



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: 12-01-2021

<b>Order Number:</b>	CPO 0211 4022 GSD2200000008 2	<b>Procurement Folder:</b>	921335
<b>Document Name:</b>	Tax Revenue Center First Floor Renovations	<b>Reason for Modification:</b>	
<b>Document Description:</b>	Tax Revenue Center First Floor Renovations	Change Order 1 is issued to establish contract dates per attached Notice to Proceed.	
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-12-06
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2022-05-10

VENDOR			DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000208154		<b>Requestor Name:</b>	Robert W Hovatter
FLINT CONSTRUCTION CO INC PO BOX 146			<b>Requestor Phone:</b>	304-352-5498
GASSAWAY WV 26624 US			<b>Requestor Email:</b>	robert.w.hovatter@wv.gov
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>	<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>	
<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				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 22 - TAX AND REVENUE 1001 LEE ST CHARLESTON WV 25301 US

<b>Total Order Amount:</b>	\$591,325.00
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Purchasing Division's File Copy

ENTERED

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara Be 12/10/21</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>12/14/2021</i> ELECTRONIC SIGNATURE ON FILE
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12/13/2021

**Extended Description:**

Change Order

Change Order No. 1 is issued to establish contract dates per the issuance of the Notice to Proceed.

Effective Start Date: December 6, 2021

Effective End Date: May 10, 2022

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	522000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-12-06	2022-05-10				

**Commodity Line Description:** Revenue Center First Floor Renovations

**Extended Description:**

Base Bid, Phase 1: Per attached Project Plans

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121103	0.00000		0.000000	54625.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-12-06	2022-05-10				

**Commodity Line Description:** Revenue Center First Floor Renovations, Phase 2

**Extended Description:**

Base Bid, Phase 2: Per attached Project Plans

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72121103	0.00000		0.000000	14700.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2021-12-06	2022-05-10				

**Commodity Line Description:** Revenue Center First Floor Renovations, Alternate #1

**Extended Description:**

Alternate #1: Per attached Project Plans



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

Mark D. Scott  
Cabinet Secretary

William D. Barry  
Director

December 1, 2021

Flint Construction Co., Inc.  
P, O. Box 146  
Gassaway, WV 26624

Attn: Mr. Flint,

**NOTICE TO PROCEED**

Per issuance of Purchase Order Number CPO 0211 GSD2200000008, this is your notification to commence work on Monday, December 6<sup>th</sup>, 2021, for the Building 22 Tax Revenue Center First Floor Renovations, in Charleston, West Virginia, per the bid requirements, terms and conditions of CRFQ 0211 GSD2200000004.

The contract start date is December 6, 2021. Given the contract's Phase 1 allowance for Seventy-Five (75) calendar days for Substantial Completion and Eighty-Five (85) calendar days for Final Completion from the issuance of the Notice to Proceed, the Phase 1 Substantial Completion date is February 19<sup>th</sup>, 2022, and the Final Completion date is March 1st, 2022. Given the contract's Phase 2 allowance for One Hundred Fifty (150) calendar days for Substantial Completion and One Hundred Fifty-Five (155) calendar days for Final Completion from the issuance of the Notice to Proceed, the Phase 2 Substantial Completion date is May 5<sup>th</sup>, 2022, and the Final Completion date is May 10<sup>th</sup>, 2022.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5498, or e-mail at [robert.w.hovatter@wv.gov](mailto:robert.w.hovatter@wv.gov).

Sincerely,

Robert Hovatter  
Procurement Specialist  
General Services Division