



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: 08-23-2022

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 ADJ1900000034 8	Procurement Folder:	584337
Document Name:	EMERGENCY PURCHASE ORDER-South Gate Slip Design	Reason for Modification:	Change Order No 1- To extend the contract time per the attached documentation.
Document Description:	Change Order No. 1- To extend contract time only		
Procurement Type:	Central Emergency Purchase		
Buyer Name:	Stephanie L Gale		
Telephone:	(304) 558-8801		
Email:	stephanie.l.gale@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2019-05-06
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-07-04

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000160928 CIVIL & ENVIRONMENTAL CONSULTANTS INC 700 CHERRINGTON PKWY MOON TOWNSHIP PA 15108 US Vendor Contact Phone: 304-933-3119 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: Charles A Bowman Requestor Phone: (304) 561-6654 Requestor Email: charles.a.bowman26.nfg@army.mil <div style="text-align: center; font-size: 2em; font-weight: bold;">23</div> FILE LOCATION _____
	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 ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD KINGWOOD WV 26537-1077 US

Total Order Amount:	\$79,500.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tuna hlt 8/24/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 8/25/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>8/25/2022</i> ELECTRONIC SIGNATURE ON FILE
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8/25/2022

Extended Description:

CHANGE ORDER NO. 1

To extend the original contract according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders per the attached documentation.

No change in contract total. Effective date of change: 05/09/2022

Effective date of extension 05/06/2022 through 07/04/2022

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	81101508	0.00000		0.000000	79500.00
Service From	Service To	Manufacturer	Model No		
2019-05-06	2022-07-04				

Commodity Line Description: South Gate Road Slip Design- Camp Dawson

Extended Description:

Provide professional design engineering services to repair the South Gate Road Slip at Camp Dawson 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

NGWW-FMO

23 August 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-ADJ1900000034
CO#1 Camp Dawson South Gate Road Slip Design
Civil & Environmental Consultants, Inc.

This change order request for the project noted above is to extend the contract time until July 4, 2022. The letter dated May 9, 2022, from the Vendor reflects this request for an extension to the contract and is attached to this submission. Also included is a letter from our Project Manager further explaining the request for an extension. This change order request is necessary because of delays due to the ongoing COVID pandemic, this extension will allow for completion of the work, and to allow for the final invoice payment. This request is late because of staff illness, a Purchasing Division inspection, the end of the state fiscal year, staff vacations and 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.

A handwritten signature in black ink that reads "Dean Wingerd".

Dean Wingerd
Procurement Analyst
WV Military Authority
Construction & Facilities Management Office



May 9, 2022

Mr. Jonathan Neal, Deputy Branch Chief
Training Site Branch
West Virginia Army National Guard, Construction
And Facilities Management Office
1001 Army Road
Kingwood, West Virginia 26537

Mr. Neal:

Subject: Request for Contract Extension
South Gate Road Slope Stabilization/Repair
Preston County, Kingwood, West Virginia
CEC Project 192-334

Civil & Environmental Consultants, Inc. (CEC) is formally requesting a time extension for the South Gate Road Repair Design Contract. The design contract includes bid services and type C services for construction, which has been delayed due to the COVID-19 Pandemic. To fulfill these services, CEC is requesting a sixty (60) day extension to the contract which will extend the deadline to July 4, 2022. This time extension will not include any changes in cost.

Please feel free to call if you have any questions or concerns.

Very truly yours,

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.

L. Jane Hicks
Senior Project Manager

Jacquelyn Kester
Principal



DEPARTMENT OF THE ARMY
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO-TSB

10 April 2022

SUBJECT: Agency Justification letter for Change Order #1 (CPO-ADJ1900000034) -
Camp Dawson South Gate Slip Design

ATTN: Ms. Tara Lyle
West Virginia Department of Administration
Purchasing Division
PO Box 50130
Charleston, WV 25305-0130

*Extension
Copy
TFL*

Ms. Lyle

1. Please find the following change order packet for the subject contract. This change order is to extend the South Gate Slip Design contract for the Camp Dawson training facility, near Kingwood WV. A description of the services is provided below.
2. The West Virginia Army National Guard requests a courtesy call if there are any problems associated with the attached change order to have an opportunity to address any issues in a timely manner.
3. Itemized Changes:
 - **Item #1 Time Extension**
 - Description of Work: Adjust the contract period for an extension of 60 days

Justification for Change:

- a. The contract documents were originally created with a three-year (1096 day) period with the intent to execute the construction immediately after design completion. During the site investigations for design, it was discovered the project site was located on old abandoned mine spoils. At that point the West Virginia Department of Environmental Protection Agency, Abandon Mine Lands section was collaborated with for this project. Due to this collaboration to protect the adjacent stream, and the COVID 19 pandemic this project has been delayed. The design contract contains Bid Services and Type-C Design

services. The contract requires extension for Civil & Environmental Consultants, Inc. to provide these services.

b. Recommendation: The time extension request is fair and reasonable.

4. Accounting Summary

o There will be no cost change associated with this change order.

5. If you have any questions or concerns, the point of contact for this action is Mr. Phillip Cantrell, 304-550-1485, Jonathan.L.Neal.nfg@army.mil.

Sincerely:

A handwritten signature in black ink that reads "Jonathan L. Neal". The signature is written in a cursive style with a large, sweeping initial 'J'.

JONATHAN L. NEAL
NGWV-FMO-TSB
Deputy Branch Chief