



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: 02-08-2024

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 0603 0603 ADJ2300000013 4	<b>Procurement Folder:</b>	1083001
<b>Document Name:</b>	Clarksburg Armory Window & HVAC Renovations(Construction)	<b>Reason for Modification:</b>	Change Order No 2- To extend the contract time per the attached documentation.
<b>Document Description:</b>	Change Order No. 2- To extend contract time only		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	David H Pauline		
<b>Telephone:</b>	304-558-0067		
<b>Email:</b>	david.h.pauline@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-11-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-03-29

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000021297	<b>Requestor Name:</b>	Timothy D Hersman
START TO FINISH CONSTRUCTION LLC		<b>Requestor Phone:</b>	304-561-6337
6982 CHARLESTON RD		<b>Requestor Email:</b>	timothy.d.hersman.nfg@army.mil
WALTON	WV 25286-8844		
US			
<b>Vendor Contact Phone:</b>	3045326655	<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		

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR  CHARLESTON WV 25311 US	BUILDING TRADE SPECIALIST CLARKSBURG NATIONAL GUARD ARMORY 5 ARMORY RD  CLARKSBURG WV 26301 US

**Total Order Amount:** \$895,000.00

Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> <b>DATE:</b> <i>Two by 2/12/2024</i> <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <b>DATE:</b> <i>John S. Gray</i> <b>ELECTRONIC SIGNATURE ON FILE</b>	<b>ENCUMBRANCE CERTIFICATION</b> <b>DATE:</b> <i>2-22-24</i> <b>ELECTRONIC SIGNATURE ON FILE</b>
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**Extended Description:**

CHANGE ORDER NO. 2

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: 02/02/2024

Effective date of extension 06/30/2023 through 03/29/2024

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	72000000	0.00000		0.000000	895000.00
Service From	Service To	Manufacturer		Model No	
2022-11-01	2024-03-29				

**Commodity Line Description:** Clarksburg Armory Window & HVAC Renovations(Construction)

**Extended Description:**

BASE BID-Provide labor, materials, tools, supplies and equipment to replace windows and renovate HVAC systems per the attached documentation.

# AIA Document G701<sup>®</sup> - 2017

## Change Order

<b>PROJECT:</b> (Name and address) Clarksburg Army Windows & HVAC Renovations	<b>CONTRACT INFORMATION:</b> Contract For: CPO-ADJ230000013 Date: September 6, 2022	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 002 Date: February 2, 2024
<b>OWNER:</b> (Name and address) West Virginia Army National Guard 1707 Coonskin Drive Charleston, WV 25301	<b>ARCHITECT:</b> (Name and address) E.T. Boggess Architect, Inc. 101 Rockledge / PO Box 727 Princeton, WV 24740	<b>CONTRACTOR:</b> (Name and address) Start To Finish Construction, LLC 6982 Charleston Road Walton, WV 25286

### 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.)

Due to long material lead times, the contract time will be extended. The contract price remains the same.



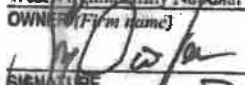
The original Contract Sum was	\$ 895,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 895,000.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 895,000.00

The Contract Time will be increased by two hundred seventy-three calendar (273) days.

The new date of Substantial Completion will be March 29, 2024

**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.

<u>E. T. Boggess Architect, Inc.</u> ARCHITECT (Firm name)	<u>Start To Finish Construction, LLC</u> CONTRACTOR (Firm name)	<u>West Virginia Army National Guard</u> OWNER (Firm name)
 SIGNATURE	 SIGNATURE	 SIGNATURE
<u>Todd Boggess, President/CEO</u> PRINTED NAME AND TITLE	<u>Christian Frazier, Project Mgr</u> PRINTED NAME AND TITLE	<u>W. Samuel W. Peal, Deputy CPO</u> PRINTED NAME AND TITLE
<u>February 2, 2024</u> DATE	<u>February 5th 2024</u> DATE	<u>2/7/24</u> DATE



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

NGWV-FMO

8 February 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-ADJ2300000013**  
**CO#2 Clarksburg Armory Window & HVAC Renovations**  
Start To Finish Construction, LLC.

This change order request for the project noted above is to extend the contract time until March 29, 2024. The AIA document G701-2017 dated February 2, 2024, from the architect and signed by the contractor reflects this request for an extension to the contract and is attached to this submission. This change order request is necessary to allow for long lead time delays in receiving materials and equipment, 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 #2 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at [claude.d.wingerd.nfg@army.mil](mailto:claude.d.wingerd.nfg@army.mil).

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

*Backdate  
approved  
DW*

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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 the The West Virginia Secretary of State's database.*

### START TO FINISH CONSTRUCTION LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	11/19/2019		11/19/2019	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		<b>Capital Stock</b>
<b>Charter County</b>	Roane	<b>Control Number</b>	9AT70
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

## Addresses

Type	Address
<b>Designated Office Address</b>	6982 CHARLESTON RD WALTON, WV, 25286
<b>Mailing Address</b>	6982 CHARLESTON RD WALTON, WV, 25286 USA
<b>Notice of Process Address</b>	MISTI KINDER 6982 CHARLESTON RD WALTON, WV, 25286
<b>Principal Office Address</b>	6982 CHARLESTON RD WALTON, WV, 25286 USA
Type	Address

## Officers

Type	Name/Address
<b>Member</b>	STEVEN A. KINDER 6982 CHARLESTON RD WALTON, WV, 25286
<b>Member</b>	MISTI D. KINDER 6982 CHARLESTON RD WALTON, WV, 25286
<b>Member</b>	CHRISTOPHER W. KINDER 705 CLARK DR. WALTON, WV, 25177
<b>Organizer</b>	WWSV LLC 6982 CHARLESTON RD WALTON, WV, 25286
Type	Name/Address

## Annual Reports

Filed For

2024

2023

2022
2021
2020
<b>Date filed</b>

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

Monday, February 12, 2024 — 7:10 AM

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Feb 6, 2024



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All Domains



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"start to finish construction llc"





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- Inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>6</u> Date: <u>2/12/24</u>  Solicitation No. <u>CPO ADJ 23*13 CO#2</u>	Agency: Adjutant Generals Office  Procurement Officer Submitting Requisition: Dean Wingerd  Requisition No. CPO-ADJ23*13 Change Order #2- Time extension only  PF No.: 1083001
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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 ( <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 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
<b>10</b>	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: \_\_\_\_\_

