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: 02-16-2022

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:	CPO 0603 0603 ADJ2100000047 2	**Procurement Folder:**	881219
Document Name:	MCA South- Generators & Transfer Switches Installation	**Reason for Modification:**	
Document Description:	CHANGE ORDER NO 1-Establish Contract Dates Notice To Proceed	CHANGE ORDER NO 1 -To establish contract start and end dates, and to issue Notice to Proceed	
Procurement Type:	Central Purchase Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	**Effective Start Date:**	2021-07-27
Free on Board:	FOB Dest, Freight Prepaid	**Effective End Date:**	2021-11-24

VENDOR

Vendor Customer Code: VS0000012488
MASTER SERVICE CORPORATION
2553 HARRISON AVE

ELKINS WV 26241
US
Vendor Contact Phone: 304-636-8170 **Extension:**

Discount Details:

	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

DEPARTMENT CONTACT

Requestor Name: Charles A Bowman
Requestor Phone: (304) 561-6654
Requestor Email: charles.a.bowman26.nfg@army.mil

22
FILE LOCATION _____

INVOICE TO

STATE FINANCE
ADJUTANT GENERALS OFFICE
1703 COONSKIN DR

CHARLESTON WV 25311-1085
US

SHIP TO

MOUNTAINEER CHALLENGE PROGRAM - SOUTH
ADJUTANT GENERALS OFFICE
305 FAYETTE PIKE

MONTGOMERY WV 25136
US

Total Order Amount:	$821,000.00

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: 2/16/2022	DATE:	DATE: Beverly Toler 2-24-22
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

Extended Description:

CHANGE ORDER NO. 1 - TO ESTABLISH THE CONTRACT EFFECTIVE START AND EFFECTIVE END DATES, AND TO ISSUE THE NOTICE TO PROCEED FOR THE CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

CONTRACT TERM: 07/27/2021 THROUGH 11/24/2021.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	26111604	0.00000		0.000000	397000.00
Service From	**Service To**	**Manufacturer**		**Model No**	
2021-07-27	2021-11-24				

Commodity Line Description: 300KW Generator and Transfer Switch-Maclin Hall

Extended Description:
Contract Item #1- Lump Sum Price for 300KW Gas Powered Generator and 600AMP Transfer Switch and Installation for Maclin Hall, per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	26111604	0.00000		0.000000	424000.00
Service From	**Service To**	**Manufacturer**		**Model No**	
2021-07-27	2021-11-24				

Commodity Line Description: 300KW Generator and Transfer Switch-The Tech Center

Extended Description:
Contract Item #1- Lump Sum Price for 300KW Gas Powered Generator and 800AMP Transfer Switch and Installation for The Tech Center, per the attached documentation.

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

NGWV-FMO

10 February 2022

TO: Ms. Tara Lyle, Buyer Supervisor
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-ADJ2100000047
CO#1 MCA South Generator & Transfer Switches Installation
Master Service Corporation

This change order request for the project noted above is to issue the Notice to Proceed. The submission of this request was delayed because of an ongoing inspection by the Purchasing Division, the annual Purchasing Conference, the federal year end closing and staff workload. This change order was rejected from the Purchasing Division because of fiscal year funding issues, we had to enlist the help of the WV Oasis staff to get this issue resolved so that we could submit the corrected version. Additional time was lost because of staff illness and continued 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

Backdate approved 2/10/22

WEST VIRGINIA ARMY NATIONAL GUARD
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE
DIVISION OF ENGINEERING & FACILITIES
1707 Coonskin Drive
Charleston, West Virginia, 25311-1085

26 July 2021

NOTICE TO PROCEED

TO: Master Service Corporation
2553 Harrison Ave
Elkins, WV 26003

FROM: West Virginia Army National Guard
CFMO – Division of Engineering & Facilities
1707 Coonskin Drive
Charleston, WV 26241

SUBJECT: Notice to Proceed for the West Virginia Army National Guard's MCA South Generators & Transfer Switches Installation Project

NOTICE TO PROCEED DATE: **27 July 2021**

Master Service Corp is authorized to proceed with work as per the Contract Documents for Contract number ADJ21*047. Work should begin by **27 July 2021** and last for a term of 120 days, with work completed no later than **24 NOV 2021.**

Please provide all submittals for this project immediately for approval.

If you have any questions please contact Mr. Robert Skaggs at 304-561-6550.

Respectfully,

Robert Skaggs
Technical Analyst