



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

State of West Virginia  
**Contract**

Order Date: 09-27-2021

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>	CCT 1400 1400 AGR2000000002 7	<b>Procurement Folder:</b>	636066
<b>Document Name:</b>	Expression of Interest	<b>Reason for Modification:</b>	Change Order No. 3
<b>Document Description:</b>	Assembly Hall Expansion at Cedar Lake	To add additional Architectural & Engineering fees for Stormwater Improvements.	
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Jessica S Chambers		
<b>Telephone:</b>	(304) 558-0246		
<b>Email:</b>	jessica.s.chambers@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2020-01-26
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2022-01-25

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000206169	<b>Requestor Name:</b>	Alan M Clemans
PICKERING ASSOCIATES INC 11283 EMERSON AVE		<b>Requestor Phone:</b>	(304) 558-2221
PARKERSBURG WV 26104		<b>Requestor Email:</b>	aclemans@wvda.us
US			
<b>Vendor Contact Phone:</b>	304-464-5305 Extension: 1111		
<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		

**22**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	STATE FFA-FHA CAMP STATE FFA-FHA CAMP CEDAR LAKES CONFERENCE CENTER 82 FFA DR RIPLEY WV 25271 US

10-4-21  
 Bst

<b>Total Order Amount:</b>	\$121,157.00
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Purchasing Division's File Copy

**ENTERED**

<b>PURCHASING DIVISION AUTHORIZATION</b> <i>Lunda Harper</i> DATE: 10/04/2021 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> <i>John S. Gray</i> DATE: _____ ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> <i>Cy [Signature]</i> DATE: 10/13/2021 ELECTRONIC SIGNATURE ON FILE
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10/12/2021

**Extended Description:**

Change Order No 3 issued to add additional Architectural & Engineering Fees for Stormwater Improvements associated with the Renovations to the Cedar Lakes Assembly Hall.

Original Contract Price: \$115,000.00  
 Change Order No 1 Increase: \$ 4,157.00  
 Change Order No 3 Increase: \$ 2,000.00  
 New Contract Total: \$ 121,157.00

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	81000000	0.00000		0.000000	\$115,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-01-26	2022-01-25				

**Commodity Line Description:** Engineering Services

**Extended Description:**

Engineering Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81000000	0.00000		0.000000	\$4,157.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-01-26	2022-01-25				

**Commodity Line Description:** Engineering Services

**Extended Description:**

Engineering Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81000000	0.00000		0.000000	\$2,000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-01-26	2022-01-25				

**Commodity Line Description:** Engineering Services

**Extended Description:**

Engineering Services

West Virginia Department of Agriculture  
Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



September 17, 2021

*Increase OK  
Junda Harper  
10/24/2021*

Jessica Chambers  
WV Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

**RE: Change Order for Assembly Hall Expansion (CCT AGR20\*2) A/E Services**

The WV Department of Agriculture (WVDA) is seeking Purchasing Division approval of a change order to request additional Architectural & Engineering fees for Stormwater Improvements associated with the Renovations to the Cedar Lakes Assembly Hall. This will be used as additional Survey, and Engineering for the following:

- Locating/Identifying existing and new underground utilities at the Cedar Lakes Facility, see attached letter for full description.
- Designing a new stormwater management piping system for the owner installation at a later date, see attached letter for full description.

The cost of this change order is \$ 2,000.00, and a copy of the vendor proposal is attached. Thank you in advance for your approval of this request.

Sincerely,

A handwritten signature in blue ink, appearing to read "Alan Clemans".

Alan Clemans (Sep 20, 2021 11:35 EDT)

Alan Clemans, CFO/Director of  
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009  
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312  
telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

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

Architects • Engineers • Surveyors

September 16, 2021

Additional Services #2

Revision 00

WV Department of Agriculture  
324 Fourth Avenue  
Charleston, WV 25303

Re: Cedar Lakes Assembly Hall Stormwater Improvements

Pickering Associates is requesting additional Architectural and Engineering lump sum fees to assist the client with the following tasks:

**Survey**

- Locating/identifying existing and new underground utilities at the Cedar Lakes Facility.
  - Survey crew will visit the site and document conditions
  - Survey crew will mark utilities found
  - Drawings will be developed and or updated for use by the Civil Department

**Engineering**

- Designing a new stormwater management piping system for owner installation at a later date including:
  - Pipe routing, sizing, and specification
  - Structure design and specification as required
  - Miscellaneous trenching details as required
  - Construction drawing development (Not for Bid)

We are requesting an additional fee in the amount of \$2,000.00.

**Total Additional Engineering Design Fees Requested:**

**:\$2,000.00**

Submitted by:

A handwritten signature in cursive script that reads "Ryan K. Taylor".

Ryan K. Taylor  
Project Manager