



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

State of West Virginia
Contract

Order Date: 04-13-2023

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 4012 GSD2200000010 3	Procurement Folder:	996234
Document Name:	WV State Capitol Monuments Historic Conservation Services	Reason for Modification: Change Order 2 To renew contract, and establish Year 2 services.	
Document Description:	WV State Capitol Monuments Historic Conservation		
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:	2022-03-31
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-03-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000018794	Requestor Name:	Timothy M Lee
SMITH ART CONSERVATION LLC 1519 RADCLIFFE WAY		Requestor Phone:	304-352-5492
AUBURN CA 95603		Requestor Email:	timothy.m.lee@wv.gov
US			
Vendor Contact Phone:	5628821805		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

23
 FILE LOCATION _____

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US

4-20-23 Box

Purchasing Division's File Copy

Total Order Amount:	\$55,443.00
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ENTERED

MKP 04/19/2023

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H. 4/19/2023</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 4/21/2023</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Beverly Toler</i> DATE: <i>4-21-2023</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 2 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract is increased to account for "Year 2" tasks, as defined in the original contract.

Effective date of renewal March 31, 2023 to March 30, 2024

Renewal Years remaining: 2

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	93141713	0.00000		0.000000	\$26,400.00
Service From	Service To	Manufacturer		Model No	
2022-03-31	2023-03-30				

Commodity Line Description: Monument Conservations Services: Year 1

Extended Description:

Bid Year 1 Total, See Pricing Page

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93141713	0.00000		0.000000	\$29,043.00
Service From	Service To	Manufacturer		Model No	
2023-03-31	2024-03-30				

Commodity Line Description: Monument Conservations Services: Year 2

Extended Description:

Bid Year 2 Total, See Pricing Page



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

Smith Art Conservation, LLC
1519 Radcliffe Way
Auburn, CA 95603

REF: CCT GSD220000010, WV State Capitol Monuments Historic Conservation Services

Attn: Andrew Smith,

The above referenced contract expired on March 30, 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 31, 2023 through March 30, 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, 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

Andrew Smith

Name/Signature

4/11/2023

Date

Principal

Title

Memo

To: Melissa Pettrey, Sr. Buyer, WV Purchasing Division

From: Jamie Jones, Procurement Administrator, General Services Division

James R Jones

Date: April 11, 2023

Re: CCT GSD22*010, WV State Capitol Monuments Historic Conservation Services

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.

Additionally, it was noticed during the processing of paperwork for the change order that there had been a slight discrepancy between the "unit prices" and the bid totals for Years 2-4. As unit price should prevail, the discrepancies (\$3 for Year 2, \$2 for Year 3, and (\$59) for Year 4) are acceptable to the Agency.

Thank you,

Jamie Jones

*Back date
added
JL*

EXHIBIT A - Pricing Page

Bidders are required to submit this completed Pricing Page with their Bid.

DATE: **2/8/2022**
Smith Art Conservation, LLC

NAME OF VENDOR: _____

The aforementioned hereinafter called Vendor, being familiar with and understanding the Bidding Documents and also having examined the site and being familiar with all local conditions affecting the project hereby proposes to furnish all labor, material, equipment, supplies, and transportation and to perform all Work in accordance with the Bidding Documents within the time set forth as follows:

Note: Tasks in Exhibit A are references to the specific task numbers located in the Specifications, Section 4, Mandatory Requirements

Monument	Year 1 Tasks	Year 1 Bid (by Monument)	Year 2 Tasks	Year 2 Bid (by Monument)	Year 3 Tasks	Year 3 Bid (by Monument)	Year 4 Tasks	Year 4 Bid (by Monument)
Booker T. Washington	4.1.1.2	\$1,550	4.1.1.1	\$1,705	4.1.1.1	\$1,878	4.1.1.1	\$2,063
Fallen Firefighters	4.1.2.1	\$1,845	4.1.2.2	\$2,030	4.1.2.1	\$2,232	4.1.2.1	\$2,456
Fallen Partner	4.1.3.1	\$1,425	4.1.3.2	\$1,568	4.1.3.1	\$1,724	4.1.3.1	\$1,897
Liberty Bell	4.1.4.1	\$1,500	4.1.4.2	\$1,650	4.1.4.1	\$1,815	4.1.4.1	\$1,997
Lincoln Walks at Midnight	4.1.5.1	\$1,675	4.1.5.2	\$1,843	4.1.5.1	\$2,027	4.1.5.1	\$2,229
Robert C. Byrd	4.1.6.1	\$1,300	4.1.6.1	\$1,430	4.1.6.2	\$1,573	4.1.6.1	\$1,730
Spirit of West Virginia	4.1.7.1	\$2,750	4.1.7.1	\$3,025	4.1.7.2	\$3,328	4.1.7.1	\$3,660
Stonewall Jackson	4.1.8.2	\$1,675	4.1.8.1	\$1,843	4.1.8.1	\$2,027	4.1.8.1	\$2,229
The Mountaineer	4.1.9.2	\$1,500	4.1.9.1	\$1,650	4.1.9.1	\$1,815	4.1.9.1	\$1,997
Union Soldiers and Sailors	4.1.10.2	\$1,680	4.1.10.1	\$1,848	4.1.10.1	\$2,032	4.1.10.1	\$2,236
West Virginia Coal Miner	4.1.11.1	\$1,425	4.1.11.1	\$1,568	4.1.11.2	\$1,724	4.1.11.1	\$1,897
West Virginia Female Veterans	4.1.12.2	\$1,675	4.1.12.1	\$1,842	4.1.12.1	\$2,027	4.1.12.1	\$2,229
West Virginia Veterans	4.1.13.2	\$3,800	4.1.13.1	\$4,180	4.1.13.1	\$4,598	4.1.13.1	\$5,058
Gold Star Family	4.1.14.2	\$1,400	4.1.14.1	\$1,540	4.1.14.1	\$1,694	4.1.14.1	\$1,863
Stonewall Jackson (Interior)	4.1.15.2	\$425	4.1.15.1	\$468	4.1.15.1	\$514	4.1.15.1	\$566
Cleve Bailey (Interior)	4.1.16.2	\$425	4.1.16.1	\$468	4.1.16.1	\$514	4.1.16.1	\$566
Anna Jarvis (Interior)	4.1.17.2	\$350	4.1.17.1	\$385	4.1.17.1	\$424	4.1.17.1	\$466
Bid Year Totals	Bid Year 1 Total (A)	\$26,400	Bid Year 2 Total (B)	\$29,043	Bid Year 3 Total (C)	\$31,946	Bid Year 4 Total (D)	\$35,139

GRAND TOTAL BID (A + B + C + D) =