



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: 04-14-2023

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:	CPO 0926 1920 PSC2200000003 3	Procurement Folder:	1033545
Document Name:	Carpet Removal & Installation	Reason for Modification:	Change Order 02 To Extend and Increase Contract
Document Description:	Carpet Removal & Installation		
Procurement Type:	Central Purchase Order		
Buyer Name:	Jessica L Hovanec		
Telephone:	304-558-2314		
Email:	jessica.l.hovanec@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-10-17
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-04-30

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000229169	Requestor Name:	Sandra M Mitchell	
CONTINENTAL FLOORING CO 9319 N 94TH WAY STE 1000 SCOTTSDALE AZ 85258 US		Requestor Phone:	(304) 340-0364	
Vendor Contact Phone:	999-999-9999	Requestor Email:	smitchell@psc.state.wv.us	
Discount Details:		<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
Discount Allowed	Discount Percentage			Discount Days
#1 No	0.0000			0
#2 No				0
#3 No				0
#4 No		0		

INVOICE TO	SHIP TO
ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US	ADMINISTRATION PUBLIC SERVICE COMMISSION 201 BROOKS ST CHARLESTON WV 25301 US

5/12/2023

Purchasing Division's File Copy

Total Order Amount:	\$235,970.00
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ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>M... 5/12/2023</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>5/17/2023</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Tolson 5-18-23</i> ELECTRONIC SIGNATURE ON FILE
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5/17/2023

Extended Description:

Change Order

Change Order No. 02 is issued to extend and increase the original contract to April 30, 2023 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to address unforeseen issues with underlayment in two atriums.

Effective date of change April 14, 2023.

Extend Contract From: April 15, 2023
To: April 30, 2023

Original Contract Price: \$232,414.00
Change Order No. 02 Increase: \$3,556.00
Contract New Total:\$235,970.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72152503	0.00000		0.000000	235970.00
Service From	Service To	Manufacturer	Model No		
2022-10-17	2023-04-30				

Commodity Line Description: Carpet Installation - Alternate 1 Option

Extended Description:

Alternate 1 - total project- approximately 34,883 sq. ft.

APPROVED
[Signature]
4/14/23



April 13, 2023

Continental Flooring Co.
Nichole Bullock
9319 N 94th Way STE 1000
Scottsdale, AZ 85258

The Public Service Commission (PSC) and Continental Flooring Co. (Continental) have an existing contract for carpet removal and installation in the PSC's main building (CPO PSC2200000003).

However, due to an underlayment issue in two atriums, the project is going to take longer than originally anticipated and the cost will increase. The contract with Continental is currently valid through April 15, 2023. The PSC and Continental have agreed to a necessary contract extension of fifteen (15) days in order for Continental to complete the project. By mutual agreement we are requesting a change order to extend the contract end date to April 30, 2023. The PSC and Continental agree to an additional \$3,556.00 in cost to address the underlayment issue. Continental will install ¼ inch plywood in two atriums before installing the new carpet.

This request is to change the term length of the contract and the value by an additional \$3,556.00.

Nichole Bullock 4/13/23
Signature and date *[Signature]* 4/13/2023

Nichole Bullock
Project Coordinator
Printed name and title CFD Sandy Mitchell

Continental Flooring Co. Public Service Commission

DK 4-12-23

Charlotte R. Lane

State Org # 0926
*P-Card
<input type="checkbox"/>

Requisition No.: _____

FIMS Document ID #: _____

PUBLIC SERVICE COMMISSION (0926)
 201 Brooks Street, Charleston WV
Requisition for Supplies and Services & Receiving Report

Employee / Section: Michael Dailey / Commission MED

Date: 4/12/2023

Division Approval: _____

Date: 4/12/2023

Please Note: All requests over \$100 requires approval by the Division Director or their designated person and then should be submitted to the Division of Administration for processing.

Quantity	Description of Commodities	Employee Name	Price Each	Total Estimated Cost(s)
1.	Furnish 1/4" plywood in 2 atriums: Includes reducers and prep. There will be no issue with door clearance or existing wood base.	Michael Dailey	\$ 3,556.00	\$ 3,556.00
			Shipping Costs	
			Total Estimated Cost(s)	\$ 3,556.00

Vendor Name: Continental Carpet

Vendor Address: _____

Justification To replace underlayment in the meeting room atrium and the training room atrium prior to carpet tile (Please fill Out): installation.

Finance Manager Approval: DN: [Signature] 4/13/2023

Account #: _____

Administrative Division Use Only - User ID R003729

Date Ordered: _____

Date of Delivery: _____

Delivery Approved: _____

Delivered to: _____

Date: _____



CHANGE ORDER REQUEST #1

Project: PSC, Charleston WV

Date: 4/12/2023 **Contract #** PSC220000003

Attn: Michael Dailey

DESCRIPTION	Quantity	Price	SUBTOTAL
Furnish 1/4" plywood in 2 atriums, includes reducers and prep.	1	\$ 3,556.00	\$ 3,556.00
There will be no issue with door clearance or existing wood base.			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
			\$ -
Total Change Order Amount:			\$ 3,556.00

Please sign, date and return via fax to (480) 945-2603. If you have any questions or concerns please call me at (480) 281-1282

X _____
Printed Name:

X _____
Signature & Date:

By signing you are acknowledging that you have the authority to approve this change order, and are authorizing us to proceed with the above listed billable work for the above listed amount. By signing you also agree to all terms and conditions above and agree to remit payment upon receiving invoices.

HOME OFFICE OR BRANCH SERVICE OFFICE — DES MOINES, IOWA

- | | |
|---|---|
| <input checked="" type="checkbox"/> Employers Mutual Casualty Company | <input type="checkbox"/> Dakota Fire Insurance Company |
| <input type="checkbox"/> EMCASCO Insurance Company | <input type="checkbox"/> Illinois EMCASCO Insurance Company |
| <input type="checkbox"/> Union Insurance Company of Providence | <input type="checkbox"/> EMC Property & Casualty Company |
| <input type="checkbox"/> Hamilton Mutual Insurance Company | |

ENDORSEMENT RIDER

ATTACHED TO AND FORMING PART OF BOND OR POLICY NO. S031803	DATE ENDORSEMENT OR RIDER EXECUTED 4/24/2023	EFFECTIVE DATE OF ENDORSEMENT OR RIDER 4/13/2023
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Obligee: State of West Virginia Department of Administration

Principal: Continental Flooring Company

It is hereby agreed that the words:

“ The Penal Sum of the bond is Increased from : \$232,414.00

are hereby deleted,

And the words;

“ to: \$235,970.00

Per Change order #1 in the amount of \$3,556.00

are hereby substituted therefore;

Provided that, no amount carried under the Bond during any period shall be cumulative with the amount or amounts carried under the Bond during any other period or periods.

ACCEPTED
Continental Flooring Company
By: _____
Principal
By: _____
Obligee


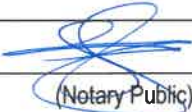
By: _____
Employers Mutual Casualty Company
Melanie Ankeney
Attorney-in-Fact

ACKNOWLEDGMENTS

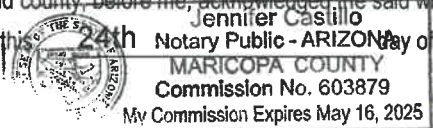

Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____ to-wit:
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20 _____
6. Notary Seal 7: _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Principal if Corporation


9. STATE OF Arizona
10. County of Maricopa to-wit:
11. I, Tracy Johnson, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Christopher L Colman
13. who as, President signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 9th day of May 20 23
16. Notary Seal  17: 
(Notary Public)
18. My commission expires on the 5 day of _____ 20 _____

Acknowledgment by Surety

19. STATE OF Arizona
20. County of Maricopa to-wit:
21. I, Jennifer Castillo, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Melanie Ankeney
23. who as, Attorney-in-fact signed the foregoing writing for
24. Employers Mutual Casualty Company a corporation,
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this 24th day of April 20 23
26. Notary Seal  27: 
(Notary Public)
28. My commission expires on the 16th day of May 20 25

Sufficiency in Form and Manner of Execution Approved

This 17th day of May 20 23

By: 
Attorney General
(Deputy Attorney General)



POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

KNOW ALL MEN BY THESE PRESENTS, that:

- 1. Employers Mutual Casualty Company, an Iowa Corporation
- 2. EMCASCO Insurance Company, an Iowa Corporation
- 3. Union Insurance Company of Providence, an Iowa Corporation
- 4. Illinois EMCASCO Insurance Company, an Iowa Corporation
- 5. Dakota Fire Insurance Company, a North Dakota Corporation
- 6. EMC Property & Casualty Company, an Iowa Corporation

hereinafter referred to severally as "Company" and collectively as "Companies", each does, by these presents, make, constitute and appoint:

MELANIE ANKENEY

its true and lawful attorney-in-fact, with full power and authority conferred to sign, seal, and execute the Bid Bond

Any and All Bonds

and to bind each Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of each such Company, and all of the acts of said attorney pursuant to the authority hereby given are hereby ratified and confirmed.

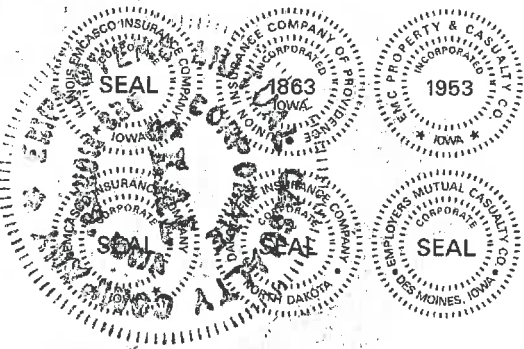
AUTHORITY FOR POWER OF ATTORNEY

This Power-of-Attorney is made and executed pursuant to and by the authority of the following resolution of the Boards of Directors of each of the Companies at the first regularly scheduled meeting of each company duly called and held in 1999:

RESOLVED: The President and Chief Executive Officer, any Vice President, the Treasurer and the Secretary of Employers Mutual Casualty Company shall have power and authority to (1) appoint attorneys-in-fact and authorize them to execute on behalf of each Company and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof; and (2) to remove any such attorney-in-fact at any time and revoke the power and authority given to him or her. Attorneys-in-fact shall have power and authority, subject to the terms and limitations of the power-of-attorney issued to them, to execute and deliver on behalf of the Company, and to attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof, and any such instrument executed by any such attorney-in-fact shall be fully and in all respects binding upon the Company. Certification as to the validity of any power-of-attorney authorized herein made by an officer of Employers Mutual Casualty Company shall be fully and in all respects binding upon this Company. The facsimile or mechanically reproduced signature of such officer, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power-of-attorney of the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS THEREOF, the Companies have caused these presents to be signed for each by their officers as shown, and the Corporate seals to be hereto affixed this 22nd day of September, 2022.

Seals



Scott R. Jean

Scott R. Jean, President & CEO of Company 1; Chairman, President & CEO of Companies 2, 3, 4, 5 & 6

Todd Strother

Todd Strother, Executive Vice President Chief Legal Officer & Secretary of Companies 1, 2, 3, 4, 5 & 6

On this 22nd day of September, 2022 before me a Notary Public in and for the State of Iowa, personally appeared Scott R. Jean and Todd Strother, who, being by me duly sworn, did say that they are, and are known to me to be the CEO, Chairman, President, Executive Vice President, Chief Legal Officer and/or Secretary, respectively, of each of the Companies above; that the seals affixed to this instrument are the seals of said corporations; that said instrument was signed and sealed on behalf of each of the Companies by authority of their respective Boards of Directors; and that the said Scott R. Jean and Todd Strother, as such officers, acknowledged the execution of said instrument to be their voluntary act and deed, and the voluntary act and deed of each of the Companies.

My Commission Expires October 10, 2025.

Kathy Loveridge

Notary Public in and for the State of Iowa

CERTIFICATE

I, Ryan J. Springer, Vice President of the Companies, do hereby certify that the foregoing resolution of the Boards of Directors by each of the Companies, and this Power of Attorney issued pursuant thereto on 22nd day of September, 2022, are true and correct and are still in full force and effect.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 24 day of April, 2023

Ryan J. Springer

Vice President