




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: 11-22-2022

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 ADJ2200000038 5	Procurement Folder:	1018871
Document Name:	Williamstown AFRC- Roof Replacement	Reason for Modification:	Change Order No. 2- To increase contract amount per the attached documentation.
Document Description:	Change Order No. 2- To increase contract amount per attached		
Procurement Type:	Central Purchase Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-08-22
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-02-18

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200967 MURRAY SHEET METAL CO INC 3112 7TH ST  PARKERSBURG WV 261043846 US Vendor Contact Phone: 304-422-5431 Extension:  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: Timothy D Hersman Requestor Phone: (304) 561-6453 Requestor Email: timothy.d.hersman.nfg@army.mil  
	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	BUILDING TRADE SPECIALIST WILLIAMSTOWN NATIONAL GUARD ARMORY 285 AVIATION DR  PARKERSBURG WV 26104 US

Total Order Amount: \$638,874.00

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya H. 12/2/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. 12/6/2022</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Tolson 12-7-22</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No. 2 - To increase the original contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. The contract is increased as defined in the attached documentation.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Original Contract Price: \$611,920.00  
Change Order No. 2 Increase: \$ 26,954.00  
Contract New Total: \$638,874.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000		0.000000	611920.00
Service From	Service To	Manufacturer		Model No	
2022-08-22	2023-02-18				

**Commodity Line Description:** Roof Replacement at AFRC Facility Williamstown

**Extended Description:**

Contract Item#1- Labor, materials and all associated costs to remove and dispose of old roof, and to install a new EPDM roofing system or equal.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72152601	0.00000		0.000000	26954.00
Service From	Service To	Manufacturer		Model No	
2022-08-22	2023-02-18				

**Commodity Line Description:** CHANGE ORDER NO.2- To increase contract amount

**Extended Description:**

Change Order No. 2- To increase contract amount per the attached documentation.

	Document Phase	Document Description	Page 3
ADJ2200000038	Pending	Change Order No. 2- To increase contract amount per attached	

### ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions



Industrial/Commercial  
Sheet Metal  
HVAC  
Roofing  
Waterjet Cutting  
Welding

Murray Sheet Metal Co., Inc.  
3112 Northwestern Pike  
Parkersburg, WV 26104-1105  
Phone: (304) 422-5431  
Fax: (304) 428-4623  
National Toll Free (800) 464-8801  
www.murraysheetmetal.com

## CHANGE ORDER REQUEST

**Project Name:** Williamstown Armory AFRC Roof Replacement

**Location:** Williamstown, WV

**Contract #:** CPO ADJ22\*38

**Change Order #:** 2

**Proposed Changes:** 1) Furnish and install approximately 1,800 lineal feet of masonry sealant at all joints and inside base of stone coping. Excludes outside base of stone coping. Excludes removal of existing caulking. 2) Fabricate and install three access ladders. Ladders are to be located at front of building from main roof to 10'x 24' roof area, from 10'x 24' roof area to radius roof area, and at step-up roof at back of building. (see drawing). 3) Fabricate and install gutter splash guards at all gutters (approx. 90 lineal feet).

**Timeframe For Changes & Effect On Overall Schedule:** N/A

**Estimated Price Of Changes:** \$26,954.00

**Original Contract Price:** \$611,920.00

**Net Price of Prior Approved Change Orders:** N/A

**New Contract Price If Current Change Order Approved:** \$638,874.00

**This Change Order is:**

☐ Approved ☐ Not Approved

**Signed:** [Signature]

**Date:** 8/22/2022

**Title:** Project Mgr

Murray Sheet Metal

**Submitting Company Name**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Receiving Company Name**

SCHEDULE OF VALUES				
Project Name:		Williamstown Armory	Contract #:	
		Change Order Break-out	General Contractor:	Murray Sheet Metal
Project Location:		Williamstown, WV	Contract Date:	TBD
Item #	Description	Labor, Materials, Equip, Or Sub	Cost	
1	Fabricate & Install Gutter Splash Guard	Material & Labor	\$4,874.00	
2	Fabricate (3) Ladders	Material & Labor	\$6,812.00	
3	Install (3) Ladders	Material & Labor	\$10,839.00	
4	Seal Stone Coping Joints	Material & Labor	\$4,429.00	
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TOTAL COST:			\$26,954.00	



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

NGWV-FMO

22 November 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-ADJ2200000038**  
**CO#2 Williamstown AFRC Roof Replacement**  
Murray Sheet Metal Company, Inc.

This change order request for the project noted above is to increase the contract amount by \$26,954.00. The increase is needed because of a mistake made by me, to explain, the installation of sealant and the addition of three access ladders was discussed at the Pre-Bid meeting, and I was provided language to add to the specifications regarding this work by our Project Manager, but the bottom line is, that I did not forward this information to the Purchasing Division so it could be published with an Addendum.

The work outlined in the documentation is a part of the original scope of work and needs to be included, but my failure to provide accurate and timely information for advertisement to the vendor community makes this change order necessary. Additional supporting documentation for the price increase is attached to this submission.

This change order request is late because of issues obtaining a properly executed bond rider, the vendor's registration had expired, staff vacations and illness, the State Purchasing Conference, end of Federal Fiscal year 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 [clauded.wingerd.nfg@army.mil](mailto:clauded.wingerd.nfg@army.mil).

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