



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

State of West Virginia  
**Contract**

Order Date: 04-07-2023

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

Order Number:	CCT 0211 4098 GSD2000000019 8	Procurement Folder:	581555
Document Name:	East Campus Assessment and Metal Building Design	Reason for Modification:	Change Order 6 To renew contract.
Document Description:	East Campus Assessment and Metal Building Design		
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:	2020-03-16
Free on Board:		Effective End Date:	2024-03-15

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000207246	Requestor Name:	Mark A Crites
CHAPMAN TECHNICAL GROUP LTD PO BOX 1355		Requestor Phone:	304-352-5515
SAINT ALBANS WV 251771355		Requestor Email:	mark.a.crites@wv.gov
US		<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	859-223-3999 Extension:		
Discount Details:			
#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	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION GROUNDS SECTION - LOT/BLDG 98 321 MICHIGAN AVE CHARLESTON WV 25305 US

*4/12/2023*

Purchasing Division's File Copy

Total Order Amount: \$760,294.00

**ENTERED**

*MKP 04/11/2023*

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tarah 4/11/2023</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>4/14/2023</i> ELECTRONIC SIGNATURE ON FILE
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*4/14/2023*

**Extended Description:**

Change Order

Change Order No. 6 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: March 16, 2023 through March 15, 2024

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81100000	0.00000		0.000000	\$707,451.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-03-16	2024-03-15				

**Commodity Line Description:** East Campus Assessment and Metal Building Design

**Extended Description:**

Per Attached Agreement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81100000	0.00000		0.000000	\$4,921.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-03-16	2024-03-15				

**Commodity Line Description:** Change Order No 1

**Extended Description:**

Per Attached Agreement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81100000	0.00000		0.000000	\$40,682.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-03-16	2024-03-15				

**Commodity Line Description:** Change Order No 3

**Extended Description:**

Per Attached Agreement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81100000	0.00000		0.000000	\$7,240.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2020-03-16	2024-03-15				

**Commodity Line Description:** Change Order No 5

**Extended Description:**

Per Attached Agreement

# Memo

**To:** Melissa Pettrey, Sr. Buyer, WW Purchasing Division  
**From:** Jamie Jones, Procurement Administrator, General Services Division  
**Date:** April 7, 2023  
**Re:** CCT GSD20\*019, E. Campus Assessment & Metal Building Design

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Melissa,

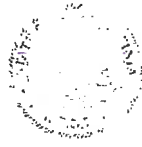
Please accept this memorandum as the justification for the need to backdate the subject change order. The Agency, as you are aware, has a large number of active on-going projects. We are also in the process of working on a number of projects that will be moving forward in the near future.

I take the blunt of the responsibility for the delay due to personal circumstances causing me to be out of the office, and not having prepared my subordinate staff to be proactive in ensuring that contracts are maintained in an active status. I am working to train another individual that will help with maintaining contracts to ensure that contracts are maintained in a more timely manner.

Thank you,

Jamie Jones

*Backdate  
April  
MJ*



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

April 6, 2023

Chapman Technical Group Ltd.  
PO Bos 1365  
St. Albans, WV 25177-1355

REF: CCT GSD2000000019, East Campus Assessment and Metal Building Design

Attn: Joe Bird,

The above referenced contract expired on March 15, 2023. The West Virginia Department of Administration, General Services Division wishes to renew the contract for one (1) year, under the same pricing, specifications, terms and conditions. The renewal term of the contract will be March 16, 2023 through March 15, 2024. If you are in agreement to renew this contract, please sign below and return to Jamie Jones, via email at [James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov), or fax at 304-558-1475 at your earliest convenience.

If you have any questions, please feel free to contact me.

Thank you,

James (Jamie) R. Jones  
Procurement Officer, General Services Division

Joseph E. Bird  
Name/Signature  
Vice President  
Title

4-7-2023  
Date