



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

State of West Virginia  
**Contract**

Order Date: 09-06-2022

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:	CCT 1400 1400 AGR2100000006 5	Procurement Folder:	920770
Document Name:	EXPRESSION OF INTEREST	Reason for Modification:	Change Order No 3
Document Description:	CHANGE ORDER NO 3 A/E Services, New Cooler Unit at Food Dist		To add additional Oversight Hours & Reimbursables per the attached.
Procurement Type:	Central Contract - Fixed Amt		No other changes
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2019-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000015335 HENDON & REDMOND INC 10816 MILLINGTON COURT STE 110  CINCINNATI OH 45242 US Vendor Contact Phone: 513-488-8888 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: Alan M Clemans Requestor Phone: (304) 558-2221 Requestor Email: aclemans@wvda.us  <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
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES  1900 KANAWHA BLVD E  CHARLESTON WV 25305-0173  US	AUTHORIZED RECEIVER 304-558-0573 AGRICULTURE DEPARTMENT OF FOOD DISTRIBUTION PROGRAM  4496 CEDAR LAKES RD  RIPLEY WV 25271  US

Total Order Amount:	\$59,948.46
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*9/17/2022*  
 Purchasing Division's File Copy

**ENTERED**

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara J...</i> 9/19/2022 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>...</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>...</i> 9/23/2022 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

CHANGE ORDER 3

TO ADD ADDITIONAL CONTRACT OVERSITE HOURS AND REIMBURSABLES FOR COOLER PROJECT PER THE ATTACHED DOCUMENTATION.

ORIGINAL CONTRACT AMOUNT: \$ 26,188.00

CHANGE ORDER 1: \$ 710.46

CHANGE ORDER 3: \$ 33,050.00

CONTRACT TOTAL: \$ 59,948.46

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	81000000	0.00000		0.000000	\$26,188.00
Service From	Service To	Manufacturer	Model No		
2019-10-01	2023-09-30				

**Commodity Line Description:** Engineering Services

**Extended Description:**

Engineering Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81000000	0.00000		0.000000	\$710.46
Service From	Service To	Manufacturer	Model No		
2021-02-06	2021-08-09				

**Commodity Line Description:** Engineering Services

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81000000	0.00000		0.000000	\$33,050.00
Service From	Service To	Manufacturer	Model No		
2022-09-01	2023-09-30				

**Commodity Line Description:** Engineering Services

**Extended Description:**

APPROVED  
M. W. Hatton  
9/19/22

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



September 2, 2022

Crystal Husted  
WV Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305

**RE: Change Order for (CCT AGR21\*6) A/E Services, New Cooler Unit at Food Distribution**

The WV Department of Agriculture (WVDA) is seeking Purchasing Division approval of a change order to request additional hours and reimbursables for the cooler project engineer. After ongoing problems with condensation collecting in the roof system, it was determined that the construction contractor did not properly follow drawings and specifications of the original construction contract. In order for the issue to be properly corrected, additional time and services are required from the project engineer to facilitate the remediation process. In summary, the changes are as follows:

- Provide drawings and specifications indicating removal and replacement of the entire roof system down to the metal deck.
- Obtain construction schedule from UCC for implementing the work.
- Prior to the work being performed by UCC, obtain and review shop drawings that indicate materials/products being used and the intended location for these materials/products.
- Perform onsite observations during the replacement of the roof.

**Fee**

Principal \$220.00 @ 40 hours \$8,800.00  
Project Manager \$165.00 @ 100 hours \$16,500.00  
Professional \$125.00 @ 20 hours \$2,500.00  
Designer \$100.00 @ 30 hours \$3,000.00  
Administration \$90.00 @ 25 hours \$2,250.00  
TOTAL \$33,050.00

The cost of this change order will be \$33,050.00 and a copy of the vendor proposal is attached which provides additional explanatory information. Thank you in advance for your approval of this request.

Sincerely,

Alan Clemans (Sep 2, 2022 14:44 EDT)

Alan Clemans, CFO/Director of  
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009  
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312  
telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its programs and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.



September 1, 2022

[cfisher@wvda.us](mailto:cfisher@wvda.us)

Ms. Cindy Fisher  
WV Department of Agriculture  
Procurement Coordinator  
1900 Kanawha Blvd. East  
Charleston, WV 25305

Re: CCT 1400 AGR210000006 – A/E Services, New Cooler Unit at Food Distribution

Dear Ms. Fisher:

In order to correct the condensation issues occurring in the cooler addition constructed by United Construction Company (UCC) in 2020-2021, we propose to provide the following A/E Services:

1. Provide drawings and specifications indicating removal and replacement of the entire roof system down to the metal deck.
2. Obtain construction schedule from UCC for implementing the work.
3. Prior to the work being performed by UCC, obtain and review shop drawings that indicate materials/products being used and the intended location for these materials/products.
4. Perform onsite observations during the replacement of the roof.

**Fee**

Principal	\$220.00 @ 40 hours	\$8,800.00
Project Manager	\$165.00 @ 100 hours	\$16,500.00
Professional	\$125.00 @ 20 hours	\$2,500.00
Designer	\$100.00 @ 30 hours	\$3,000.00
Administration	\$90.00 @ 25 hours	<u>\$2,250.00</u>
		\$33,050.00

**Reimbursable Expenses**

Reimbursable expenses will be billed as incurred at cost, plus 10%. Expenses include mileage and meals billed on actual charges up to \$2,500.00. Your state lodge will be utilized for overnight stays and the cost is not included in the estimated expense amount listed above.

Sincerely,

**HENDON & REDMOND, INC.**  
**dba Food Plant Engineering, LLC**

A handwritten signature in black ink, appearing to be "Mark E. Redmond".

Mark E. Redmond, President