



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

State of West Virginia
Contract

Order Date: 03-22-2023

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 0211 4072 GSD200000009 7 | Procurement Folder: | 579236 |
| Document Name: | Elevator Modernization - Various Facilities | Reason for Modification: | |
| Document Description: | Elevator Modernization - Various Facilities | Change Order No. 5 To Decrease Contract. | |
| Procurement Type: | Central Contract - Fixed Amt | | |
| Buyer Name: | Melissa Pettrey | | |
| Telephone: | (304) 558-0094 | | |
| Email: | melissa.k.pettrey@wv.gov | | |
| Shipping Method: | Best Way | Effective Start Date: | 2019-10-16 |
| Free on Board: | | Effective End Date: | 2023-10-15 |

| VENDOR | | DEPARTMENT CONTACT | | | |
|---|-------------------------|---|-------------------------|-------------------|---|
| Vendor Customer Code: | 000000229419 | Requestor Name: | Patrick S O'Neill | | |
| MILLER ENGINEERING INC 429 Laurel Run Rd | | Requestor Phone: | 304-352-5492 | | |
| Carmichaels | PA 15320-2543 | Requestor Email: | patrick.s.oneill@wv.gov | | |
| US | | <div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div> | | | |
| Vendor Contact Phone: | 304-291-2234 | | | Extension: | 2 |
| Discount Details: | | | | | |
| | | | | | |
| | Discount Allowed | Discount Percentage | Discount Days | | |
| #1 | No | 0.0000 | 0 | | |
| #2 | Not Entered | | | | |
| #3 | Not Entered | | | | |
| #4 | Not Entered | | | | |

| INVOICE TO | SHIP TO |
|---|---|
| DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US | STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US |

| | |
|----------------------------|--------------|
| Total Order Amount: | \$964,175.21 |
|----------------------------|--------------|

Purchasing Division's File Copy

ENTERED

| | | |
|---|---|---|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Hyle</i> ELECTRONIC SIGNATURE ON FILE <i>MAR 28 2023</i> | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE <i>3/30/2023</i> | ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE <i>3/31/2023</i> |
|---|---|---|

Extended Description:

Change Order

Change Order No. 05 is issued to decrease the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the lump sum amounts for each Phase are decreased as defined in the attached documentation.

Effective date of change: March 22, 2023

Original Contract Price: \$1,307,100.00
 Change Order 2: 13,166.00
 Change Order 5 Decrease: (356,090.79)
 New Contract Total: \$ 964,175.21

No other changes.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|--------------|
| 1 | 81100000 | 0.00000 | | 0.000000 | \$465,545.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2019-10-16 | 2023-10-15 | | | | |

Commodity Line Description: Elevator Modernization - Various Facilities - Phase 1**Extended Description:**

Elevator Modernization - Various Facilities - Phase 1

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|--------------|
| 2 | 81100000 | 0.00000 | | 0.000000 | \$397,996.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2019-10-16 | 2023-10-15 | | | | |

Commodity Line Description: Elevator Modernization - Various Facilities - Phase 2**Extended Description:**

Elevator Modernization - Various Facilities - Phase 2

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|-------------|
| 3 | 81100000 | 0.00000 | | 0.000000 | \$87,468.21 |
| Service From | Service To | Manufacturer | | Model No | |
| 2019-10-16 | 2023-10-15 | | | | |

Commodity Line Description: Elevator Modernization - Various Facilities - Phase 3**Extended Description:**

Elevator Modernization - Various Facilities - Phase 3

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|---------------------|-------------------|---------------------|------|-----------------|-------------|
| 4 | 81100000 | 0.00000 | | 0.000000 | \$13,166.00 |
| Service From | Service To | Manufacturer | | Model No | |
| 2019-10-16 | 2023-10-15 | | | | |

Commodity Line Description: Change Order #2 - Phase 1 additional services**Extended Description:**

Change Order # 2



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

MEMORANDUM

To: Melissa, Pettrey, Senior Buyer, State Purchasing Division
From: Jamie Jones, Procurement Administrator, General Services Division *James R Jones*
Date: March 22, 2023
Ref: **Change Order #5 – CCT 0211 GSD200000009, Elevator Modernization - Various Facilities**

Melissa:

Please accept this memorandum as explanation and justification for our request for Change Order No. 5 to contract (CCT 0211 GSD200000009) with Miller Engineering Inc. for Elevator Modernization - Various Facilities Project. Per the documentation attached here and to the Header of the wvOASIS procurement document, the agency is requesting a decrease of \$356,090.79.

Due to issues arising during the solicitation, and construction of Phases 1 & 2, we will not have sufficient time to complete bidding and construction phase services for Phase 3 of this project. As a result, we are reducing the Phase 3 portion of this contract to reflect work that had been completed to date. As the initial contract anticipated an estimated 16 Progress Meetings and/or Site Visits per phase, we are adjusting the the amounts allocated to Phase 1 & 2 to reflect the Progress Meetings, and Site Visits, that each Phase has utilized to date, and will be needed to allow for completion of each Phase.

Original Contract Amount: \$1,307,100.00
Change Order #2: 13,166.00
Change Order # 5 Decrease:(356,090.79)
New Contract Amount: \$ 964,175.21

If you need additional information, please feel free to contact me via email at James.R.Jones@wv.gov or telephone at (304) 352-5517.

Thank you!

*Decrease
approved*



21Mar23

James Jones
Procurement Administrator
General Services Division
103 Michigan Avenue
Charleston, WV 25311

Reference: Elevator Modernizations Various Buildings PO# CCT 0211 4072 GSD20*09

Mr. Jones:

Miller Engineering Inc. is requesting a contract change order related to discontinuing services for Phase 3 of the project as directed by GSD. GSD has requested MEI stop work on Phase 3 due to insufficient time to complete the Phase 3 design, bidding and construction within MEI's maximum contract length.

The change order modifies the scope of services as follows:

The Phase 3 schematic design remains in the contract as those services have been completed and invoiced.

Phase 3 design development, constructions documents, and bidding are deducted from the contract in the amount of \$356,090.79

Phase 3 construction administration is removed with the exception of the fee related to 16 progress meeting/ site visits which would have been used in Phase 3 but are needed to complete Phases 1 and 2. The Phase 3 construction administration fee amount of \$16,800 is transferred to Phase 2, resulting in a construction administration deduct of \$112,100.52.

The fee allocation for Phase 3 will be decreased to \$87,468.21 (previously invoiced) and the fee transfer to Phase 2 construction administration will be carried as a Change Order 5 line item at \$16,800 for invoicing purposes; the fees associated with 16 meeting/site visits.

CO #5 Phase 3 to Phase 2 Construction Administration Transfer Breakout:

| | Hours | Rate | Extended |
|-----------|-------|-------|-------------|
| Principal | 112 | \$150 | \$16,800.00 |
| CO #5 Fee | | | \$16,800.00 |

The result of the Change Order is a revised Lump Sum Fee of Nine Hundred Sixty Four Thousand One Hundred Seventy Five Dollars and 21 Cents (\$964,175.21), associated with a breakout as follows:

| | |
|----------------------------|--------------|
| Phase I | \$478,711.00 |
| Phase II | \$397,996.00 |
| Phase III | \$87,468.21 |
| Project A&E Fee after CO#5 | \$964,175.21 |

If this request meets with your satisfaction, we will provide the appropriate contract paperwork to complete the change order.

Thank you for your consideration, please do not hesitate to call me if you have any questions.

Sincerely,



Craig Miller, PE
President
Miller Engineering, Inc.

Cc: file