



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: 02-24-2023

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CPO 0403 0403 DBS2100000001 5	<b>Procurement Folder:</b>	846401
<b>Document Name:</b>	PE Building ADA Access and related construction	<b>Reason for Modification:</b>	Change Order: 4  To Decrease Contract
<b>Document Description:</b>	PE Building ADA Access and related construction		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Joseph E Hager III		
<b>Telephone:</b>	(304) 558-2306		
<b>Email:</b>	joseph.e.hageriii@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-07-12
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-03-31

VENDOR			DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	00000204338		<b>Requestor Name:</b>	Michelle L Childers	
W HARLEY MILLER CONTRACTORS INC PO BOX 945			<b>Requestor Phone:</b>	(304) 558-2686	
MARTINSBURG WV 254020945			<b>Requestor Email:</b>	michelle.childers@k12.wv.us	
US			<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	3042678959	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>			<b>Discount Days</b>
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY WV 26757-1894 US	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY WV 26757-1894 US

2-27-23

<b>Total Order Amount:</b>	\$120,962.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Munk</i> 2/24/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> 2/28/2023 ELECTRONIC SIGNATURE ON FILE
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2/28/2023

**Extended Description:**

Change Order

Change Order No. 04 is issued to decrease the original contract by the sum of \$5,538.00 per the attached documentation

Original Contract Amount: \$126,500.00  
Change Order #4 Decrease: -\$5,538.00  
New Contract Total: \$120,962.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152705	0.00000		0.000000	120962.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Sidewalk or ramp construction service

**Extended Description:**

Sidewalk or ramp construction service



# The West Virginia Schools for the Deaf and the Blind

Established 1870  
301 EAST MAIN STREET  
ROMNEY, WEST VIRGINIA 26757  
Telephone - 304-822-4800

TO: Josh Hager, Senior Buyer, West Virginia Purchasing Division

From: Tabitha Crist, CFO, West Virginia Schools for the Deaf and the Blind *TJC*

Date: February 20, 2023

Subject: CPO DBS 2100000001 – PE Building ADA Access and related construction

We are requesting to reduce the amount of the contract. W. Harley Miller has completed the work and was \$5,538 under the bid price. This will allow us to pay the final invoice and close the project.



# Document G701™ – 2017

## Change Order

**PROJECT:** *(Name and address)*  
Physical Education Building ADA  
301 East Main Street  
Romney, WV 26757

**CONTRACT INFORMATION:**  
Contract For: Construction  
Date: 1 June 2021

**CHANGE ORDER INFORMATION:**  
Change Order Number: 004  
Date: 13 January 2023

**OWNER:** *(Name and address)*  
West Virginia School for Deaf & Blind  
301 East Main Street  
Romney, WV 26757

**ARCHITECT:** *(Name and address)*  
McKinley Architecture + Engineering  
32-20<sup>th</sup> Street  
Wheeling, WV 26003

**CONTRACTOR:** *(Name and address)*  
W. Harley Miller Contractors, Inc  
1193 Hedgesville Road  
Martinsburg, WV 25403

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

There was a 7K allowance which was included in the total contract amount. Contractor did not provide a separate line item on the pay application. Additional work charged against the allowance amounted to \$1,462, leaving a balance of \$5,538.00 which should be credited back to the owner. This Change Order provides the credit back to the owner. Attached documents depict additional work completed.

The original Contract Sum was	\$	126,500.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	126,500.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	5,538.00
The new Contract Sum including this Change Order will be	\$	120,962.00

The Contract Time will be unchanged by (0) days.

The new date of Substantial Completion will be

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

McKinley Architecture + Engineering  
ARCHITECT *(Firm name)*

SIGNATURE

Bob Smith, CA  
PRINTED NAME AND TITLE

13 Jan 2023  
DATE

W. Harley Miller Inc  
CONTRACTOR *(Firm name)*

SIGNATURE

James Dailey, President  
PRINTED NAME AND TITLE

1/17/23  
DATE

WVSDDB  
OWNER *(Firm name)*

SIGNATURE

Tabitha Crist, CFO  
PRINTED NAME AND TITLE

1/17/2023  
DATE