



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: 08-18-2022

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 0310 6332 DNR2200000002 4	Procurement Folder:	861570
Document Name:	Guyandotte Boat Ramp Facility New Construction	Reason for Modification:	
Document Description:	Guyandotte Boat Ramp Facility New Construction	Change Order No. 01 issued to establish the contract beginning and ending dates per the attached documentation.	
Procurement Type:	Central Purchase Order		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-10-25
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-10-24

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000037778	Requestor Name:	James H Adkins
SQP CONSTRUCTION GROUP INC		Requestor Phone:	(304) 558-3397
281 SMILEY DR		Requestor Email:	jamie.h.adkins@wv.gov
ST ALBANS	WV 25177	<div style="font-size: 48pt; font-weight: bold;">23</div> FILE LOCATION _____	
US			
Vendor Contact Phone:	3045323659 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Total Order Amount:	\$2,994,032.00
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Purchasing Division's File Copy

ENTERED

JA 8.30.2022

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>8/31/2022</i>	DATE: <i>9/1/2022</i>	DATE: <i>8/10/2022</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 01 issued to establish contract start date per the attached Notice to Proceed letter.

Contract start and end dates: 10/25/2021 - 10/24/2022.

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	72120000	0.00000		0.000000	2994032.00
Service From	Service To	Manufacturer		Model No	
2021-10-25	2022-10-24				

Commodity Line Description: Building Construction Services

Extended Description:

Construction of Guyandotte Boat Ramp New Facilities

Governor Jim Justice

Director Brett W. McMillion

MEMORANDUM

To: Josh Hager
Senior Buyer, WV Purchasing Division

From: Jamie Adkins 
Chief Procurement Officer

Re: Backdate Justification
CPO DNR22*02 CO1
Notice to Proceed

Date: August 29, 2022

Please process this change request more than 20 days past the effective date. The Notice to Proceed (NTP) was issued by project manager Don Bailey on October 20, 2021. Soon after, Mr. Bailey transferred employment to another State Agency. WV DNR Engineering was unaware that the NTP change order had not been processed and promptly sent the change request once discovered.



**DIVISION OF NATURAL RESOURCES
PLANNING, ENGINEERING AND MAINTENANCE
324 4th Avenue
South Charleston, West Virginia 25303-1228
Telephone 304-558-2764
Fax 304-558-0077**

Stephen S. McDaniel, Director

October 20, 2021

Donald Gatewood
President/CEO
SQP Construction Group, Inc.
281 Smiley Drive
St. Albans, WV 25177

Re: Wildlife
Guyandotte Boat Ramp Facility New Construction
WV DNR PO: CPO DNR22*02
Notice to Proceed

Dear Mr. Gatewood:

SQP Construction Group is hereby given Notice to Proceed with this project, effective October 25, 2021. Based on the total contract term of 365 days, this contract will expire on October 24, 2022. We look forward to a swift completion of this project.

If you have any questions, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "DE Bailey, III".

Donald E. Bailey, III, P.E.
Engineer Associate

DB/sg

cc: Sam Curia, Deputy Director
Jamie Adkins, Chief Procurement Officer
Zack Brown, Asst. Chief of Operations
Roger Kennedy, Chapman Technical Group

A handwritten signature in black ink, appearing to be a stylized name.