



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

State of West Virginia
Contract

Order Date: 03-05-2026

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

Order Number:	CCT 0211 4001 GSD2300000004 3	Procurement Folder:	1083203
Document Name:	EOI: Campus Lighting Design	Reason for Modification:	Change Order No. 2 - To increase contract per attached documentation.
Document Description:	EOI: Campus Lighting Design		
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:	2022-12-01
Free on Board:		Effective End Date:	

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000203040	Requestor Name:	David K Parsons	
SILLING ASSOCIATES INC 405 CAPITOL ST UPPER ATRIUM		Requestor Phone:	304-352-5486	
CHARLESTON WV 253011727		Requestor Email:	david.k.parsons@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION</div>		
Vendor Contact Phone:	999-999-9999			Extension:
Discount Details:				
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	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

3/11/266C

Purchasing Division's File Copy

Total Order Amount:	\$487,306.00
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PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara</i> 3/9/26 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> 3/18/2026 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cady Row</i> DATE: 3-18-26 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 2

Change Order No. 2 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Effective date: March 5, 2026

Original Contract: \$383,839.00
Change Order 1 (Increase): \$48,106.00
Change Order 2 (Increase): \$55,361.00
New Contract Total: \$487,306.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$328,863.00
Service From	Service To	Manufacturer	Model No		
2022-12-01	2026-11-30				

Commodity Line Description: EOI: Campus Lighting Design

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$54,976.00
Service From	Service To	Manufacturer	Model No		
2022-12-01	2026-11-30				

Commodity Line Description: EOI: Campus Lighting Design - RGBW Lighting Option

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$48,106.00
Service From	Service To	Manufacturer	Model No		
2022-12-01	2026-11-30				

Commodity Line Description: Change Order 1

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$55,361.00
Service From	Service To	Manufacturer	Model No		
2022-12-01	2026-11-30				

Commodity Line Description: Change Order 2

Extended Description:



REQUEST FOR CHANGE ORDER #2 – Design Services for Building 1 South and East Lawn Exterior Lighting
Scope of Work – Extended Contract Administration Services related to Scope Changes and Delayed
Construction Completion

SILLING ASSOCIATES, INC.
WV CAPITOL EXTERIOR LIGHTING UPGRADES
GSD2300000004 1

December 29, 2025

We respectfully submit for approval this design change order for additional services for extended Contract Administration Services related to changes to the Project Scope of Work and delayed construction completion. This design change order addresses compensation related to the additional services.

Design Scope and Fee

Our AIA B101-2017 Standard Form of Contract Between Owner and Architect, Section 1.1.5 noted that the construction Work was to commence and be uninterrupted, and the total duration of construction was assumed to be sixteen (16) months.

While the construction related to the Parking Garage Lighting improvements commenced in March of 2024, it required limited construction period services by our staff. The remainder of the campus lighting construction of this contract commenced in the form of submittal reviews and onsite observation in August, 2024 and we began billing our bidding/construction administration services at that time. November, 2025 constituted the expiration of our basic services related to construction period services.

Changes in the Scope of Work and the contractor's performance has created overall delays in the construction progress and the project is now projected to extend through April, 2026. We would note that the requested compensation included in this Design Service Change Order are limited to basic Contract Administration Services extended through April 30, 2026.

The attached exhibit outlines the assumption of additional hourly invested required by the design team. The additional services will include continuation the Basic Services in the Contract Administration phase, including administration of the General Contract for Construction, ongoing correspondence with the construction entities and Owner, review of RFIs, Applications for Payment, attendance at on-site Owner/Architect/Contractor meetings, ongoing construction observation, review of Work to determine Substantial Completion, Final Completion, and administrative services related to receipt and review of the contractor's close-out documents. Direct Costs outlined in the exhibit include lump sums to cover the design team required travel, lodging, meals, and shipping as needed through the projected date of construction completion noted above.

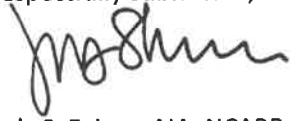
Compensation

We respectfully request an extension of our design service contract for the Building 1 South and East Lawn Exterior Lighting Project to April 30, 2026. Additionally, we request an increase to the lump sum fee in the

amount of Fifty-Five Thousand, Three Hundred Sixty-One Dollars (\$55,361.00). See attached Exhibit B for the assumptions of additional hourly investment through the extended contract duration.

Travel, lodging, and meals expenses incurred by the Architect and its consultants are included in the lump sum compensation.

Respectfully Submitted,



Jody S. Driggs, AIA, NCARB
President | CEO



The West Virginia General Services Division
Approves These Changes.



APPROVED
BY: *[Signature]* DATE: *3/6/26*

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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

MEMORANDUM

To: David Pauline, Senior Buyer, State Purchasing Division

From: Cody Taylor, Procurement Specialist Sr., General Services Division *Cody Taylor*

Date: February 2, 2026

Ref: Change Order # 2 – CCT GSD2300000004 – EOI: Campus Lighting Design

David:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #2 to increase CCT 0211 GSD2300000004, with Silling Associates Inc., for the EOI: Campus Lighting Design Project, in the amount of \$55,361.00, to a new contract total of \$487,306.00 per the attached documentation and the explanation given below.

Change Order #2 is an overall net increase of \$55,361.00, that covers additional Construction Administration through April 30, 2026. Additional administrative services are to be rendered because of delays in construction. Ongoing administrative services such as correspondence with construction entities and owner, review of RFIs, Applications of Payment, attendance at on-site Owner/Architect/Contractor meetings, construction observation, review of work to determine Substantial Completion/Final Completion, and receipt and review of the contractor's close-out documents. The original construction was scheduled to end November 2025, with the extensions to CPO GSD2500000004 - WV Capitol Exterior Lighting (Phase 3), totaling over 5 months in extensions, the administration of the construction has went well beyond that allowed in the AIA B101-2017.

The Agency made the determination that these changes were warranted and approves the contract to be increased as detailed below:

Original Contract:	\$383,839.00
Change Order 1 (Increase):	\$48,106.00
Change Order 2 (Increase):	\$55,361.00
New Contract Total:	\$487,306.00

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
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM


Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.


Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CCT GSD2300000004 EOI: Campus Lighting Design

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



Agency Head


Cabinet Secretary/Department Head

03/04/2026

Date
3/5/26

Date

~~_____
Governor's Office Representative~~

~~_____
Date~~

Total Cost:

Current = \$431,945.00, CO#2 = \$55,361.00 New Total = \$487,306.00

Award Document Number:

CCT GSD2300000004, Change Order 2

Description of Action/Purpose of Procurement

Requesting approval to submit Change Order #2 to CCT 0211 GSD2300000004, our contract with Silling Associates Inc for design and construction administration of the Campus Exterior Lighting Project, an increase of \$55,361.00 to the current contract value of \$431,945.00, resulting in a new contract total of \$487,306.00.

Our original contract with Silling was negotiated on a single bid package, with an estimated construction duration of (i.e. for construction administration services to be rendered for) sixteen (16) months. The Agency opted to conduct two (2) separate bid packages, the first for the Piedmont Parking Garage lighting upgrade, for which construction administration services began in March of 2024, and then the current (and final) project to address the East & South Lawns, the Main Capitol, the Campus Monuments and the pedestrian walkways and connecting the entirety of upgraded fixtures (through all phases) to new Lutron controls, which now requires construction administration services (e.g. final pay application and other closeout services) through April of 2026, what has resulted in a total of twenty-five (25) months. The primary reason for delay in completing the latter phase of construction has been materials lead time delays experienced by the contractor (SGI, Inc.). But, Silling was able to economize their additional work, absorbing any costs for having to administer two separate bid packages and construction contracts, and conserving meeting attendance and the work of their subconsultants, resulting in this request for increase, which is equivalent to only approximately five (5) months of additional service.

This will be the second, but final, change to the design contract, as the project is on pace to complete in April of 2026. Pricing stipulated in Silling's request for increase is in compliance with the rates established for Additional Services in the original contract, awarded in December of 2022.

Funding: Appropriated General Revenue



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Simple Search

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e.g. 123456789, Smith Corp

"Silling Associates, INC."

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Business Organization Detail

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SILLING ASSOCIATES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/7/1976		12/7/1976	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)	Capital Stock	1000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	× Close
At Will Term Years		Pa	Hi, I'm SOLO! I can help you file your Annual
Authorized Shares	1000	Entr	Report.

Addresses

Type	Address
Designated Office Address	405 CAPITOL ST. UPPER ATRIUM CHARLESTON, WV, 25301
Notice of Process Address	JODY S DRIGGS 405 CAPITOL ST. UPPER ATRIUM CHARLESTON, WV, 25301
Principal Office Address	405 CAPITOL ST. UPPER ATRIUM CHARLESTON, WV, 25301 USA
Principal Office Mailing Address	405 CAPITOL STREET UPPER ATRIUM CHARLESTON, WV, 25301
Type	Address

Officers

Type	Name/Address
President	JODY S DRIGGS 405 CAPITOL ST UPPER ATRIUM CHARLESTON, WV, 25301
Secretary	RACHEL DRIGGS 405 CAPITOL STREET ATRIUM CHARLESTON, WV, 25301
Vice-President	CHAD A. WENTZ 225 E. ROBINSON STREET SUITE 200 ORLANDO, FL, 32801
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
SILLING	TRADENAME		
DBA Name	Description		

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For more information, please contact the Secretary of St.

Tuesday, February 3, 2026 — 7:15 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>01-TR/JR</u> Date: <u>3/6/24</u> Solicitation No. <u>CCT2 increase</u>	Agency: West Virginia General Services Division <hr/> Procurement Officer Submitting Requisition: Cody Taylor <hr/> Requisition No. CCT GSD230000004 <hr/> PF No.: 1083203
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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"/>

**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: Taney