



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: 12-14-2022

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 0705 0705 LOT2200000008 4	Procurement Folder:	960733
Document Name:	ARCHITECTURAL SERVICES FOR WV LOTTERY ROOF PROJECT	Reason for Modification:	Change Order 2 to add reimbursable expenses
Document Description:	Architectural/Engineering Services for Roofing Project		
Procurement Type:	Central Purchase Order		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000206862 MCKINLEY AND ASSOCIATES INC 32 20TH ST STE 100  WHEELING WV 26003 US Vendor Contact Phone: 304-233-0140 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: Jodi R Hash Requestor Phone: (304) 558-0500 Requestor Email: jhash@wvlottery.com  <b>23</b> 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
ACCOUNTS PAYABLE LOTTERY PO BOX 2067  CHARLESTON WV 25327-2067 US	PURCHASING LOTTERY 900 PENNSYLVANIA AVE  CHARLESTON WV 25302 US

12-15-22 RAT

Total Order Amount: \$33,651.25

Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>M. Welch</i> 12/15/2022 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> 12/16/2022 ELECTRONIC SIGNATURE ON FILE
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12/15/2022

**Extended Description:**

Change Order 2

To add \$117.07 in reimbursable expenses to the contract amount.

Total contract \$33,651.25

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	33000.00
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Architectural engineering

**Extended Description:**

In accordance with W. Va. Code 5G-1-1 (et seq)

A/E Services for a method of correction for the WV Lottery HQ Building Roof.

AIA Article 11.1 Compensation:

Fixed Fee of \$33,000.00 based on Scope of Work described in Section 1.1.1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	534.18
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Architectural engineering

**Extended Description:**

In accordance with W. Va. Code 5G-1-1 (et seq)

A/E Services for a method of correction for the WV Lottery HQ Building Roof.

AIA Article 11.1 Compensation:

Fixed Fee of \$33,000.00 based on Scope of Work described in Section 1.1.1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	117.07
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Architectural engineering

**Extended Description:**

In accordance with W. Va. Code 5G-1-1 (et seq)

A/E Services for a method of correction for the WV Lottery HQ Building Roof.

AIA Article 11.1 Compensation:

Fixed Fee of \$33,000.00 based on Scope of Work described in Section 1.1.1

# McKINLEY

ARCHITECTURE + ENGINEERING

Remit to:  
McKinley & Associates  
The Maxwell Centre  
32 20th Street, Suite 100  
Wheeling, WV 26003

Invoice Total Due: **\$2,757.07**

WV Lottery Finance Department  
PO Box 2067  
Charleston, WV 25302

December 06, 2022  
Invoice Number: 22004.01 - 0000002  
P/O #: CPO 0705 0705

Project Name: 22004.01 Lottery Building Roof  
Professional Services from June 12, 2022 to November 26, 2022

## Basic Services:

A/E Project Fee	33,000.00				
Billing Phase	Percent of Fee	Fee	Percent Complete	Earned	Current Fee Billing
Schematic Design	20.00	6,600.00	100.00	6,600.00	0.00
Design Development	25.00	8,250.00	100.00	8,250.00	0.00
Construction Documents	30.00	9,900.00	100.00	9,900.00	990.00
Procurement	5.00	1,650.00	100.00	1,650.00	1,650.00
Construction Administration	20.00	6,600.00	0.00	0.00	0.00
	Totals			26,400.00	2,640.00
	Previous Fee Billing			23,760.00	
	A/E Project Fee				2,640.00
	Subtotal this Phase				\$2,640.00

## Reimbursable Expenses

Specifications					
7/21/2022	Charleston Blueprint, LLC	Specification Sets		82.24	
Prints					
7/21/2022	Charleston Blueprint, LLC	B/W Oce Prints		24.19	
	Total Reimbursables		1.1 times	106.43	117.07
	Subtotal this Phase				\$117.07
	Total this invoice				\$2,757.07

Project	22004.01	Lottery Building Roof	Invoice	0000002
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**Billings to Date**

	Current	Prior	Total	Received	Balance Due
Basic Services	2,640.00	23,760.00	26,400.00		
Consultant	0.00	445.90	445.90		
Reimb. Expense	117.07	88.28	205.35		
<b>Totals</b>	<b>2,757.07</b>	<b>24,294.18</b>	<b>27,051.25</b>	<b>24,294.18</b>	<b>2,757.07</b>

## Billing Backup

MCKINLEY & ASSOCIATES INC.

**Reimbursable Expenses**
**Specifications**

AP 0012858	7/21/2022	Charleston Blueprint, LLC / Specification Sets / Invoice: 195550, 7/8/2022	82.24
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**Prints**

AP 0012861	7/21/2022	Charleston Blueprint, LLC / B/W Oca Prints / Invoice: 195773, 7/21/2022	24.19
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<b>Total Reimbursables</b>	<b>1.1 times</b>	<b>106.43</b>	<b>117.07</b>
<b>Subtotal this Phase</b>			<b>\$117.07</b>
<b>Agreed Upon Fee</b>			<b>\$117.07</b>
<b>Total this Report</b>			<b>\$117.07</b>

**Charleston Blueprint LLC**  
1203 Virginia Street East  
Charleston, WV 25301

**Phone: 304-343-1063 Fax: 304-343-1095**  
**print@charlestonblueprint.com**

# Invoice

<b>Date</b>	<b>Invoice #</b>
<b>7/8/2022</b>	<b>195550</b>

<b>Bill To</b>
<b>McKinley &amp; Associates</b> <b>32 20th Street</b> <b>Wheeling, WV 26003</b>

<b>Ship To</b>
<b>McKinley &amp; Associates</b> <b>1116 Smith Street #406</b> <b>Charleston WV 25301</b>

		P.O. Number	Terms	Rep	Ship	Via
			Net 30	CLM	7/8/2022	
Quantity	Item Code	Description	Price Each	Amount		
284	2	B/W COPY	0.14	39.76T		
1	COPY	COVERS/GBC BINDING	2.50	2.50T		
1	DESIGN/LAYOU...	SLIP SHEETING	25.00	25.00T		
4	5	B/W OCE	2.40	9.60T		
		RE: WV LOTTERY BUILDING ROOF				
		State Sales Tax and Charleston Municipality Tax	7.00%	5.38		
				<b>Total</b>	<b>\$82.24</b>	
Signature						

**Charleston Blueprint LLC**  
1203 Virginia Street East  
Charleston, WV 25301

**Phone: 304-343-1063 Fax: 304-343-1095**  
**print@charlestonblueprint.com**

# Invoice

<b>Date</b>	<b>Invoice #</b>
<b>7/21/2022</b>	<b>195773</b>

<b>Bill To</b>
<b>McKinley &amp; Associates</b>
<b>32 20th Street</b>
<b>Wheeling, WV 26003</b>

<b>Ship To</b>
<b>McKinley &amp; Associates 1116 Smith Street #406 Charleston WV 25301</b>

		P.O. Number	Terms	Rep	Ship	Via
		TOLSIA	Net 30	AF	7/21/2022	
Quantity	Item Code	Description	Price Each	Amount		
9.5	FUEL SURCHAR...	B/W OCE FUEL SURCHARGE LOCAL State Sales Tax and Charleston Municipality Tax	2.40 1.00 7.00%	21.60T 1.00T 1.59		