



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: 09-13-2022

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 1105 DCH2200000005 2	Procurement Folder:	996368
Document Name:	Culture Center: Renovations to the North & South Gardens	Reason for Modification:	Change Order No. 1 - To Issue Notice to Proceed
Document Description:	Change Order No. 1		
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:	2022-05-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000207246	Requestor Name:	Cara M Suppa																				
CHAPMAN TECHNICAL GROUP LTD PO BOX 1355		Requestor Phone:	304-558-0220																				
SAINT ALBANS WV 251771355 US		Requestor Email:	cara.m.suppa@wv.gov																				
Vendor Contact Phone:	859-223-3999	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
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 colspan="3">Not Entered</td> </tr> <tr> <td>#3</td> <td colspan="3">Not Entered</td> </tr> <tr> <td>#4</td> <td colspan="3">Not Entered</td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
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#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

9/15/2022

Purchasing Division's File Copy

Total Order Amount: \$179,000.00

ENTERED

TW 9/13/22

PURCHASING DIVISION AUTHORIZATION DATE: <i>9-15-22</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>9/19/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>9/19/2022</i> ELECTRONIC SIGNATURE ON FILE
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9/19/2022

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: 05/02/2022 and runs until completion of the construction phase and final acceptance of the finished project.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111617	0.00000		0.000000	179000.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Culture Ctr:Renovations to the North & South Gardens

Extended Description:

In accordance with W. Va. Code 5G-1-1 (et seq)

Services for professional services for renovation of North and South Gardens of the Culture Center per attached documentation.



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

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
FFC/ADA Employee

MEMORANDUM

To: Gregory C. Clay, Buyer Supervisor, Purchasing Division

From: Cara M. Suppa, Procurement Officer, WVDACH

Date: September 15, 2022

Ref: CPO DCH2200000005, Culture Center: Renovations to the North & South Gardens, A/E Services

Please allow this memorandum to serve as written explanation and justification for a delayed issuance of CPO DCH2200000005's Notice to Proceed Change Order. The referenced Centralized Purchase Order issuance date is May 2, 2022, thus creating a "backdate" issue.

The WV State Auditor's Office is requiring a Notice to Proceed Change Order to be processed with the contract on file for invoice payment. Initially, I was told that this contract does not require the Notice to Proceed action because the Terms and Conditions state the project will run until completion. Then, I was advised to contact the Vendor to conduct a kick-off meeting because the contract was ready to use.

The back-and-forth negotiations that occurred between the WV Auditor's Office and the WV Purchasing Division Legal Counsel of the Terms and Conditions created a time lapse for issuance of a Notice to Proceed. In turn, this has caused system limitations with invoice payment and now an outstanding balance and past due invoices with the Vendor.

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

Thank you,

Cara M. Suppa 9/15/2022

Cara M. Suppa



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

April 25, 2022

Mr. Joe Bird, Vice President
Chapman Technical Group
200 Sixth Avenue
St. Albans, WV 25177

NOTICE TO PROCEED

REF: CPO DCH2200000005 – Culture Center North and South Garden Renovations

Mr. Bird,

This letter is to inform you that a Notice to Proceed Change Order has been submitted to the Purchasing Division today to start the contract on May 2, 2022. The contract shall be effective until completion of the construction phase and final acceptance of the finished project.

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

We are looking forward to working with you!

Regards,

Cara M. Suppa 4/25/22

Cara M. Suppa
Procurement Officer, WVDACH

Cc: Samuel J. Calvert, Director of Administration
Mark W. Lynch, Manager for Facilities Operations