System was needed as the buildings current began to fail. The Agency opts to replace, as repairs to current have become too costly. Also included in this CCD was 120 square feet of sidewalk replacement of sidewalk leading into the building that was damaged (hooved) by roots from nearby trees causing a tripping (health and safety) hazard.

The additional equipment and work will have a total cost of \$81,411.00 and require an extension of Thirty-Five (35) days.

Original Contract Price: \$9,758,000.00
Change Order 2 (Increase): \$ 81,411.00
New Contract Total: \$9,839,411.00



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

Current Final Completion Date: September 30th, 2026

New Final Completion Date: November 4th, 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.

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 *SW*
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 GSD2600000005 - Building 37 Renovations Project CO#2

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

Agency Head

Eric Householder

Cabinet Secretary/Department Head

8/10/2026

Date

8/10/26

Date

~~Governor's Office Representative~~

~~Date~~

Total Cost:

Current = \$9,758,000.00 CO#2 = \$81,411.00 New Total = \$9,839,411.00

Award Document Number:

CPO 0211 GSD2600000005, Change Order 2

Description of Action/Purpose of Procurement

Requesting approval to submit Change Order #2 for the Building 37 Renovations Project, an increase of \$81,411.00 to the current contract value of \$9,758,000.00, resulting in a new contract total of \$9,839,411.00 The following scope changes are needed:

CCD 1 (\$3,338.00) – Twenty (20) linear feet of existing ductwork supply required cleaning and sanitation that was to be reused as part of this project. This ductwork specifically included Phase 1 sections of the 1st, 2nd, and 3rd floors.

CCD 2 (\$3,349.00) – Twenty (20) linear feet of existing ductwork supply required cleaning and sanitation that was to be reused as part of this project. This ductwork specifically included Phase 2 sections of the 1st, 2nd, and 3rd floors.

CCD 3 (PR05R1 and PR06R1) (\$74,724.00) – The addition of a new Domestic Water System was needed as the buildings current began to fail. The Agency opts to replace, as repairs to current have become too costly. Also included in this CCD was 120 square feet of sidewalk replacement of sidewalk leading into the building that was damaged (hooved) by roots from nearby trees causing a tripping (health and safety) hazard. These two changes capitalize on having the contractor onsite and address the issues while the building operation is disrupted, to avoid having to address upon completion of the current project.

The additional equipment and work will have a total cost of \$81,411.00 and require an extension of Thirty Five (35) days.

Funding: Appropriated General Revenue



Search

All Words

e.g. 1606N020Q02

Filter By

Keyword Search

For 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

No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

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

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
2017
2016
2015
2014
2013
2012
2011
2010
2009
2007
2006
2005
2004
2003
2002
2000
1999
1998
Date filed

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

Tuesday, August 18, 2026 — 10:02 AM

© 2026 State of West Virginia



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>8/14/2022</u> Solicitation No. <u>C0#2</u> <u>increase</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD2600000005 PF No.: 1592517
--	--

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: _____