



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: 11-16-2021

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 0432 2106 DCH2000000003 5	<b>Procurement Folder:</b>	649182
<b>Document Name:</b>	SHPO: Development Grant Monitor -FY2020	<b>Reason for Modification:</b>	Change Order No. 2 is issued To correct the effective end date with a corrected letter signed by both parties.
<b>Document Description:</b>	Change Order No. 2		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Dusty J Smith		
<b>Telephone:</b>	(304) 558-2063		
<b>Email:</b>	dusty.j.smith@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2019-11-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2021-09-30

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000112161	<b>Requestor Name:</b>	Christina J Moore
MILLS GROUP LLC 88 HIGH ST  MORGANTOWN WV 26505 US		<b>Requestor Phone:</b>	304-558-0220
<b>Vendor Contact Phone:</b>	3042961010	<b>Requestor Email:</b>	christina.j.moore@wv.gov
<b>Discount Details:</b>		<b>22</b> FILE LOCATION _____	
<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
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US

11-18-21  
BAT

<b>Total Order Amount:</b>	\$70,701.64
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Purchasing Division's File Copy

**ENTERED**

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Linda Harper 11/17/21</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>90 &amp; Gray 11/19/2021</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>11/22/2021</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No. 02 is issued to extend the original contract to 9/30/2021 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is for time only and provided to (complete the project, or for payment purposes) only.

Effective date of change 11/15/2021

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101606	0.00000		0.000000	70701.64
Service From	Service To	Manufacturer	Model No		
2019-11-01	2021-09-30				

**Commodity Line Description:** SHPO: Development Grant Monitor FY-2020

**Extended Description:**

\*\*See attached Documentation to Header and Procurement Folder.



*The Culture Center*  
1800 Kanawha Blvd. E.  
Charleston, WV 25305-0300

Randall Reid-Smith, Curator  
Phone: 304.558.0220 • www.wvculture.org  
Fax 304.558.2779 • TDD 304.558.3562

November 15, 2021

Toby Welch, Buyer  
WV Purchasing Division  
2019 Washington Street, East  
Capitol Complex, Bldg. 15  
Charleston, WV 25305

*Time Extension only  
OK  
Lunda Harper  
11-15-2021*

**REF: CPO DCH2000000003 – SHPO: Development Grant Monitoring FY2020: Henry Cooper Log Cabin - Change Order No. 01 - Time Extension**

Toby:

The Mills Group LLC (Vendor #: 000000112161) is requesting a no-cost time extension to complete their contract citing issues caused by multiple delays early in the process due to the COVID-19 pandemic and material shortages. This resulted in a lack of interest from bidders until Mills Group stepped up and assisted the City of Parkersburg and the WV State Historic Preservation Office with multiple attempts in finding a bidder. Finally, a bid was received on September 2, 2020, from Wiley Log Homes. The contract ended on September 30, 2020, with little time to complete the rehabilitation work on-top of material shortages and lead-times. The extension request was made in a timely manner by the grant awardee; however, Mills Group neglected to submit an extension to the Purchasing Division on their own.

The Mills Group is requesting a time extension of the contract with a completion date of September 30, 2021, under the same terms and conditions of the existing contract. The Agency recommends approval of the no-cost time extension to close-out their contract and receive payment despite the negligence of the Vendor and the unforeseen circumstances that factor in.

Thank you,

*Cara M. Suppa 11/15/21*

Cara M. Suppa  
Procurement Specialist, WVDACH

November 10, 2021

Susan Pierce  
Deputy State Historic Preservation Officer  
West Virginia Department of Arts, Culture and History

Subject: Historic Preservation Development Grant Monitoring FY 2019-2020  
Grant Number CPO DCH20\*003

Dear Mrs. Pierce:

Mills Group, LLC would like to request an extension under the same terms and conditions of our existing contract for Historic Preservation Development Grant Monitoring Services for Fiscal Year 2019-2020 beginning on November 1, 2019 from September 30, 2020 to September 30, 2021 to encompass monitoring services conducted for the rehabilitation work at the Henry Cooper Log Cabin in Parkersburg.

Despite the ongoing assistance of grant administrator Toni Tiano and the owner, the City of Parkersburg, the project was subject to multiple delays early in the process due to the specialty nature of historic log cabin restoration, material shortages and shutdowns due to the COVID-19 pandemic, and a resulting lack of interest by eligible bidders.

Mills Group assisted the City in locating additional potentially eligible contractors, ultimately monitoring four rounds of bidding in February, March, June, and August 2020. An eligible bid was received on September 2, 2020, and the City signed a contract with the bidder, Wiley Log Homes, on October 30, 2020. Rehabilitation work started in mid-February 2021 was complete by April 6, 2021, with Mills Group's final site inspection taking place on April 7 and final report submitted on April 12. As monitor, we ensured that the grant awardee submitted their own deadline extension request to accommodate the extended construction schedule in early 2021 but neglected to submit an extension on our own contract at that time.

Please do not hesitate to contact me at 304-296-1010 or by email at [mmills@millsgrouponline.com](mailto:mmills@millsgrouponline.com) if you would like to discuss this further. We appreciate your consideration and look forward to continuing our work with your office.

Sincerely,



Michael Mills, AIA