



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

State of West Virginia
Contract

Order Date: 01-04-2023

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 0432 0432 DCH12101 2	Procurement Folder:	6624
Document Name:	Converted DCH12101-P000023482	Reason for Modification:	Change Order No. 2 To Cancel contract and to reduce the amount on CL#1 for unused funds of the project.
Document Description:	RENOVATION OF RESTROOMS & AUDITORIUM SPACES AT GRAVE CREEK A		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Toby L Welch		
Telephone:	(304) 558-8802		
Email:	toby.l.welch@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2012-08-22
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-01-04

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000206861	Requestor Name:	Brian R Wilkinson																				
MCKINLEY ARCHITECTURE AND ENGINEERING 32 20TH ST STE 100		Requestor Phone:	(304) 558-0220																				
WHEELING WV 26003		Requestor Email:	brian.r.wilkinson@wv.gov																				
Vendor Contact Phone:	304-233-0140	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
Discount Details:	Extension:																						
<table border="1" style="width: 100%;"><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>Yes</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	Yes	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			
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#1	Yes	0.0000	0																				
#2	Not Entered																						
#3	Not Entered																						
#4	Not Entered																						

INVOICE TO	SHIP TO
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY GRAVE CREEK ARCHEOLOGY COMPLEX 801 JEFFERSON AVE PO BOX 527 MOUNDSVILLE WV 26041 US

1-4-23 BOW

Total Order Amount:	\$22,145.33
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Purchasing Division's File Copy

ENTERED

TW 1-4-23

PURCHASING DIVISION AUTHORIZATION SIGNED BY: Mark A Atkins <i>M.A.</i> DATE: 2023-01-04 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: 1/10/2023 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: 1/13/2023 ELECTRONIC SIGNATURE ON FILE
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1/10/2023

Extended Description:

Change Order

Change Order No. 2 is issued to cancel this contract order in its entirety and all remaining funds associated with the contact.

Effective date of cancellation 12/07/2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	\$22,145.33
Service From	Service To	Manufacturer	Model No		
2013-02-22	2014-05-31				

Commodity Line Description: Renovations of Grave Creek Theater

Extended Description:



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AAE Employee

MEMORANDUM

To: Toby L. Welch, Senior Buyer, WV Purchasing Division

From: Cara M. Suppa, Procurement Officer, WVDACH

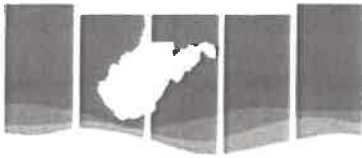
Date: December 1, 2022

Re: CCT DCH12101, A/E Services, McKinley and Associates, Grave Creek Mound Archeological Complex, Theater, and Rest Room Renovations

Toby:

The Agency's Finance Unit indicated to me that the above referenced contract was not fully closed out when the project was completed. In checking in FIMS, I discovered that the contract had ended on May 31, 2014. Apparently, the Agency Procurement Officer at the time did not complete the closeout process. In order to cancel CCT DCH12101 and close-out the \$2,454.67 encumbered funds, we need McKinley Architecture and Engineering to confirm project completion by acknowledging receipt of the attached letter. A deadline to return the signed letter is set for December 7, 2022. Failure to respond by 12/7/22 will be regarded as acceptance of the cancellation.

If you have any questions or need addition information, please contact me at Cara.M.Suppa@wv.gov, or by phone at (304) 558-0220.



West Virginia Department of
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AND HISTORY**

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employee

November 30, 2022

McKinley Architecture and Engineering
32 20th Street, Suite 100
Wheeling, WV 26003

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RE: Contract Close Out, CCT DCH12101- Project #12040.01 - A/E Services: Renovations of Restrooms and Auditorium Space at Grave Creek Mound Archaeological Complex

To Whom It May Concern:

The Agency's Finance Unit has indicated to me that the contract, referenced above, was not fully closed out. In checking our files, Christina Schessler was the Architect/Project Manager for McKinley Architecture and Engineering on the Project. Apparently, our Agency Procurement Officer of the time did not complete the closeout process. In order to cancel CCT DCH12101 and close-out the \$2,454.67 encumbered funds, we need McKinley Architecture and Engineering to confirm project completion by signing the acknowledgement statement*** below and returning the signed letter to me to complete processing.

Thank you for your assistance in this matter.

Sincerely,

Cara M. Suppa 11/30/22

Cara M. Suppa
Procurement Officer, WVDACH

*****ACKNOWLEDGEMENT:**

CCT DCH12101- A/E Services: Renovations of Restrooms and Auditorium Spaces at Grave Creek Mound Archaeological Complex

By signing below, the vendor agrees that the referenced Project is completed, all monies have been paid, and that nothing else is owed. Failure to respond by 12/7/22 will be regarded as acceptance of the cancellation.

X _____
Authorized Signatory

Title

Date