



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: 12-22-2021

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:	CPO 0804 0804 RMA2200000003 3	Procurement Folder:	925543
Document Name:	CO#2-Vanderlip Pole Building Roof Replacement Project	Reason for Modification:	Change Order 2 issued to correct the bid amount on commodity line 1 and add exact square footage for damaged wooden decking.
Document Description:	Replacement of Roof on Pole Building- RMA22005		
Procurement Type:	Central Purchase Order		
Buyer Name:	Jessica L Hovanec		
Telephone:	304-558-2314		
Email:	jessica.l.hovanec@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-12-14
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-03-14

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000014990	Requestor Name:	Lucinda K Butler	
VERTEX ROOFING CONTRACTORS INC 9137 EUCLID CT		Requestor Phone:	(304) 538-2305	
MANASSAS VA 20110-5329		Requestor Email:	cindy.k.butler@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>		
Vendor Contact Phone:	7037942121			Extension:
Discount Details:				
#1	No	0.0000	0	
#2	Not Entered			
#3	Not Entered			
#4	Not Entered			

INVOICE TO	SHIP TO
STATE RAIL AUTHORITY 120 WATER PLANT DR MOOREFIELD WV 26836 US	STATE RAIL AUTHORITY (DBA) SOUTH BRANCH VALLEY RAILROAD 120 WATER PLANT DR MOOREFIELD WV 26836 US

1-6-22 BAK

Total Order Amount:	\$26,252.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Linda Harper 1/5/22</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>Jan 5, 2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>1/10/2022</i> ELECTRONIC SIGNATURE ON FILE
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1/10/2022

Extended Description:

Change Order 2 issued to correct the bid amount on commodity line (1) one from \$16,121.00 to \$14,996.00 per the vendors submitted bid on 09/24/2021 (copy attached), and to add the exact square footage for damaged wooden decking per Section B of the pricing page at the vendor's submitted bid price of \$4.69 per square foot.

Original Contract Amount: \$16,121.00
Change Order (1) One Contract Amount: \$16,121.00
Change Order (2) Two Price Adjustment:
New Contract Amount: \$26,252.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000		0.000000	14996.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Removal & Replacement of Shingle Roof

Extended Description:

Replacement of shingled roof on a pole building at Vanderlip siding on the South Branch Valley Railroad

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72152601	2400.00000	SF	4.690000	11256.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Wooden Decking Replacement - Exact Quantity Used 2,400 SF

Extended Description:

Replacement of Wooden decking due to damage or rot.



Welch, Toby L <toby.l.welch@wv.gov>

CPO RMA22*3

1 message

Butler, Cindy K <cindy.k.butler@wv.gov>
To: Toby L Welch <toby.l.welch@wv.gov>

Wed, Dec 22, 2021 at 12:40 PM

The correct amount for this CPO is shown below!! The square feet in the bid was only an estimate and the actual amount is shown below!

14,996.00 Lump sum for the new shingles and repair
\$4.69 per square foot x 2400 square feet = \$ 11,256.00

Total Invoice amount = \$26,252.00 as per pricing submitted with bid.

Cindy Butler

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Cindy Butler, Director
120 Water Plant Drive
Moorefield, WV 26836
O - 304-538-2305 x 12053
C - 304-813-7775