



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: 04-06-2026

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

<b>Order Number:</b>	CPO 0211 4037 GSD2600000003 3	<b>Change Order No:</b>	2	<b>Procurement Folder:</b>	1694918
<b>Document Name:</b>	Building 37 Signage			<b>Reason for Modification:</b>	
<b>Document Description:</b>	Building 37 Signage			Change Order 2 To extend the contract.	
<b>Procurement Type:</b>	Central Purchase Order				
<b>Buyer Name:</b>	Tara Lyle				
<b>Telephone:</b>	(304) 558-2544				
<b>Email:</b>	tara.l.lyle@wv.gov				
<b>Shipping Method:</b>	Best Way			<b>Effective Start Date:</b>	2025-09-19
<b>Free on Board:</b>	FOB Dest, Freight Prepaid			<b>Effective End Date:</b>	2026-04-20

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	000000206691	<b>Requestor Name:</b>	Kari J Westfall		
BPI INC		<b>Requestor Phone:</b>	304-352-5492		
PO BOX 7		<b>Requestor Email:</b>	kari.j.dean@wv.gov		
Winfield	WV	<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION</div>			
US	25213				
<b>Vendor Contact Phone:</b>	999-999-9999			<b>Extension:</b>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#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

<b>Total Order Amount:</b>	\$120,355.00
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Purchasing Division's File Copy

<i>TL</i> <b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara Lyle 4/8/26</i> ELECTRONIC SIGNATURE ON FILE	<i>4/9/2026</i> <b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>[Signature] 4-10-26</i> ELECTRONIC SIGNATURE ON FILE
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*4/10/2026*

**Extended Description:**

Change Order

Change Order No. 2 is issued to extend the original contract to 4/20/2026 according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders. The extension of this contract is provided to allow for completion of all work.

Effective Date of Change: 4/6/2026

Extend Contract From: 12/19/2025  
To: 4/20/2026

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121100	0.00000		0.000000	120355.00
Service From	Service To	Manufacturer	Model No		
2025-09-19	2026-04-20				

**Commodity Line Description:** Building 37 Signage

**Extended Description:**

Building 37 Signage



# AIA® Document G701® – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> Building 37 Signage Project  601 57th Street, SE Charleston, WV 25304	<b>CONTRACT INFORMATION:</b> Contract For: Demolition and General Construction Date: September 19, 2025	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 02  Date: March 30, 2026
<b>OWNER:</b> <i>(Name and address)</i> WV Department of General Services 113 California Avenue Charleston, WV 25311	<b>ARCHITECT:</b> <i>(Name and address)</i> Chapman Technical Group 200 Sixth Avenue St. Albans, WV 25177	<b>CONTRACTOR:</b> <i>(Name and address)</i> BPI, Inc. PO Box 7 Winfield, WV 25213




**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.)*  
 Additional days for material delays and inclement weather.

The original Contract Sum was	\$	120,355.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	120,355.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	120,355.00

The Contract Time will be increased by One Hundred Twenty-Three (123) days.  
 The new date of Final Completion will be April 20, 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.**

 _____ <b>ARCHITECT</b> <i>(Signature)</i>	 _____ <b>CONTRACTOR</b> <i>(Signature)</i>	 _____ <b>OWNER</b> <i>(Signature)</i>
BY: Phillip A. Warnock, AIA, NCARB Project Architect _____ <i>(Printed name, title, and license number if required)</i>	BY: Christian Wells, President _____ <i>(Printed name and title)</i>	BY: James R. Jones, WVGSD Procurement Administrator _____ <i>(Printed name and title)</i>
3/30/2026 _____ Date	3/30/2026 _____ Date	4/6/2026 _____ Date



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

Eric L. Householder  
Cabinet Secretary

Bob Kilpatrick  
Director

**MEMORANDUM**

**To:** Tara Lyle, Buyer Supervisor, State Purchasing Division  
**From:** Jamie Jones, Procurement Administrator  
**Date:** April 6, 2026  
**Ref:** CPO GSD2600000003 CO 2 Extension

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Tara:

Please accept this memorandum as justification for our request for Change Order No.2 to the subject contract with BPI, Inc. There were several factors that delayed completion of this project ranging from product delays, product color issues, and finally weather delays.

This request is for the extension of 123 calendar days to establish a new project Completion Date of 4/20/2026.

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

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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

#### BPI, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/22/1988		6/22/1988	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		<b>Capital Stock</b> 3000.0000
<b>Charter County</b>	Putnam	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>	<b>Member Managed</b>		
<b>At Will Term Years</b>		<b>Par Value</b>	10.000000
<b>Authorized Shares</b>	300	<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	102 WIMBLETON DR. HURRICANE, WV, 25526
<b>Notice of Process Address</b>	CHRISTIAN WELLS P.O. BOX 7 WINFIELD, WV, 25213
<b>Principal Office Address</b>	P.O. BOX 7 WINFIELD, WV, 25213 USA
<b>Principal Office Mailing Address</b>	P.O. BOX 7 WINFIELD, WV, 25213 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	CHRISTIAN WELLS P.O. BOX 7 WINFIELD, WV, 25213
<b>Director</b>	DUSTIN LEGG P.O. BOX 7

	WINFIELD, WV, 25213
<b>Incorporator</b>	OTIS G. WELLS 3301 HURRICANE CREEK RD. WINFIELD, WV, 25213 USA
<b>President</b>	J. CHRISTIAN WELLS 1 ALBA DR WINFIELD, WV, 25213
<b>Secretary</b>	BONNIE WELLS 275 DEERFIELD DRIVE WINFIELD, WV, 25213
<b>Treasurer</b>	TERRY WELLS 575 DEERFIELD DR WINFIELD, WV, 25213
<b>Vice-President</b>	DUSTIN LEGG 117 ROCKY STEP RD. SCOTT DEPOT, WV, 25560
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2026	
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For more information, please contact the Secretary of State's Office at 304-558-8000.





Scheduled SAM Maintenance Show Details  
Apr 3, 2026



See All Alerts

Revolutionary FAR Overhaul Impacts to SAM.gov Show Details  
Aug 15, 2025



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e.g. 1606N020Q02

Filter By

### Keyword Search

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

Simple Search

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- Any Words <sup>i</sup>
- All Words <sup>i</sup>
- Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"bpi inc" ×

Entity ▾

Location ▾

Status ▴

- Active
- Inactive

Reset ↻

Entity Information ▾



All Entity Information

Entities

Disaster Response Registry

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## No matches found

Your search did not return any results for active records.  
Would you like to include inactive records in your search results?

Search Inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>4/8/2026</u>	Agency: General Services Division
Solicitation No. <u>CPO GSD26*03</u> <i>Cof 2 Extension</i>	Procurement Officer Submitting Requisition: Jamie Jones
	Requisition No.
	PF No.: 1694918

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 <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<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
<b>10</b>	<b>Insurance requirements</b>				
	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"/>
<b>11</b>	<b>Office of Technology CIO pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Treasurer's Office (banking) pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

*Jessica Riley*