



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: 12-16-2022

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 ADJ1900000017 10	Procurement Folder:	482006
Document Name:	Camp Dawson Building 215 Doors & Windows Design	Reason for Modification:	CHANGE ORDER NO. 2- To reduce contract amount and close contract per the attached documentation.
Document Description:	CHANGE ORDER NO.2-To reduce contract amount and close		
Procurement Type:	Central Purchase Order		
Buyer Name:	Stephanie L Gale		
Telephone:	(304) 558-8801		
Email:	stephanie.l.gale@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2018-09-13
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-09-17

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000206169 PICKERING ASSOCIATES INC 11283 EMERSON AVE PARKERSBURG WV 26104 US Vendor Contact Phone: 304-464-5305 Extension: 1111 Discount Details: <table><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 23 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: \$47,500.00

Purchasing Division's File Co

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: 12/19/2022 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 12/22/2022 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 12/22/2022 ELECTRONIC SIGNATURE ON FILE
---	--	---

Extended Description:

CHANGE ORDER NO. 2- TO REDUCE FINAL CONTRACT AMOUNT BY \$500.00 AND CLOSEOUT CONTRACT PER THE ATTACHED DOCUMENTATION, ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

EFFECTIVE DATE OF CHANGE: APRIL 7, 2022.

Original Contract Price: \$30,000.00
Change Order No. 1 Increase: \$18,000.00
Contract New Total: \$48,000.00

Change Order No. 2 Reduce: \$(500.00)
Contract New Total (Final): \$47,500.00

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	29500.00
Service From	Service To	Manufacturer		Model No	
2018-09-13	2022-09-17				

Commodity Line Description: Camp Dawson Building 215 Door & Windows Design

Extended Description:

Professional engineering design services to develop construction documents to provide for Building 215 Doors & Windows Design , located at Camp Dawson, near Kingwood, WV, per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	18000.00
Service From	Service To	Manufacturer		Model No	
2020-08-28	2022-09-17				

Commodity Line Description: CHANGE ORDER NO.1-To increase contract amount

Extended Description:

Change Order No.1- To increase contract amount to include Type C Services (Bidding and Construction) 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

16 December 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-ADJ1900000017
CO#2 Camp Dawson Building 215 Doors & Windows Design
Pickering Associates

This change order request for the design contract for the Camp Dawson Building 215 Doors & Windows Design project, CPO-ADJ1900000017 is complete and requires a deductive change order, to reduce the final contract amount and to close out the contract per the details provided in the attached letter, dated April 7, 2022, from the vendor. We need to complete this process now so that the Federal money in the contract can be reconciled and the Federal fiscal year books for that year can be closed. This change order request is late because of, state fiscal year end, a Purchasing Division inspection, staff vacations, federal fiscal year end, the state Purchasing conference for staff training, staff illness, and because of staff workload.

Per this justification, we respectfully request the approval of Change Order #2 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.

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

Deanna
and Backdash
app
10



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

NGWV-FMO-TSB

15 April 2022

SUBJECT: Agency Justification letter for Change Order #2 (CPO-ADJ1900000017) –
Camp Dawson Building 215 Window and Door Renovation Design.

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

Ms. Lyle

1. Please find the following change order packet for the subject contract. This change order is to remove unused printing services from the contract and deduct the associated fees.
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 Remove Bidding Services**

- Description of Work: Remove unused printing services from contract.

Justification for Change:

- a. The West Virginia Army National Guard (WVARNG), Construction and Facilities Management Office (CFMO), construction priorities have been completed in regards to the subject project without the need for the remaining printing.
 - b. Recommendation: Pickering Associates has provided a proposal for a deduction of \$500.00. The WVARNG agrees that this is a fair and reasonable cost, and recommends this change be approved.
- Cost: (500.00)

NGWV-FMO-TSB

SUBJECT: Agency Justification letter for Change Order #2 (CPO-ADJ1900000017) –
Camp Dawson Building 215 Window and Door Renovation Design.

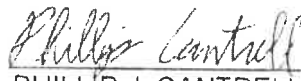
- o Funding 100% Federal

4 Accounting Summary

CONSOLIDATED PRICING OF CHANGE ORDER		
Description	Federal Funds	State Funds
Item #1 Remove Bid Services	(\$500.00)	\$0
Total:	(\$500.00)	\$0

5. If you have any questions or concerns, the point of contact for this action is Mr. Phillip Cantrell, 304-791-4089, Phillip.J.Cantrell2.NFG@mail.mil.

Respectfully:


PHILLIP J. CANTRELL
NGWV-FMO-TSB
Project Manager



320 Adams St. Suite 102 • Fairmont, WV 26554
304.363.1004 • 800.954.5305 • 304.464.4428
www.pickeringusa.com

Architects • Engineers • Surveyors

April 7, 2022

Jonathan Neal, Deputy Branch Chief
Training Site Branch
WVARNG - CFMO
1001 Army Road
Kingwood, WV 26537

RE: Camp Dawson Building 215 Door and Window Renovation— Contract Modification Request

Mr. Neal:

Pickering Associates has completed all required work for the subject contract, has submitted the final payment application and has been fully compensated for our efforts. At this time, Pickering Associates requests a contract modification to remove the remaining \$500.00 of unused of printing fees.

Pickering Associates appreciates the opportunities that the West Virginia Army National Guard has provided for us to work with you on multiple projects at Camp Dawson and at other locations. We look forward to discussing future projects with you, and thank you in advance for the opportunity to continue to work with you and to provide professional design services for many years to come.

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

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Pamela Wean".

Pamela Wean, AIA
Project Architect & Branch Manager

Copy to:
Sean Simon, AIA
Kate Rhodes