



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

State of West Virginia
Contract

Order Date: 04-10-2024

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 4010 GSD2400000004 2	Procurement Folder:	1199702
Document Name:	Building 10 Holly Grove Renovation	Reason for Modification:	Change Order 1 Increase Contract
Document Description:	Building 10 Holly Grove Renovation		
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:	2023-09-07
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000112161	Requestor Name:	Timothy M Lee
MILLS GROUP LLC		Requestor Phone:	304-352-5492
88 HIGH ST		Requestor Email:	timothy.m.lee@wv.gov
MORGANTOWN	WV		
US	26505		
Vendor Contact Phone:	3042961010	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

24
 FILE LOCATION

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES BLDG 10 - HOLLY GROVE 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

4-26-24

Total Order Amount: \$483,220.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION <i>Taraffe 4/26/24</i> DATE: ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John L. Gray</i> DATE: ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Paula 5-4-24</i> DATE: ELECTRONIC SIGNATURE ON FILE
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5/1/2024

Extended Description:

Change Order 1

Change Order No. 1 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 20, 2024

Original Contract: \$81,000.00
Change Order 1 (Increase): \$402,220.00
New Contract Total: \$483,220.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$81,000.00
Service From	Service To	Manufacturer		Model No	
2023-09-07	2028-09-06				

Commodity Line Description: EOI: Building 10 Holly Grove Renovation

Extended Description:

See attached Pricing.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$402,220.00
Service From	Service To	Manufacturer		Model No	
2023-09-07	2028-09-06				

Commodity Line Description: Change Order 1

Extended Description:

See attached Pricing.

MEMORANDUM

FROM: MILLS GROUP

DATE: 03.12.2024

TO: **MR. TIM LEE**

PROJECT MANAGER
WV DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
218 CALIFORNIA AVE
CHARLESTON, WV 25305

PROJECT: **HOLLY GROVE RESTORATION**

Dear Mr. Lee;

Mills Group is pleased to submit this change order for the professional services for the Design and Construction Phase of the Restoration of Holly Grove Mansion (Building 10) at 1710 Kanawha Blvd E, Charleston, West Virginia. As stated in our initial proposal, these services have been developed based on the findings from the field investigation and the report dated January 26, 2024. This Change order would be Modification of the original Owner Architect AIA- B101 and agreement and WV State Supplementary Conditions dated September 5, 2023. The services provided herein are based on our understanding of the overall project approach as derived from discussions with our subcontracted MEP and Structural Engineers as documented in the report.

Background

Based on the findings of our field evaluation, it is our understanding that the scope of work for the restoration of the mansion will include the following:

Walls and Ceilings:

Plaster restoration: both crack repair and ceiling removal to facilitate MEP upgrades
Install new drywall in locations that currently have bare framing
Paint all interior surfaces

Doorways and Doors:

New doors to be ADA compliant on public entry level
Widen selected framed openings to comply with ADA-accessible route
Update hardware and repair historic hardware
Add interior doors to openings for museum collection security

Facilities:

Bathroom upgrades on level 1 and level 2

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New ADA-compliant bathroom on level 1

Stair Assembly:

Revise stairs for code compliance: Update handrails and guardrails

Building Systems:

Install New Plumbing: Sanitary, drain, and supply components

Install New Electrical: Complete system upgrade

Install New HVAC: Complete system upgrade

Install New Data/Com/Security system upgrades

Install Fire Alarm and Detection System

Install Sprinkler System

Install Security System wiring

Install Data System

SCOPE OF SERVICES

This Proposal for Professional Services is limited exclusively to the Work as described in this Scope of Services section, and anything not expressly described shall be considered expressly excluded from the Work. Mills Group proposes to perform the Work which is described as follows.

Task 1 – 30% Construction Documents (\$21,400.00) March 22, 2024

Task 2 – 60% Construction Documents (\$90,860.00) April 19, 2024

Task 3 – 100% Construction Documents (\$198,960.00) May 10, 2024

Task 4 – Bid Assistance (\$6,000.00)

Task 5 – Construction Administrative Services for 12 Months (\$80,000.00)

Task 6 – Project expenses (\$5,000.00)

Total for all tasks and this change order: **\$402,220.00**

The project will be billed at the percent complete of the outlined consulting tasks on a monthly basis. The tasks above are accumulative to result in the total of: \$402,220.00

Task 1 – 30% Construction Documents (March 22, 2024)

Mills Group will submit a 30% construction documents package that includes drawings and specifications. The drawings will be advanced to graphically show all floor plans, elevations, wall sections, and details, with annotations that convey the general intent of the restoration. The technical specifications will be developed such that Part 1 (General) and Part 2 (Products) are outlined and Part 3 (Execution) is at a level that reflects a level of completion consistent with the status of the details on the drawings. This submission will aim to incorporate any comments and scope alterations based on the conceptual design review. Work and Fee

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for this Task are based on the Scope outlined in the Holly Grove Historic Structure Report Recommendations. Additional Services may be required if an alternate exterior system is selected as a part of Task 1, Mills Group will provide two (2) sets of progress print to the **WV General Services Administration** at this phase of the review process of both the drawing and project specifications.

Task 2 – 60% Construction Documents (April 19, 2024)

Mills Group will submit a 60% construction documents package that includes drawings and specifications. The drawings will be advanced to graphically show all floor plans, elevations, wall sections, and details, with annotations that convey the general intent of the restoration. The technical specifications will be developed such that Part 1 (General) and Part 2 (Products) are nearing completion and Part 3 (Execution) is at a level that reflects a level of completion consistent with the status of the details on the drawings. This submission will aim to incorporate any comments and scope alterations based on the conceptual design review. Work and Fee for this Task are based on the Scope outlined in the Holly Grove Historic Structure Report Recommendations. Additional Services may be required if an alternate exterior system is selected as a part of Task 1, Mills Group will provide two (2) sets of progress print to the **WV General Services Administration** at this phase of the review process of both the drawing and project specifications.

Cost Estimate

A final construction cost estimate will be prepared for the full scope of work included in the 60% submission by the professional cost estimator and submitted approximately two (2) weeks following the submission of the 60% Construction Documents to the **WV General Services Administration**

Task 3 – 100% Construction Documents (May 10, 2024)

Mills Group will submit a 100% construction document package that includes drawings and specifications. The Drawings and Project Manual will be completed. This submission will incorporate any comments and scope alterations based on the 60% construction documents development review. Work and Fee for this Task are based on the Holly Grove Historic Structure Report Recommendations. Additional Services may be required if alternate approaches are decided upon. 1. Mills Group will provide to the **WV General Services Administration** at this phase of the review process of both drawings and project specifications.

State Fire Marshal Review

During the development of the design, the State Fire Marshal's office will review the construction documents and provide comments. It is our understanding that there will be a singular review at the completion of the 95% Construction Document submission, at which time the Mills Group will meet the State Fire Marshal's Office to present the scope of work at that stage of the design development. It is also our understanding that a review fee will be required for the services of the Fire Marshal; we have included this as a reimbursable expense and an allowance is included in the Fee Estimate based on a construction cost of \$4 million.

Cost Estimate

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A final construction cost estimate will be prepared for the full scope of work included in the 100% submission by the professional cost estimator and submitted approximately two (2) weeks following the submission of the 100% Construction Documents to the **WV General Services Administration**

Task 4 – Bid Assistance

Upon completion of the final Contract Documents, Mills Group will assist **WV General Services Administration** with evaluating and selecting a qualified general contractor to perform the work. At the request of **WV General Services Administration**, Mills Group will issue the final project manual and drawings to plan houses provided by the **WV General Services Administration**. The fee for printing these documents is excluded from this proposal, and associated costs will be included in a subsequent change order with a 15% markup as a reimbursable expense. As part of the bidding process, Mills Group staff will attend a mandatory pre-bid meeting on-site to discuss the project and collect questions on the bid set from the potential bidders. Mills Group staff will also review questions submitted in writing from the potential bidders and prepare any appropriate addenda necessary for the contract. Mills Group will submit pre-bid meeting minutes and any addenda for the **WV General Services Administration** to submit to the West Virginia State Purchasing Division for issuance to bidders. Upon receipt of the bids, Mills Group will analyze and evaluate each bid submitted and review it to determine if it is inclusive of the repairs presented in the Contract Documents. After the review, Mills Group will provide **WV General Services Administration** with a summary of the bids and offer a recommendation for selection.

Task 5 – Construction Administrative Services 12 Months

Mills Group will provide Construction Administration Services during the Construction Phase of the project including conducting preconstruction meetings, attendance at progress meetings, reviewing submittals and shop drawings, responding to RFIs, performing construction observations, and reviewing pay applications and change orders. Based on the complexity of the project and the nature of the work, it has been our experience that we will need to be more intimately involved in the construction phase than is typically undertaken by the Designer of Record for new construction projects. Mills Group will be closely involved in the demolition and repairs to evaluate unforeseen conditions and provide additional guidance as needed to ensure the successful execution of the project.

For the purposes of this proposal, we have assumed that these services will be provided for a period of twelve months, beginning when the Notice of Intent is issued to the successful bidder. Construction administration services will begin prior to the Contractor mobilization of the site as additional coordination and submittal reviews will be required prior to the start of work. In addition, the Work and Fee for this Task are based on the Report Recommendations. Additional Services may be required if an alternate exterior system is selected as part of Task 1. The scope of the Construction Administration Services is itemized as follows:

General Construction Administration

During the construction phase, Mills Group will perform the responsibilities of the Architect as required by the AIA Documents A21, "General Conditions of Construction Contract," and the Supplemental General Conditions related thereto in addition to those specifically listed in this

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scope of services. It is anticipated that there will be additional project coordination, correspondence, and management that Mills Group will perform outside of the task outlined in the scope of work to facilitate communication between the Contractor and the **WV General Services Administration**.

Project Site Visits

Mills Group will make visits to the project site to attend a preconstruction meeting, progress meetings, and to make construction observations to verify work is installed in general accordance with the Contract Documents.

Before the beginning of construction, there will be one (1) preconstruction meeting with the Contractor, Sub-contractors, and the **WV General Services Administration** to discuss the Scope of Work, responsibilities, communication and correspondence, expectations, scheduling, submittal procedures, RFI procedures, and other topics concerning the execution of the work. Mills Group will schedule the meeting, prepare the agenda, run the meeting, and provide meeting minutes to all parties in attendance.

Throughout the construction phase, it is anticipated that progress meetings will be held biweekly to discuss the work that has been completed as well as the upcoming work. The progress meetings will serve as an opportunity for the Contractor **WV General Services Administration**, and Mills Group to address questions, and outstanding issues, and develop plans to address issues related to the next portion of work. For this proposal, we assumed that progress meetings would begin with the full mobilization of the site.

Mills Group will also make periodic visits to the site to observe the progress of construction and provide technical assistance to the Contractor. For the purposes of this proposal, we have assumed that Mills Group will conduct not more than fifteen (15) site visits over the course of twelve (12) months, from which a site visit report will be issued to the Client and the Contractor. These reports will include general construction progress, notable discussions from the site visit, and any deficient items that were observed. The site for construction observations will generally coincide with progress meetings.

Request for Information (RFIs) Review

Due to the nature of the project, unforeseen conditions will occur during construction. When the contractor encounters a condition that is different from the construction documents, the Contractor will submit a "Request for Information" (RFI). The RFI is an official documented contract procedure where the Contractor notifies the Designer that the design cannot be installed without more direction. Mills Group will review the RFIs and provide a timely response to the Contractor to limit schedule disruptions.

Submittal Review

Prior to proceeding with the work, the Contractor must submit the products, materials, and shop drawings that will be used during construction as outlined in the Project Manual. Mills Group will review the submitted products and accompanying technical information for compliance and notify the Contractor if the products meet the general requirement of the contract documents. Unapproved submittals will be returned to the Contractor with an explanation for withholding of approval.

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Pay Application & Change Order Review

Prior to the start of construction, Mills Group will review the Contractor's Schedule of Values to ensure the scope of work is clearly defined in a manner that will allow for discrete tracking of construction progress. Mills Group will review all applications for payment submitted by the Contractor at monthly intervals. It is anticipated that the application for payment will be submitted prior to a progress meeting so Mills Group can review and discuss any items of concern during this meeting.

In the event the Contractor submits a Change Order during the execution of the work, Mills Group will review the submitted documentation and provide a recommendation to the **WV General Services Administration** as to whether the Change Order is warranted.

Project Closeout, Fees, and Payments

When the Contractor submits a written request for inspection for Substantial Completion, Mills Group will conduct a review and develop a list of incomplete items that need to be addressed prior to the Final Completion of the project. Holly Grove will conduct a second review upon receiving a written request for final inspection for acceptance. Based on the As-Built Drawing set completion of the project. Mills Group will provide an electronic submission of the Record Drawings as well as two (2) sets of printed Record Drawings and Project Specifications to the **WV General Services Administration**.

Task 6 – Project Expenses

Mills Group Services, with the exception of the Fire Marshal fee allowance, plan room fees, and printing services for plan submittals will be provided on a Lump Sum basis in accordance with the following fee estimate. The plan room fees and Fire Marshal fee shall be considered Reimbursable Expenses and are included as Allowances in the Fee Estimate for budget purposes only. Mills Group will invoice for actual cost, plus markup, for printing services and other Allowance items included in the Fee Estimate.

Fees and Payments

The following fees are for the performance of the Work as listed in the Scope of Services above. Invoicing will be monthly, based upon the percentage of progress completion of each Task. The fees listed in the Fees and Payments section do not cover any Additional Services or any other services that are stated as excluded from the contract or are not specifically described as part of the Work listed in the Scope of Services above.

Additional Services

Experience indicates that certain additional items of work may be required or necessary which Mills Group cannot presently determine or estimate. For this reason, the fee for these items is not included in the provisions of "Fees and Payments" for the performance of the Work. Furthermore, the performance of these items is not included in the Work unless the item is expressly described as part of the Work in the preceding Scope of Services section. These additional items of work ("Additional Services") are caused by many factors, usually at the discretion of the Client. They may also be caused by the reviewing agency of the Client,

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variance/deviation from present policies and standards, or reviewing governmental agencies. "Additional Services" may sometimes be referred to as extras, change orders, or add-ons, but for the purposes of this Agreement, all such descriptions are intended to be encompassed within the term Additional Services.

Mills Group Hourly Rates

Principal	\$225
Senior Project Manager	\$175
Interior Design Director	\$150
Project Manager	\$150
Project Architect	\$130
Planning Director	\$130
Project/Planning Associate	\$110
Landscape Designer	\$110
Historian	\$110
Architectural Design Associate	\$95
Interior Design Associate	\$85
Project Administrator	\$75
Intern Designer	\$70
Administrative	\$60
Intern	\$50

We thank you for the opportunity to provide our services and look forward to working with you on this project.

Very Respectfully,



Michael J. Mills, Architect, AIA
Mills Group, LLC

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APPROVED
[Signature]
4/9/24



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

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division
From: Cody Taylor, Procurement Specialist, General Services Division
Date: March 20, 2024
Ref: Change Order #1 – CCT 0211 GSD2400000004 – Building 10 Holly Grove Renovation

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#1) to our contract (CCT 0211 GSD2400000004) with Mills Group LLC (the "Engineer") for Building 10 Holly Grove Renovations. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$402,220.00, to cover Design and Construction Phases of the contract based upon having completed the initial investigative and reporting phase. Section 3.2.5.1 of the B101-2017 speaks to the "Supplemental and Additional Services (Section 4.1.1)", which allows for the next phases of the project (phases being Design and Construction Administration). The Design Phase being the below Tasks 1-3, which covers the actual Construction Design Documents (including architectural, structural, and MEP Construction/Design Documents). The Construction Phase being Tasks 3-6, which cover Construction Administration. The Design and Construction Phases will be broken down into the following Tasks:

- Task 1 – 30% Construction Documents (\$21,400.00) March 20, 2024
- Task 2 – 60% Construction Documents (\$90,860.00) April 19, 2024
- Task 3 – 100% Construction Documents (\$198,960.00) May 10, 2024
- Task 4 – Bid Assistance (\$6,000.00)
- Task 5 – Construction Administration Services for 12 Months (\$80,000.00)
- Task 6 – Project Expenses (\$5,000.00)

Their proposal, totaling \$402,220.00 is comprised of quantified hours based upon the original contract's Exhibit B hourly rate schedule, plus the allowances for travel as indicated in Section 11.8 of the original B101-2017

Agreement, plus several required project-related expenses (approved for inclusion in Section 11.8 of the B101): fire marshal review fees, cost estimates, and fees required by the various plans houses to make plans available to bidders. We have reviewed these quantities and costs and find them reasonable, considering the current estimates for the impending construction repair project.

Original Contract Award Amount =	\$81,000.00
Change Order #1 Increase Requested =	\$402,220.00
New Contract Amount =	\$483,220.00

Please make this increase effective as of March 20, 2024.

We understand that this increase request greatly exceeds the normally allowable 10% in aggregate overall from original award amount, but the increase was intuited by the language and terms of the original contract (Section 3.2.3.1 of the B101-2017), and nothing about the additional services strays from the original objective of the design contract. Specifically, the original contract with Mills Group LLC laid out the method by which these additional services would be added, based upon findings derived from performance of the contract's original scope. Subjecting these additional costs to any further competitive solicitation would ignore the original contract language and intent, would jeopardize the speed with which we could address the repairs (i.e. both by the procurement lead time and the time it would take an alternative vendor to understand the requirements for design), and would minimize the effectiveness of the State's resources already expended with this current vendor.

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.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>04/25/2024</u> Solicitation No. _____ c/o 1	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CCT GSD2400000004 PF No.: 1199702
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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 checked="" 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 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: *Melissa K. Pettray, Senior Buyer*

*MKP
04/25/2024*

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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.

MILLS GROUP, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	11/16/2005		11/16/2005	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
Charter County	Monongalia	Control Number	80699
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified



Addresses

Type	Address
Designated Office Address	88 HIGH STREET MORGANTOWN, WV, 26505
Mailing Address	88 HIGH STREET MORGANTOWN, WV, 26505 USA
Mailing Address	MICHAEL J. MILLS 206 HIGH STREET MORGANTOWN, WV, 26508 USA
Notice of Process Address	MICHAEL J MILLS 88 HIGH STREET MORGANTOWN, WV, 26505
Principal Office Address	88 HIGH STREET MORGANTOWN, WV, 26505 USA
Type	Address

Officers

Type	Name/Address
Manager	MICHAEL J. MILLS 206 HIGH STREET MORGANTOWN, WV, 26505
Organizer	MICHAEL J. MILLS 206 HIGH STREET MORGANTOWN, WV, 26505 USA
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
MILLS GROUP	TRADENAME	11/8/2021	
MILLS GROUP PROFESSIONAL LLC	TRADENAME	11/8/2021	
DBA Name	Description	Effective Date	Termination Date

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

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