



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

State of West Virginia
Contract

Order Date: 01-24-2023

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

Order Number:	CCT 1400 1400 AGR2100000006 7	Procurement Folder:	920770
Document Name:	EXPRESSION OF INTEREST	Reason for Modification:	Change Order No 4 To Increase Contract
Document Description:	CHANGE ORDER NO 4 A/E Services, New Cooler Unit at Food Dist		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Crystal G Husted		
Telephone:	(304) 558-2402		
Email:	crystal.g.husted@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2019-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000015335 HENDON & REDMOND INC 10816 MILLINGTON COURT STE 110 CINCINNATI OH 45242 US Vendor Contact Phone: 513-488-8888 Extension:	Requestor Name: Alan M Clemans Requestor Phone: (304) 558-2221 Requestor Email: aclemans@wvda.us																				
Discount Details:	<div style="font-size: 2em; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																				
<table border="1"><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		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		Not Entered																			
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	AUTHORIZED RECEIVER 304-558-0573 AGRICULTURE DEPARTMENT OF FOOD DISTRIBUTION PROGRAM 4496 CEDAR LAKES RD RIPLEY WV 25271 US

2-7-23 BAT

Purchasing Division's File Copy

Total Order Amount:	\$64,313.46
---------------------	-------------

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H 2/6/2023</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John & Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Beverly Toler</i> DATE: <i>2-8-2023</i> ELECTRONIC SIGNATURE ON FILE
---	--	--

2/7/2023

Extended Description:

CHANGE ORDER 4

TO ADD ADDITIONAL CONTRACT OVERSITE HOURS AND REIMBURSABLES FOR COOLER PROJECT PER THE ATTACHED DOCUMENTATION.

ORIGINAL CONTRACT AMOUNT: \$ 26,188.00

CHANGE ORDER 1: \$ 710.46

CHANGE ORDER 3: \$ 33,050.00

CHANGE ORDER 4: \$ 4,365.00

CONTRACT TOTAL: \$ 64,313.46

ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

NO OTHER CHANGES

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81000000	0.00000		0.000000	\$26,188.00
Service From	Service To	Manufacturer	Model No		
2019-10-01	2023-09-30				

Commodity Line Description: Engineering Services

Extended Description:

Engineering Services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81000000	0.00000		0.000000	\$710.46
Service From	Service To	Manufacturer	Model No		
2021-02-06	2021-08-09				

Commodity Line Description: Engineering Services

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81000000	0.00000		0.000000	\$33,050.00
Service From	Service To	Manufacturer	Model No		
2022-09-01	2023-09-30				

Commodity Line Description: Engineering Services

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81000000	0.00000		0.000000	\$4,365.00
Service From	Service To	Manufacturer	Model No		
2023-01-15	2023-01-31				

Commodity Line Description: Engineering Services

Extended Description:



January 18, 2023

cfisher@wvda.us
Ms. Cindy Fisher
WV Department of Agriculture
Procurement Coordinator
1900 Kanawha Blvd. East
Charleston, WV 25305

Re: CCT 1400 AGR2100000006 – A/E Services, New Cooler Unit at Food Distribution

Dear Ms. Fisher:

We propose to perform up to four additional days of onsite observations during the replacement of the roof by United Construction Company.

Fee		
Site Administration	\$135.00 @ 31 hours	\$4,185.00
Administration	\$90.00 @ 2 hours	<u>\$180.00</u>
		\$4,365.00

Reimbursable Expenses

Reimbursable expenses will be billed as incurred at cost, plus 10%. Expenses include mileage and meals billed on actual charges up to \$385.00. Your state lodge will be utilized for overnight stays and the cost is not included in the estimated expense amount listed above.

Sincerely,

HENDON & REDMOND, INC.
dba Food Plant Engineering, LLC

Mark E. Redmond, President



Hustead, Crystal G <crystal.g.hustead@wv.gov>

RE: CCT AGR21*06 CO4

1 message

Fisher, Cindy <CFisher@wvda.us>

Tue, Jan 31, 2023 at 2:50 PM

To: "Hustead, Crystal G" <crystal.g.hustead@wv.gov>

Crystal,

APPROVED
[Signature]
2/6/23

With the ongoing issues with the replacement of the Roof, it is taking United Construction and their Sub Contractor Murrey Sheet Metal a little longer to complete the project. In order for proper oversight of the remaining time left for the replacement of the Roof, Hendon & Redmond/Food Plant Engineering needed to be onsite to make sure all steps were followed on the drawings and proper installation was completed in order to have a usable roof for this new cooler. If proper oversight was not there then another step may be missed and we would be back to square one and have an unusable cooler again.

Please let me know if anything additional is needed.

Thank you



Cindy Fisher, Procurement Coordinator

ADMINISTRATIVE SERVICES DIVISION

WEST VIRGINIA DEPARTMENT OF AGRICULTURE

COMMISSIONER, KENT A. LEONHARDT

217 Gus R Douglas Lane, Charleston, WV 25312

Office (304) 558-2221

<https://agriculture.wv.gov/>

From: Hustead, Crystal G <crystal.g.hustead@wv.gov>
Sent: Tuesday, January 31, 2023 2:21 PM
To: Fisher, Cindy <CFisher@wvda.us>
Subject: CCT AGR21*06 CO4

[NOTICE: This email came from a sender outside of the WVDA organization. Please be careful when opening attachments and/or clicking links in this email.]

Tara gave this one back to me and is requesting some additional justification

She was wanting more explanation of how CO4 is different from CO3, I have attached the letters provided for both change orders

--

Thank you,

Crystal Hustead, CPPB

Senior Buyer

State of West Virginia Purchasing Division

2019 Washington Street, East

Charleston, WV 25305

Email:Crystal.G.Hustead@wv.gov

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



January 23, 2023

Crystal Husted
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

RE: Change Order for (CCT AGR21*6) A/E Services, New Cooler Unit at Food Distribution

The WV Department of Agriculture (WVDA) is seeking Purchasing Division approval of a change order to request additional hours and reimbursables for the cooler project engineer. After ongoing problems with condensation collecting in the roof system, it was determined that the construction contractor did not properly follow drawings and specifications of the original construction contract. In order for the issue to be properly corrected, additional time and services are required from the project engineer to facilitate the remediation process. In summary, the changes are as follows:

- Perform continued onsite observations during the replacement of the roof.

Fee

Site Administration \$135.00 @ 31 hours \$4,185.00
Administration \$90.00 @ 2 hours \$180.00
TOTAL \$4,365.00

Reimbursable expenses will be billed as incurred at cost plus 10%. Mileage and meals included on actual charges up to \$385.00.

The cost of this change order will be \$4,750.00 and a copy of the vendor proposal is attached which provides additional explanatory information. Thank you in advance for your approval of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Clemans".

Alan Clemans (Jan 23, 2023 11:00 EST)

Alan Clemans, CFO/Director of
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312
telephone: 304-558-3550 • fax: 304-558-2203

www.agriculture.wv.gov

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its programs and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.