



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: 07-15-2022

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 0432 2106 DCH2100000003 2 | Procurement Folder: | 881645 |
| Document Name: | State Historic Preservation: Multi-County Survey | Reason for Modification: | Change Order No. 1 issued to publish notice to proceed and set effective dates. |
| Document Description: | Co #1- State Historic Preservation: Multi-County Survey | | |
| Procurement Type: | Central Purchase Order | | |
| Buyer Name: | Toby L Welch | | |
| Telephone: | (304) 558-8802 | | |
| Email: | toby.l.welch@wv.gov | | |
| Shipping Method: | Best Way | Effective Start Date: | 2022-07-01 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2023-06-30 |

| VENDOR | DEPARTMENT CONTACT | | | | | | | | | | | | | | | | | | | | |
|---|--------------------|---------------------|---------------------|---------------|----|----|--------|---|----|-------------|--|--|----|-------------|--|--|----|-------------|--|--|---|
| Vendor Customer Code: 000000192964 JOHNSON MIRMIRAN & THOMPSON INC 220 SAINT CHARLES WAY STE 200 YORK PA 17402 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table> | | Discount Allowed | Discount Percentage | Discount Days | #1 | No | 0.0000 | 0 | #2 | Not Entered | | | #3 | Not Entered | | | #4 | Not Entered | | | Requestor Name: Christina J Moore Requestor Phone: 304-558-0220 Requestor Email: christina.j.moore@wv.gov <div style="font-size: 2em; font-weight: bold; text-align: center;">23</div> <div style="text-align: center;">FILE LOCATION _____</div> |
| | Discount Allowed | Discount Percentage | Discount Days | | | | | | | | | | | | | | | | | | |
| #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 |

| | |
|----------------------------|-------------|
| Total Order Amount: | \$34,933.92 |
|----------------------------|-------------|

Purchasing Division's File Copy

ENTERED

| | | |
|--|---|--|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>Murdock 7/15/2022</i> ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>9/26/2022</i> ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION DATE: <i>7/26/2022</i> ELECTRONIC SIGNATURE ON FILE |
|--|---|--|

Extended Description:

Change Order

Change Order No. 1 is issued to publish the Notice To Proceed Memorandum and to set the effective dates of the contract per the original award document according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

As per Section Three (3) of the General Terms and Conditions, The contract is effective on Written Notice to Proceed and the term extends for One (1) year.

Effective date of purchase order:07/01/2022 through 06/30/2023.

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 | 71112107 | 0.00000 | | 0.000000 | 34933.92 |
| Service From | Service To | Manufacturer | Model No | | |
| 2022-07-01 | 2023-06-30 | | | | |

Commodity Line Description: State Historic Preservation: Multi-County Survey

Extended Description:

Provide the service of conducting a reconnaissance-level architectural Survey of Clay, Lewis, Webster, and Upshur Counties in West Virginia.Per attached specifications.



The Culture Center
1900 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

7/14/2022

Lisa A. Cooper, Senior Vice President
Mary Alfson Tinsman, Contract Manager
Johnson, Mirmiran, and Thompson, Inc.
1600 Market Street
Philadelphia, PA 19103

NOTICE TO PROCEED

REF: CPO DCH2100000003 — State Historic Preservation: Multi County Survey

Ms. Cooper,

This letter is to inform you that a Notice to Proceed Change Order has been submitted to the Purchasing Division to start the above referenced contract on July 1, 2022 and shall be effective until June 30, 2023.

Following the contract start date, please contact us to discuss the project entailed in the scope of work.

Best regards,

Cara M. Suppa 7/14/22

Cara M. Suppa
Procurement Officer, WVDACH



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MEMO TO FILE

To: Toby L. Welch, Senior Buyer, Purchasing Division

From: Cara M. Suppa, Procurement Officer, WVDACH

Date: July 14, 2022

REF: CPO DCH2100000003, State Historic Preservation: Multi County Survey

Please allow this memorandum to serve as written explanation and justification for a delayed issuance of CPO DCH2100000003's Notice to Proceed. This contract was established for a consultant to conduct multi-county surveys for state historic buildings to see if they qualify for the National Register of Historic Places. The referenced Centralized Purchase Order issuance date is June 17, 2021, thus creating a "backdate" issue.

The WV State Historic Preservation Office was short-staffed and without a State Historian for some time after an unexpected loss. This caused drawbacks with getting started on managing the contracted consultant and the list of buildings for the National Register and Architectural Survey. In addition, the ongoing COVID-19 pandemic created issues related to travel and building access restrictions or closings.

If you need additional information, please contact me via telephone at (304) 558-0220 or by email at Cara.M.Suppa@wv.gov.

Thank you,

Cara M. Suppa 7/14/22

Cara M. Suppa

*OK
M. Reid-Smith
7/15/2022*