



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

State of West Virginia
Contract

Order Date: 10-08-2021

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 4022 GSD220000001 2	Procurement Folder:	914832
Document Name:	EOI: Building 22 Ejector Pump	Reason for Modification:	Change Order No. 1 is issued to increase the contract per the attached documentation.
Document Description:	EOI: Building 22 Ejector Pump		
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:	2021-07-13
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-07-12

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000206169	Requestor Name:	Richard Scott Casdorph																				
PICKERING ASSOCIATES INC 11283 EMERSON AVE PARKERSBURG WV 26104 US		Requestor Phone:	304-957-7145																				
Vendor Contact Phone:	304-464-5305	Requestor Email:	scot.r.casdorph@wv.gov																				
Extension:	1111	<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION</div>																					
Discount Details:																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
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INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Purchasing Division's File Copy

Total Order Amount:	\$10,684.00
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ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Hylle 10/21/2021</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gron</i> DATE: <i>10/25/2021</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Beverly Tiden</i> DATE: <i>10-25-2021</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 1 is issued to increase the contract increase the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change order.

Effective date of change: September 14, 2021

Original Contract Price: \$ 4,000.00
Change Order No. 1 Increase: \$ 6,684.00
Contract New Total: \$10,684.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	\$4,000.00
Service From	Service To	Manufacturer	Model No		
2021-07-13	2022-07-12				

Commodity Line Description: EOI: Building 22 Ejector Pump

Extended Description:

Per attached agreement.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81100000	0.00000		0.000000	\$6,684.00
Service From	Service To	Manufacturer	Model No		
2021-09-29	2022-07-12				

Commodity Line Description: EOI: Building 22 Ejector Pump, Phase 2

Extended Description:

Per attached agreement.
Change Order #1



11283 Emerson Avenue • Parkersburg, WV 26104
p. 304.464.5305 • t. 800.954.5305 • f. 304.464.4428
www.pickeringusa.com

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9.14.21

Robert P. Kilpatrick, Business Manager
General Services Division
112 California Ave.
Charleston, WV 25305

Re: CCT 0211 4022 GSD2200000001 1
Building 22 Ejector Pump Evaluation


Pickering Associates would like to request a change to our above referenced contract. Per the above referenced contract, Pickering Associates delivered the final report on the B-22 Ejector Pump Evaluation. General Services reviewed the report and asked Pickering to submit a change order for Phase 2, which will include all items listed in the report that need to be corrected.

Per article 11.3 of the B101 contract, see attached Exhibit 'A' for Phase 2 scope of work. Also attached are cost development forms using the 2021 wage rates that are part of the original contract.

The total lump sum for Phase 2 is \$ 6,684.00.

If you have any questions, please call.

Thank you,

 A handwritten signature in black ink, appearing to read "Sean G. Simon". To the right of the signature, the text "AIA, NCARB" is written in a similar handwritten style.

Sean G. Simon, AIA, NCARB
Branch Manager/Architect/Senior Construction Administrator



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B101 – Exhibit ‘A’ – Phase 2

Project Title: Building 22 – Ejector Pump Renovations
CCT 0211 4022 GSD2200000001 1

PA Project No.: 2216038.1 Rev # 0

Client: General Services Division – Engineering Section
Billing Address: Building 4, Fifth Floor
112 California Avenue
Charleston, WV, 25305

Project Location: Building 22 – State Tax and Revenue
1001 Lee Street, East
Charleston, WV, 25305

Contact Name: Robert P. Kilpatrick, Business Manager
1.304.957.7132
robert.p.kilpatrick@wv.gov

Proposal Date: September 14, 2021
Proposal Expiration Date: 30 days from Proposal Date

PA Project Manager Sean G. Simon, AIA, NCARB

1. Project Scope:

It is the desire of General Services Division to make the renovations as outline in the B-22 Ejector Pump Investigation and Evaluation Report by Pickering Associates. Design work will include water-proofing of the elevator pits, renovations to the electrical conduit and lights in elevator pits, and replacement of drainage piping located at the back exterior of the building. The design work will be completed this fall. It is anticipated that the construction document bid package will be completed this fall. Our proposal is based on construction lasting two months. The project will be publicly bid. Design work will include architectural and plumbing as described below.

Basic Services

Architectural

1. Perform site visit to verify and document existing conditions.
2. Develop plans and details with notes for items that need to be corrected.
3. Produce opinion of construction costs at the 90% phase gate of construction document completion. Also have meeting with Owner at 90% phase gate to



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review the documents and budget. Then make revisions based on Owner's comments.

4. Produce book type architectural specs.
5. Conduct Pre-Bid Meeting and issue Addendums as required to address contractor questions during bidding.
6. Assist Owner with writing Owner/Contractor agreement.
7. Conduct Job Meetings and issue minutes every two weeks during construction.
8. Provide once a week site visits and reports during construction. It is anticipated that construction will last two months.

Civil

1. Perform site visit to document existing conditions.
2. Develop plans and details for corrections noted in Evaluation Report.
3. Develop book type specs.

Electrical

1. Perform site visit to document existing conditions.
2. Develop plans and details for corrections noted in Evaluation Report.
3. Develop book type specs.

Deliverables:

- A. Two (2) printed copies of the Final Bid Package and opinion of probable construction costs.
- B. Electronic PDF version of Final Bid Package.

2. Project Budget

\$ 6,684.00 (Lump Sum)

The design fee for all services will be lump sum (LS) and compensation will be billed as a percentage of completion at the time of regularly (monthly) occurring statements issued by PA. In the event the project is cancelled or the owner wishes to stop design services, payment shall be at mutually agreed upon completion percentage. The fee is based on hourly rates already in the contract and as follows:

Architect

- Research waterproofing options – 2 hrs at \$127
- Draw floor plan and details – 6 hrs at \$127
- Project Manual and specs – 6 hrs at \$127
- Pre-Bid Meeting – 2 hrs at \$127
- Addenda – 1 hr at \$127
- Write contract – 1 hr at \$127
- Site visits (6) – 12 hrs at \$127
- Punch List – 2 hrs at \$127



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Civil Engineer

Site visit – 4 hrs at \$127

Sanitary/Storm design – 8 hrs at \$127

Electrical Engineer

Electrical design – 6 hrs at \$127

Senior Project Manager

Final Bid Package Review – 2 hrs at \$167

Total 50 hours at \$127 = \$6,350.00

Total 2 hours at \$167 = \$334.00

Grand total = \$ 6,684.00

3. Project Schedule

Project will commence upon receipt of signed Change Order and Purchase Order from General Services Division.

<u>Project Start (estimated):</u>	<u>To Be Decided</u>
<u>Design Work Complete</u>	<u>3 weeks after Project Start</u>
<u>Bid Package Complete</u>	<u>2 weeks after Design Work Completion</u>



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

Allen L. McVey
 Cabinet Secretary

William D. Barry
 Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division

From: Robert Hovatter, Procurement Specialist, General Services Division

Robert W. Hovatter

Date: September 24, 2021 *Rec'd 10/08/2021*

Ref: **Change Order #1 – CCT 0211 GSD2200000001 – Building 22 Sewage Ejector Pump Investigation and Design Project**

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#1) to our contract (CCT 0211 GSD2200000001) with Pickering Associates Inc (the "Engineer") for investigation and evaluation services for correcting issues with the Building 22 Sewage Ejector Pump. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$6,684.00, to cover Additional Services for continued design of the repairs based upon having completed the initial investigative and reporting phase.

The scope of design phase and construction phase services was contingent upon data gathered during the base contract's investigative Phase 1. Now that the first phase is complete, we are able to prepare a reasonable path forward to completing the repairs, and Pickering Associates' attached proposal details that plan. Their findings will be used to generate construction documents, from which we will solicit competitive bids for construction, and then Pickering Associates Inc will administer the construction project through to final completion. Their proposal, totaling \$6,684.00 is comprised of quantified hours based upon the original contract's Exhibit B hourly rate schedule. We have reviewed these quantities and costs and find them reasonable, considering the current estimates for the impending construction repair project.

We anticipate that Pickering Associates Inc will meet its schedule and provide draft construction documents in such a manner that we will be submitting a requisition for competitive bidding by mid-November.

Original Contract Award Amount =	\$4,000.00
Change Order #1 Increase Requested =	\$6,684.00
New Contract Amount =	\$10,684.00

Please make this increase effective 9/29/2021.

*Approved
 THH
 10/20/21*

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, and nothing about the additional services strays from the original objective of the design contract. Specifically, the original contract with Pickering Associates Inc 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.

Please notify me if you require additional information and/or documentation to complete the processing of this change order.

Thank you for your timely consideration of this request.

STATE OF WEST VIRGINIA
Purchasing Division
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or any political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Pickering Associates

Authorized Signature: [Signature] Date: September 30, 2021

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 30th day of September, 2021.

My Commission expires March 15th, 2026.

AFFIX SEAL HERE



NOTARY PUBLIC

[Signature] Donahoe

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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.

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 Servies - Professional, Scientific and Technical Servies - 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

TRACI L. STOTTS
1222 CISLER DRIVE
MARIETTA, OH, 45750

Treasurer

DAVID A. BOGGS
340 WOODYARDS CAVE ROAD
PARKERSBURG, WV, 26104

Vice-President

CHARLES L. PICKERING
#10 FAITH MEADOWS
WILLIAMSTOWN, WV, 26187

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.

Wednesday, October 20, 2021 — 10:54 AM

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Toler, Beverly A <beverly.a.toler@wv.gov>

Award Letter

1 message

Toler, Beverly A <beverly.a.toler@wv.gov>

Mon, Oct 25, 2021 at 3:59 PM

To: Melissa K Pettrey <melissa.k.pettrey@wv.gov>, "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: James R Jones <james.r.jones@wv.gov>

Bcc: ssimon@pickeringusa.com

--

Beverly A Toler

Support Services Supervisor

WV Purchasing Division

Please find attached correspondence regarding the above-referenced matter. If you have any questions please contact the Buyer listed on the first page of the purchase order.



CCT GSD220000001 Change Order _1 Justification Documents.pdf

2739K



MARY JANE PICKENS
ACTING CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS
DIRECTOR

Subject: Notice of Contract Document Availability

Awarded Contract/Purchase Order No. CCT GSD22*01 – Procurement Folder No. 914832

Dear Vendor,

This email is intended to notify you that important documents have been posted to the West Virginia Purchasing Division's website relating to the above identified solicitation and/or contract. Your firm is receiving this email because it:

Participated in the State of West Virginia's competitive bid process for which a contract has now been awarded to:

Pickering Associates Inc.

Obtained a non-competitive contract award.

Holds a contract and is receiving a central delivery order.

Holds a contract and is receiving confirmation of an approved change order.

The award document, delivery order, or change order in question will be published at [West Virginia Purchasing Division \(state.wv.us\)](http://WestVirginiaPurchasingDivision.state.wv.us) within one business day. Please utilize the weblink to obtain a copy of the document for your records when available. The documents will only remain available on the website for 90 days.

The Purchasing Division appreciates your interest in doing business with the State. If you wish to attain additional details regarding the award of this purchase order/contract, please note that all officially awarded purchase orders/contracts are public information and available for public inspection at the Purchasing Division, 2019 Washington Street East, Charleston, WV 25305.

Sincerely,

Melissa K. Pettrey

Melissa Pettrey, Senior Buyer

Notice of Award emails

Sean Simon ssimon@pickeringusa.com

Jamie Jones james.r.jones@wv.gov