



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Purchase Order**

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

Order Date: 07-20-2022

Order Number:	CPO 0603 0603 ADJ2200000020 4	Procurement Folder:	927189
Document Name:	Williamstown AASF#1 Flooring & Stairwell Coverings Replaceme	Reason for Modification:	CHANGE ORDER NO 1- To establish contract start and end dates, and to issue Notice To Proceed to the vendor per the attached documentation.
Document Description:	CHANGE ORDER NO.1-Establish Contract Dates Notice To Proceed		
Procurement Type:	Central Purchase Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:		Effective Start Date:	2022-02-18
Free on Board:		Effective End Date:	2022-06-18

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206607	Requestor Name:	Timothy D Hersman
FAMILY CARPET OUTLET INC 1411 GRAND CENTRAL AVE STE 12		Requestor Phone:	(304) 561-6453
VIENNA WV 26105		Requestor Email:	timothy.d.hersman.nfg@army.mil
US		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	304-865-7798 Extension:		
Discount Details:			
#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	KEVIN ODELL WILLIAMSTOWN AASF1 387 AVIATION DR
CHARLESTON WV 25311	WILLIAMSTOWN WV 26187
US	US

Total Order Amount: \$124,164.00

Purchasing Division's File Copy

**ENTERED**

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya H 7/22/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>7/22/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>7/27/2022</i> ELECTRONIC SIGNATURE ON FILE
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**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: 02/18/2022 THROUGH 06/18/2022.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152503	0.00000		0.000000	124164.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-02-18	2022-06-18				

**Commodity Line Description:** WilliamstownAASF#1Flooring&Stairwell Coverings Replacement

**Extended Description:**

Provide Flooring & Stairwell Coverings replacement including all labor, materials, tools, supplies and equipment at the Williamstown AASF#1 Flight Facility 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

NGWV-FMO

20 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-ADJ2200000020**  
**CO#1 Williamstown AASF#1Flooring & Stairwell Coverings Replacement**  
Family Carpet Outlet, Inc.

This change order request for the project noted above is to issue the Notice to Proceed for the project, the contract was finalized on September 20, 2021, and due to the ongoing worldwide supply chain issues related to the COVID 19 pandemic, the materials did not arrive until mid-January of 2022. The submission of this change order is late because it was not submitted to our office back in January when it was issued to the vendor informing them they could start the work. It was not until the vendor submitted invoices for payment, last month, that the mistake was discovered.

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](mailto:claude.d.wingerd.nfg@army.mil).

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

*Back to work  
approved  
JAC*

**WEST VIRGINIA ARMY NATIONAL GUARD  
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE  
DIVISION OF ENGINEERING & FACILITIES  
1707 Coonskin Drive  
Charleston, West Virginia, 25311-1085**

DATE: 15 JAN 2022

**NOTICE TO PROCEED**

TO: Family Carpet Outlet Inc  
6720 McCorkle Ave  
St Albans, WV 25177

FROM: West Virginia Army National Guard  
CFMO – Division of Engineering & Facilities  
1707 Coonskin Drive  
Charleston, WV 25311

SUBJECT: Williamstown AASF1 Flooring & Stairwell Coverings Replacement

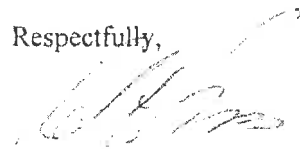
NOTICE TO PROCEED DATE: 18 FEB 2022

Family Carpet Outlet Inc is authorized to proceed with work as per the Contract Documents for Contract number CPO-ADJ2200000020. Work should begin by 18 FEB 2022 and last for a term of 120 days, with work completed no later than 18 JUN 2022.

Please provide all submittals for this project immediately for approval.

If you have any questions please call 304-561-6550.

Respectfully,



Robert Skaggs  
Technical Analyst  
Division of Engineering and Facilities  
West Virginia Army National Guard