



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: 03-07-2023

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 0603 0603 ADJ2200000038 6	<b>Procurement Folder:</b>	1018871
<b>Document Name:</b>	Williamstown AFRC- Roof Replacement	<b>Reason for Modification:</b>	Change Order # 3 To Extend Contract
<b>Document Description:</b>	Change Order No. 3- To extend contract time only		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	David H Pauline		
<b>Telephone:</b>	304-558-0067		
<b>Email:</b>	david.h.pauline@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-08-22
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-05-19

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000200967	<b>Requestor Name:</b>	Timothy D Hersman
MURRAY SHEET METAL CO INC		<b>Requestor Phone:</b>	304-561-6337
3112 7TH ST		<b>Requestor Email:</b>	timothy.d.hersman.nfg@army.mil
PARKERSBURG	WV 261043846		
US			
<b>Vendor Contact Phone:</b>	304-422-5431		
<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		

**23**  
 FILE LOCATION \_\_\_\_\_

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

KIB 3-7-23

<b>Total Order Amount:</b>	\$638,874.00
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Purchasing Division's File Copy

**ENTERED**

DP 3/7/23

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara H 3/7/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Beverly Tuber 3-9-23</i> ELECTRONIC SIGNATURE ON FILE
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3/9/2023

**Extended Description:**

CHANGE ORDER

Change Order No. 3-is issued to extend the original contract to 05/19/2023 according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders. The extension of this contract is provided in order to complete the project because of winter weather delays.

Effective date of Change: 02/06/2023

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	2023-05-19				

**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	2023-05-19				

**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.



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/TIME EXTENSION REQUEST**

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

**Location:** Williamstown, WV

**Date:** 2/6/2023

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

**Change Order #:** 3

**Proposed Changes:** Requesting a no-cost 90-day time extension – We will have the roof substantially complete by 2/18/23, but inclement weather has slowed our progress. We will need more time for final detailing/touch-ups, ladder install, joint sealing at stone coping, cleaning/demobilizing, and lawn repair.

**Timeframe For Changes & Effect On Overall Schedule:** Requested final completion date of 05/19/2023

**Estimated Price of Changes:** \$0.00

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

**Net Price of Prior Approved Change Orders:** \$26,954.00

**New Contract Price If Current Change Order Approved:** N/A

**This Change Order is:**

Approved |  Not Approved

**Signed:** [Signature]  
**Date:** 3-7-2023

**Title:** Project Manager  
Murray Sheet Metal

**Submitting Company Name**

**Signed:** [Signature]  
**Date:** 3-7-2023

**Title:** Procurement Analyst  
Adjutant General's Office

**Receiving Company Name**



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

NGWW-FMO

2 March 2023

**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#3 Williamstown AFRC Roof Replacement**  
Murray Sheet Metal Company, Inc.

This change order request for the project noted above is to extend the contract time until 05/19/2023. The extension of time is needed because of winter weather delays in order to complete the project.

This change order request is late because of staff vacations and illness and because of staff workload.

Per this justification, we respectfully request the approval of Change Order #3 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at [claude.d.wingerd.nfg@army.mil](mailto:claude.d.wingerd.nfg@army.mil).

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

*Extension  
and Backlog  
apd  
18*