



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

State of West Virginia
Purchase Order

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

Order Date: 04-12-2024

Order Number:	CPO 0603 0603 ADJ210000009 6	Procurement Folder:	700460
Document Name:	Building 215 Medical 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:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.l.lyle@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-08-12
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-02-11

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000206169			Requestor Name:	Charles A Bowman
PICKERING ASSOCIATES INC				Requestor Phone:	(304) 561-6654
11283 EMERSON AVE				Requestor Email:	charles.a.bowman26.nfg@army.mil
PARKERSBURG	WV	26104			
US					
Vendor Contact Phone:	304-464-5305	Extension:	1111		
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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD KINGWOOD WV 26537-1077 US

4-18-24 6L

Total Order Amount: \$102,500.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 4.18.24 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 4-24-24 ELECTRONIC SIGNATURE ON FILE
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4/24/2024

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: 09/05/2023

Effective date of extension 08/12/2023 through 02/11/2024

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	81101508	0.00000		0.000000	102500.00
Service From	Service To	Manufacturer	Model No		
2020-08-12	2024-02-11				

Commodity Line Description: Building 215 Medical Wing Renovation Design

Extended Description:

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



Architects • Engineers • Surveyors

Scope Change Notification #1

**Addendum to the
Agreement for the Provision of Limited Professional Services**

Client: <u>West Virginia Army National Guard</u>	Date: <u>September 5, 2023</u>
Project Title: <u>Camp Dawson Building 215 Medical Wing Renovation Design</u>	
Contact: <u>Jonathan Neal</u>	Phone: <u>(304) 791-4138</u>
PA Project No.: <u>2201037</u>	Revision: <u>0</u>
PA Project Mgr.: <u>Pam Wean</u>	Phone: <u>(304) 363-1004 Ext. 5001</u>

SCOPE CHANGE #1 SUMMARY

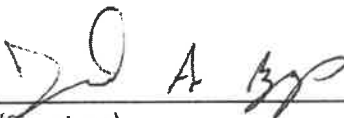
Request for time extension of six (6) months to provide services throughout project construction period and closeout. No additional fees are requested.

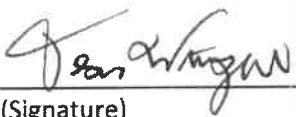
REVISED PROJECT SCHEDULE

Original Project Start Date.....	08/12/2020
Original Project End Date.....	08/11/2023
Proposed Time six-month extension End Date.....	02/11/2024

Offered/Approved by:

Accepted by:

 09/05/23
 (Signature) (Date)

 9/8/23
 (Signature) (Date)

David Boggs
Executive Vice President
Pickering Associates

West Virginia Army National Guard



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

*Approved
New Frank Colettaker
4-16-24*

NGWW-FMO

12 April 2024

TO: Mr. David Pauline, Senior Buyer
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-ADJ2100000009
CO#1 Building 215 Medical Wing Renovation (Design)
Pickering Associates, Inc.

This change order request for the project noted above is to extend the contract time until February 11, 2024. The letter dated September 5, 2023, from the architect reflects this request for an extension to the contract and is attached to this submission. This change order request time extension will allow for completion of the procurement and construction phases of the project and to allow for the final invoice payment. This request is late because of staff illness and vacations, end of Federal fiscal year, the state Purchasing conference, 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.nfg@army.mil.

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



DEPARTMENT OF THE ARMY
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO-TSB

8 SEP 2023

SUBJECT: Agency Justification letter for Change Order #1 (CPO-ADJ2100000009) -
Camp Dawson Building 215 Medical Wing Renovations Design

ATTN: Ms. Tara Lyle
West Virginia Department of Administration
Purchasing Division
PO Box 50130
Charleston, WV 25305-0130

Ms. Lyle

1. Please find the following change order packet for the subject contract. This change order is to address identified needs and concerns during the building 215 Medical Wing Renovation on the Camp Dawson training facility, near Kingwood WV. A description of the services is provided below.
2. The West Virginia Army National Guard requests a courtesy call if there are any problems associated with the attached change order to have an opportunity to address any issues in a timely manner.
3. Itemized Changes:
 - **Item #1 Time Extension**
 - Description of Work: Time Extension
 - Justification for Change:
 - a. The Building 215 Medical Wing is currently undergoing renovations under construction contract with Pickering Associates providing type-c construction services. The design was completed and held for a period before beginning construction, leading to the design contract expiring during the renovations.
 - b. Recommendation: The additional time request is fair and reasonable.

4. Accounting Summary

- This is a no cost time extension.

5. If you have any questions or concerns, the point of contact for this action is Mr. Phillip Cantrell, 304-550-2791, Phillip.J.Cantrell2.nfg@mail.mil.

Sincerely,



PHILLIP J. CANTRELL
NGWV-FMO-TSB
Project Manager

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>4/15/24</u>	Agency: Adjutant Generals Office
Solicitation No. <u>CPO ADJ 21*09</u>	Procurement Officer Submitting Requisition: Dean Wingerd
	Requisition No. CPO-ADJ21*09 Change Order #1- Time extension only
	PF No.: 700460

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:

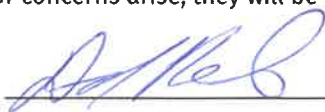
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____



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Business Organization Detail

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PICKERING ASSOCIATES, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	12/15/1987		12/15/1987	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	500.0000				
Charter County	Wood			Control Number	0				
Charter State	WV			Excess Acres	0				
At Will Term				Member Managed					
At Will Term Years				Par Value	0.050000				
Authorized Shares	10000			Young Entrepreneur	Not Specified				

Addresses

Type	Address
Local Office Address	11283 EMERSON AVENUE PARKERSBURG, WV, 26104
Mailing Address	11283 EMERSON AVENUE PARKERSBURG, WV, 26104 USA
Notice of Process Address	RYAN TAYLOR 11283 EMERSON AVENUE PARKERSBURG, WV, 26104
Principal Office Address	11283 EMERSON AVENUE PARKERSBURG, WV, 26104 USA
Type	Address

Officers

Type	Name/Address
President	RYAN K. TAYLOR 141 GRANADA DRIVE PARKERSBURG, WV, 26104
Secretary	MARK A. WELCH 189 WILDWOOD HEIGHTS DRIVE PARKERSBURG, WV, 26101
Treasurer	DAVID A. BOGGS 340 WOODYARDS CAVE ROAD PARKERSBURG, WV, 26104
Vice-President	TRACI L. STOTTS 1222 CISLER DRIVE MARIETTA, OH, 45750
Type	Name/Address

Date	Amendment
10/3/1996	CHANGE OF NAME FROM PICKERING AND DAVIS INC. TO PICKERING ASSOCIATES, INC.
Date	Amendment

Annual Reports

Filed For

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

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