



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

State of West Virginia
Contract

Order Date: 12-11-2024

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Number:	CCT 0211 4037 GSD2400000008 2	Procurement Folder:	1427203
Document Name:	Building 37 Signage	Reason for Modification:	
Document Description:	Building 37 Signage	Change Order 1 To increase the contract.	
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-05-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000207246 CHAPMAN TECHNICAL GROUP LTD PO BOX 1355 SAINT ALBANS WV 251771355 US Vendor Contact Phone: 304-727-5501 Extension:	Requestor Name: Kari J Westfall Requestor Phone: 304-352-5492 Requestor Email: kari.j.dean@wv.gov																				
Discount Details: <table border="1"> <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			<div style="font-size: 2em; font-weight: bold;">2025</div> 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
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 37 604 57TH ST SE CHARLESTON WV 25304 US

12/23/24 bc

Purchasing Division's File Copy

Total Order Amount:	\$27,330.00
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PURCHASING DIVISION AUTHORIZATION DATE: <i>Tauke 12/23/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cathy Reese</i> DATE: <i>1-8-25</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 1 is issued to increase the original contract to proceed into formal design, bidding and construction administration phase, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Original Contract Price: \$ 6,000.00
Change Order 1 increase: \$21,330.00
New Contract Price: \$27,330.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$6,000.00
Service From	Service To	Manufacturer	Model No		
2024-05-01	2028-04-30				

Commodity Line Description: Building 37 Signage

Extended Description:

Building 37 Signage

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$21,330.00
Service From	Service To	Manufacturer	Model No		
2024-05-01	2028-04-30				

Commodity Line Description: Change Order 1 - Design, Bidding, & CA

Extended Description:

per attached increase request.



**Chapman
Technical
Group**
a division of
GRW

December 10, 2024

Bob Kilpatrick
Deputy Director,
WV Department of Administration
General Services Division
218 California Avenue, 2nd Floor
Charleston, WV 25305

The General Services Division
is in agreement with this increase.

**Re: Letter of Proposal for A/E Services
Building 37 Signage**

200 Sixth Avenue
Saint Albans, WV 25177

304.727.5501

Buckhannon, WV
Lexington, KY

www.chaptech.com

Dear Mr. Kilpatrick,

Chapman Technical Group is pleased to provide this revised proposal to General Services Division for architectural and engineering services to provide A/E services for the Building 37 Signage Project. This proposal is to provide design services, construction documents, bidding services, and construction administration services for the project.

Chapman Technical Group will provide A/E design services to provide Signage at Building 37. The design and construction documents are to be based on the preliminary design of the signage including comments received from WVGSD about its design and placement. A survey will be provided verifying location and potential underground utilities.

Chapman Technical Group will provide the services noted above for the amount of \$21,330.00. Approximate costs are as noted:

Surveying	\$	4,800.00
Design/Contract Documents	\$	9,500.00
Bidding Assistance	\$	2,820.00
Construction Administration	\$	4,210.00
Total	\$	21,330.00

If you have any questions or comments, please do not hesitate to let us know. We thank you for your consideration.

Sincerely,

CHAPMAN TECHNICAL GROUP

Phillip A. Warnock, AIA, NCARB
Project Architect



	Project Officer	Architect V	CADD Tech IV	CADD Manager	Engineer VI	Landscape Architect V	Admin Assistant II	Surveyor III	Surveyor V	Total
Survey Phase										
Coordination and Preliminary Req's		2								4
Survey and Base Map				12				16		12
Total Hours	0	2	0	12	0	0	0	16		16
Bill Rate	\$ 195.00	\$ 150.00	\$ 90.00	\$ 115.00	\$ 160.00	\$ 155.00	\$ 70.00	\$ 90.00	\$ 105.00	
Survey Phase Cost	\$ -	\$ 300.00	\$ -	\$ 1,380.00	\$ -	\$ -	\$ -	\$ 1,440.00	\$ 1,680.00	\$ 4,800.00
Construction Document Phase										
Admin	2									
Plans		2	8		2	2				
Elevations		2	4							
Details		4	8		2	2				
Specifications		8			4	4	8			
Coordination		2				2				
Site Visit and Analysis		4				4				
Total Hours	2	22	20	0	8	14	8	0	0	
Bill Rate	\$ 195.00	\$ 150.00	\$ 90.00	\$ 115.00	\$ 160.00	\$ 155.00	\$ 70.00	\$ 90.00	\$ 105.00	
Construction Phase Cost	\$ 390.00	\$ 3,300.00	\$ 1,800.00	\$ -	\$ 1,280.00	\$ 2,170.00	\$ 560.00	\$ -	\$ -	\$ 9,500.00
Bidding Phase										
Document Printing and Distribution		2	2				12			
Prebid Meeting		2								
Questions, Answers, and Addenda		8								
Total Hours	0	12	2	0	0	0	12	0	0	
Bill Rate	\$ 195.00	\$ 150.00	\$ 90.00	\$ 115.00	\$ 160.00	\$ 155.00	\$ 70.00	\$ 90.00	\$ 105.00	
Bid Phase Cost	\$ -	\$ 1,800.00	\$ 180.00	\$ -	\$ -	\$ -	\$ 840.00	\$ -	\$ -	\$ 2,820.00

WVGSD
 Building 37 Sign
 Fee Proposal

	Project Officer	Architect V	CADD Tech IV	CADD Manager	Engineer VI	Landdscape Architect V	Admin Assistant II	Surveyor III	Surveyor V	Total
Survey Phase										\$ 4,800.00
Construction Documents Phase										\$ 9,500.00
Bidding Phase										\$ 2,820.00
Construction Phase										
Admin		4								
Submittals		4			2	2	4			
Preconstruction Meeting		4								
Construction Site Visits (2)		4								
Construction Reports and Issues		2								
Punch List		4								
Total Hours	0	22	0	0	2	2	4	0	0	
Bill Rate	\$ 195.00	\$ 150.00	\$ 90.00	\$ 115.00	\$ 160.00	\$ 155.00	\$ 70.00	\$ 90.00	\$ 105.00	
Construction Phase Cost	\$ -	\$ 3,300.00	\$ -	\$ -	\$ 320.00	\$ 310.00	\$ 280.00	\$ -	\$ -	\$ 4,210.00
Total Cost										\$ 21,330.00

Day Rate for Field Surveyors is typically \$1,500 (2 field surveyors).
 Construction Site Visits include 2 site visits during construction.
 No mechanical, electrical, or plumbing is anticipated for this project.



2023 BILL RATES

Project Officer	\$ 195.00
Engineer I	\$ 90.00
Engineer II	\$ 100.00
Engineer III	\$ 120.00
Engineer IV	\$ 130.00
Engineer V	\$ 150.00
Engineer VI	\$ 160.00
Architect I	\$ 90.00
Architect II	\$ 100.00
Architect III	\$ 120.00
Architect IV	\$ 140.00
Architect V	\$ 150.00
Landscape Architect I	\$ 85.00
Landscape Architect II	\$ 105.00
Landscape Architect III	\$ 115.00
Landscape Architect IV	\$ 135.00
Landscape Architect V	\$ 155.00
GIS Analyst	\$ 70.00
Interior Designer I	\$ 70.00
Interior Designer II	\$ 85.00
Interior Designer III	\$ 100.00
Interior Designer IV	\$ 120.00
CADD Tech. I	\$ 60.00
CADD Tech. II	\$ 70.00
CADD Tech. III	\$ 80.00
CADD Tech. IV	\$ 90.00
CADD Manager	\$ 115.00
Surveyor I	\$ 70.00
Surveyor II	\$ 80.00
Surveyor III	\$ 90.00
Surveyor IV	\$ 100.00
Surveyor V	\$ 105.00
Survey Technician I	\$ 50.00
Survey Technician II	\$ 60.00
Survey Technician III	\$ 70.00
Survey Technician IV	\$ 80.00
Survey Technician V	\$ 90.00
Construction Observer I	\$ 65.00
Construction Observer II	\$ 75.00
Construction Observer III	\$ 80.00
Construction Observer IV	\$ 90.00
Construction Observer V	\$ 100.00
Sr. Construction Observer	\$ 140.00
Secretary/Receptionist	\$ 55.00
Administrative Assistant I	\$ 55.00
Administrative Assistant II	\$ 70.00

Revised 1/26/2023

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: #05 <u> NULP </u> Date: <u> 12/19/2024 </u> Solicitation No. _____ 9/01	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1427203
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

FOR CHANGE ORDERS/RENEWALS:

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

Done 12/19/2024

**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: Melissa K. Pettrey, Senior Buyer



APPROVED
[Signature]
12/19/24

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

John K. McHugh
Acting Cabinet Secretary

John K. McHugh
Director

M E M O R A N D U M

To: Melissa Pettrey, Senior Buyer, State Purchasing Division

From: Jamie Jones, Procurement Administrator

James R. Jones

Date: December 11, 2024

Ref: CCT GSD240000008, Building 37 Signage, Change Order # 1 increase

Melissa:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #1 to increase CCT GSD240000008, with Chapman Technical Group, for Building 37 Signage Project, per the attached documentation and the explanation given below.

This Change Order moves the project from conceptual design into the formal design, bidding and construction administration phase of the project. During this formal design phase, survey work will need to be completed in order to determine exact location, including field conditions and utilities identification.

Original Contract Price: \$ 6,000.00
Change Order 1 (Increase): \$21,330.00
New Contract Total: \$27,330.00

If you have any questions or need additional information, please contact me via email at James.R.Jones@wv.gov or by phone at (304) 352-5517.

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Business Organization Detail

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CHAPMAN TECHNICAL GROUP, LTD.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/11/1991		1/11/1991	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock 10000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	10.000000
Authorized Shares	1000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Mailing Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177 USA
Notice of Process Address	GREG BELCHER 200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Principal Office Address	200 SIXTH AVENUE SAINT ALBANS, WV, 25177 USA
Type	Address

Officers	
Type	Name/Address
Director	GREG BELCHER CHAPMAN TECHNICAL GROUP 200 SIXTH AVENUE SAINT ALBANS, WV, 25177
Director	BEN D. FISTER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Incorporator	HARVEY R. CHAPMAN 1528 FENTON CIRCLE NITRO, WV, 25143 USA
President	BEN FISTER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Vice-President	GREG BELCHER PO BOX 1355 ST ALBANS, WV, 25177
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CHAPMAN TECHNICAL GROUP	TRADENAME	1/11/1991	
DBA Name	Description	Effective Date	Termination

Annual Reports

Filed For

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

Wednesday, December 11, 2024 — 7:35 AM

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"Dougherty Co." ×

"Chapman Technical Group" ×

"Chapman Technical Group" ×

Entity ∨

Location ∧

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e.g. 20001

State / Territory

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West Virginia ×

City

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Select City ▼

Country

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