



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: 07-26-2022

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 ADJ2100000007 11	Procurement Folder:	721289
Document Name:	Renovations to Camp Dawson Building 246	Reason for Modification:	Change Order No. 6- Administrative change order to correct contract amount entered in error on commodity line number 2.
Document Description:	Change Order No. 6- Administrative change order		
Procurement Type:	Central Purchase Order		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.l.lyle@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-10-13
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-03-17

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000193013	Requestor Name:	Charles A Bowman
HARBEL INC PO BOX 358		Requestor Phone:	(304) 561-6654
CUMBERLAND MD 21502 US		Requestor Email:	charles.a.bowman26.nfg@army.mil
Vendor Contact Phone:	3017298303	23 FILE LOCATION _____	
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 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:	\$2,137,081.51
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July 29 2022
 Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Lyle 7/28/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 7/29/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature] 7/29/2022</i> ELECTRONIC SIGNATURE ON FILE
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7/29/2022

Extended Description:

CHANGE ORDER NO. 6 - Administrative change order to correct the amount on Commodity Line 2 entered in error on Change Order No. 5.

The amount entered on the line was the amount of the bond rider rather than the actual increase amount for Change Order No. 5. The increase amount was \$10,081.51 rather than \$10,580.34.

Contract amount total should be \$2,137,081.51 rather than \$2,137,580.34.

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	72000000	0.00000		0.000000	2127000.00
Service From	Service To	Manufacturer	Model No		
2020-10-13	2022-03-17				

Commodity Line Description: Renovations to Camp Dawson Building 246

Extended Description:

Provide and furnish all labor, materials, tools, expendable equipment and all services to renovate Building #246 on Camp Dawson, near Kingwood WV per the attached specifications and documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	10081.51
Service From	Service To	Manufacturer	Model No		
2022-02-15	2022-03-17				

Commodity Line Description: CHANGE ORDER No. 5- To increase contract amount

Extended Description:

CHANGE ORDER NO. 6- To correct the amount on the commodity line from \$10,580.34 to \$10,081.51 in order to match the increase amount. Price entered on Change Order No. 5 was the bond rider amount rather than the increase amount.



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO

25 July 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-ADJ2100000007
CO#6 Renovations to Camp Dawson Building 246
Harbel, Inc.

This administrative change order request for the project noted above is to correct a data entry error on commodity line #2 of the contract, that was made on Change Order #5. The amount entered was \$10,580.34, however, if you review the backup documentation for Change Order #5 you can see that the correct amount of the increase is \$10,081.51 as agreed to by all parties on AIA Form G701-2017 dated April 19, 2022. The need for this change was not discovered until the most recent pay application came in from the vendor, and we need this error to be corrected to effect payment.

Per this justification, we respectfully request the approval of Change Order #6 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at claude.d.wingerd.nfq@army.mil.

A handwritten signature in black ink, appearing to read "Dean Wingerd", is positioned above the typed name.

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