



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: 01-26-2024

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:	CPO 0603 0603 ADJ2200000036 8	Procurement Folder:	944005
Document Name:	JFHQ TAG Wing Renovation Design	Reason for Modification:	Change Order No 1- To extend the contract time per the attached documentation.
Document Description:	Change Order No. 1- To extend contract time only		
Procurement Type:	Central Purchase Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-03-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-02

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000218570	Requestor Name:	Charles A Bowman
GRW ENGINEERS INC		Requestor Phone:	(304) 561-6654
801 CORPORATE DR		Requestor Email:	charles.a.bowman26.nfg@army.mil
LEXINGTON	KY 40503	<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US			
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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	STATE FINANCE ADJUTANT GENERALS OFFICE 1703 COONSKIN DR CHARLESTON WV 25311-1085 US

2-7-24 GC

Total Order Amount:	\$91,013.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara K. 2/13/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>2-15-24</i> ELECTRONIC SIGNATURE ON FILE
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2/13/2024

Extended Description:
CHANGE ORDER NO. 1

To extend the original contract according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders per the attached documentation.

No change in contract total. Effective date of change: 12/05/2023

Effective date of extension 09/02/2023 through 03/02/2025

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	91013.00
Service From	Service To	Manufacturer	Model No		
2022-03-01	2025-03-02				

Commodity Line Description: JFHQ TAG Wing Renovation Design

Extended Description:
Provide professional architectural and engineering design services per the attached documentation.



GRW | engineering | architecture | geospatial
801 Corporate Drive | Lexington, KY 40503
859.223.3999 | www.grwinc.com

Mr. Jim Skaggs
Division of Engineering & Facilities
West Virginia Army National Guard
1707 Coonskin Drive
Charleston, WV

5 December 2023

Re: Design Contract Extension
WVARNG TAG Wing Renovation

Mr. Skaggs,

This letter serves as our formal request to extend the design contract by an additional 18 months.

With Kindest Regards,

A handwritten signature in black ink that reads "Shane Lyle". The signature is fluid and cursive, with a long horizontal stroke at the end.

Shane Lyle, AIA, LEED AP BD+C
Vice President
GRW | engineering | architecture | geospatial
801 Corporate Drive | Lexington, KY 40503
P 859 223.3999 ext251 | C 859.338.5840
Email: SLyle@grwinc.com | Website: www.grwinc.com



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWW-FMO

26 January 2024

TO: Ms. Tara Lyle, Buyer Supervisor
West Virginia Division of Purchasing

FROM: Mr. Dean Wingerd, Procurement Analyst
Office of the Adjutant General, State of West Virginia

RE: Change Order Justification
CPO-ADJ2200000036
CO#1 JFHQ TAG Renovation Design
GRW Engineers, Inc.

This change order request for the project noted above is to extend the contract time until March 02, 2025. The letter dated December 5, 2023, from the Architect reflects this request for an extension to the contract and is attached to this submission. This change order request is necessary to allow for the receipt of materials, this extension will allow for completion of the construction work and to allow for the final invoice payment. This request is late because of staff illness and vacations, the Christmas holidays and staff workload.

Per this justification, we respectfully request the approval of Change Order #1 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at claude.d.wingerd.nfq@army.mil.

Dean Wingerd
Procurement Analyst
WV Military Authority
Construction & Facilities Management Office

*Extension
and backdate
app'd - discussed
w/ FW Tyle*

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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 the The West Virginia Secretary of State's database.

GRW ENGINEERS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/30/2003		1/30/2003	Foreign	Profit			

Organization Information			
Business Purpose	5417 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Scientific Research and Development Services (physical, engineering, life sciences, social sciences, humanities)		
Capital Stock			
Charter County		Control Number	53486
Charter State	KY	Excess Acres	X Close
At Will Term		I	Hi, I'm SOLO I'm here to help you launch your new LLC.
At Will Term Years		P	
Authorized Shares		Young Entrepreneur	Not Specified

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Addresses	
Type	Address
Local Office Address	801 COPORATE DRIVE LEXINGTON, KY, 40503
Mailing Address	801 CORPORATE DRIVE LEXINGTON, KY, 40503 USA
Notice of Process Address	CELENE DORSEY 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Principal Office Address	801 CORPORATE DRIVE LEXINGTON, KY, 40503 USA
Type	Address

Officers	
Type	Name/Address
Director	ROB HENCH 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Director	BEN D. FISTER 801 CORPROATE DRIVE LEXINGTON, KY, 40503
President	CHRIS HAMMER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Secretary	ROB HENCH 801 CORPORATE DRIVE LEXINGTON, KY, 40053
Treasurer	CHARLES BAKER 801 CORPORATE DRIVE LEXINGTON, KY, 40503
Type	Name/Address

X Close

Hi, I'm SOLO I'm here to help you launch your new LLC.

Subsidiaries	
Name	Address

CHAPMAN TECHNICAL GROUP
200 SIXTH AVENUE
SAINT ALBANS, WV, 25177

Name

Address

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

2005

2004

Date filed

X Close

Hi, I'm SOLO I'm here to help you launch your new LLC.

For more information, please contact the Secretary of

Wednesday, February 7, 2024 — 7:36 AM

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Feb 6, 2024



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- Exact Phrase *i*

e.g. 1606N020Q02

"west virginia paving inc" x

"miller engineering inc" x

"grw engineers" x

Federal Organizations

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>2/7/2024</u> Solicitation No. <u>CPO ADJ22*26</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ22*36 Change Order #1- Time extension only PF No.: 944005
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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: _____

