



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: 01-10-2024

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 0211 4025 GSD2300000013 3 | <b>Procurement Folder:</b>      | 1122181                                  |
| <b>Document Name:</b>        | Building 25 HVAC Renovations  | <b>Reason for Modification:</b> | Change Order No. 2 - to extend contract. |
| <b>Document Description:</b> | Building 25 HVAC Renovations  |                                 |  |
| <b>Procurement Type:</b>     | Central Purchase Order        |                                 |  |
| <b>Buyer Name:</b>           | Melissa Pettrey               |                                 |  |
| <b>Telephone:</b>            | (304) 558-0094                |                                 |  |
| <b>Email:</b>                | melissa.k.pettrey@wv.gov      |                                 |  |
| <b>Shipping Method:</b>      | Best Way                      | <b>Effective Start Date:</b>    | 2023-03-28                               |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid     | <b>Effective End Date:</b>      | 2024-03-07                               |

| VENDOR                          |                         |                            |                      | DEPARTMENT CONTACT  |                         |
|---------------------------------|-------------------------|----------------------------|----------------------|---|-------------------------|
| <b>Vendor Customer Code:</b>    | 00000206308             |                            |                      | <b>Requestor Name:</b>  | Patrick S O'Neill       |
| CP&H INC                        |                         |                            |                      | <b>Requestor Phone:</b>   | 304-352-5492            |
| 1500 MORGANTOWN INDUSTRIAL PARK |                         |                            |                      | <b>Requestor Email:</b>   | patrick.s.oneill@wv.gov |
| MORGANTOWN                      | WV                      | 26501-2339                 |                      |   |                         |
| US                              |                         |                            |                      |   |                         |
| <b>Vendor Contact Phone:</b>    | 304-296-7135            | <b>Extension:</b>          |                      |   |                         |
| <b>Discount Details:</b>        |                         |                            |                      |   |                         |
|                                 | <b>Discount Allowed</b> | <b>Discount Percentage</b> | <b>Discount Days</b> |   |                         |
| #1                              | No                      | 0.0000                     | 0                    | <div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div> |                         |
| #2                              | Not Entered             |                            |                      |   |                         |
| #3                              | Not Entered             |                            |                      |   |                         |
| #4                              | Not Entered             |                            |                      |   |                         |

| INVOICE TO  | SHIP TO   |
|---|---|
| DEPARTMENT OF ADMINISTRATION<br>GENERAL SERVICES DIVISION<br>103 MICHIGAN AVENUE<br>CHARLESTON WV 25305<br>US | DEPARTMENT OF ADMINISTRATION<br>GENERAL SERVICES DIVISION BLDG 25<br>400 5TH STREET<br>PARKERSBURG WV 26105<br>US |

1-11-24 GC

|                            |                |
|----------------------------|----------------|
| <b>Total Order Amount:</b> | \$2,325,400.00 |
|----------------------------|----------------|

Purchasing Division's File Copy

MKP 01/10/2024

|   |  |   |
|---|--|---|
| <b>PURCHASING DIVISION AUTHORIZATION</b><br>DATE: <i>1/10/2024</i><br>ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i> | <b>ATTORNEY GENERAL APPROVAL AS TO FORM</b><br>DATE: <i>1/18/2024</i><br>ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i> | <b>ENCUMBRANCE CERTIFICATION</b><br>DATE: <i>1-19-24</i><br>ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i> |
|---|--|---|

**Extended Description:**

Change Order

Change Order No. 2 is issued to extend the original contract to March 7, 2024 (45 Calendar Days) 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 (complete the project, or for payment purposes) only.

Contract Term: Extend from January 23, 2024 To March 7, 2024

Effective date of change: December 23, 2023.

No other changes.

| Line         | Commodity Code | Quantity     | Unit     | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|-------------|
| 1            | 72151201       | 0.00000      |          | 0.000000   | 2325400.00  |
| Service From | Service To     | Manufacturer | Model No |            |             |
| 2023-03-28   | 2024-03-07     |              |          |            |             |

**Commodity Line Description:** Building 25 HVAC Renovations

**Extended Description:**

Building 25 HVAC Renovations

# AIA® Document G701<sup>1</sup> – 2017

## Change Order

|  |   |   |
|--|---|---|
| <b>PROJECT:</b> <i>(Name and address)</i><br>WV Building 25 - HVAC Renovations<br>5th & Avery<br>Parkersburg, WV 26105                         | <b>CONTRACT INFORMATION:</b><br>Contract For: General Construction<br>Date: January 26, 2023                        | <b>CHANGE ORDER INFORMATION:</b><br>Change Order Number: 2<br>Date: December 22, 2023                               |
| <b>OWNER:</b> <i>(Name and address)</i><br>West Virginia General Services Division<br>112 California Ave.<br>5th Floor<br>Charleston, WV 25305 | <b>ARCHITECT:</b> <i>(Name and address)</i><br>Miller Engineering, Inc.<br>84 West Run Road<br>Morgantown, WV 26508 | <b>CONTRACTOR:</b> <i>(Name and address)</i><br>CP&H INC<br>1500 Morgantown Industrial Park<br>Morgantown, WV 26501 |



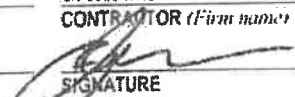
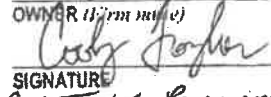
**THE CONTRACT IS CHANGED AS FOLLOWS:**  
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*  
 Time Extension, per letter attached.

|  |                 |
|--|-----------------|
| The original Contract Sum was  | \$ 2,325,400.00 |
| The net change by previously authorized Change Orders                    | \$ 0.00         |
| The Contract Sum prior to this Change Order was                          | \$ 2,325,400.00 |
| The Contract Sum will be unchanged by this Change Order in the amount of | \$ 0.00         |
| The new Contract Sum including this Change Order will be                 | \$ 2,325,400.00 |

The Contract Time will be increased by Forty-Five (45) days. The new date for Final Completion will be March 7, 2024.

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

|  |  |  |
|--|--|--|
| Miller Engineering, Inc.<br><b>ARCHITECT</b> <i>(Firm name)</i><br><br>SIGNATURE<br>Brian C. Miller, PE, President<br>PRINTED NAME AND TITLE<br><br>DATE | CP&H INC<br><b>CONTRACTOR</b> <i>(Firm name)</i><br><br>SIGNATURE<br>Jay Wade, President<br>PRINTED NAME AND TITLE<br>1/14/2024<br>DATE | West Virginia General Services Division<br><b>OWNER</b> <i>(Firm name)</i><br><br>SIGNATURE<br>Cody Taylor, Procurement Specialist<br>James Jones, Procurement Administrator<br>PRINTED NAME AND TITLE<br>1/5/24<br>DATE |
|--|--|--|



## CITY PLUMBING & HEATING

1500 Morgantown Industrial Park

Morgantown WV 26501-2339

Phone: 304.291.7135 Fax: 304.291.5269

December 22, 2023

Miller Engineering inc.  
54 West Run Road  
Morgantown, WV 26508

Attn: Craig Miller

Re: GSD B25 HVAC Renovations/Request for time extension

Mr Miller,

We are requesting a 45 day contract extension, this is a no cost request to the owner. This would move the substantial completion date from 12/22/2023 to 2/5/2024 and move the final completion date to 3/7/2024. We make this request primarily due to some access scheduling issues that have arisen.

Should you require anything further, please let me know.

Thank you,

Jay Wade  
President

West Virginia GSD Agrees to this Change Order.



Approved  
TJM  
1/10/24

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

**MEMORANDUM**

**TO:** Melissa Pettrey, Senior Buyer, WV Purchasing Division  
**FROM:** Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*  
**DATE:** January 4, 2024  
**REF:** CPO GSD2300000013 Building 25 HVAC Renovations, Change Order #2

Melissa,

Please let this memorandum serve as justification for our request for Change Order #2 with City Plumbing & Heating (CP&H) for the Building 25 HVAC Renovations. This request is to extend the contract 45 Calendar Days until March 7, 2024. This change order is administrative in nature and comes at no cost increase.

Due to scheduling issues caused by delays in materials, this contract will need to be extended.

Current Final Completion Date: December 22, 2023

New Final Completion Date: March 7, 2024 (increased the 45 calendar days)

If you have any questions or need additional information, please contact me via email at [Cody.G.Taylor@wv.gov](mailto:Cody.G.Taylor@wv.gov) or by phone at (304) 352-5531.

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|  |  |
|--|--|
| <i>Purchasing Division Use:</i><br>Buyer: <u>TC</u> Date: <u>11/10/24</u><br><br>Solicitation No. <u>COH2</u><br><u>Extend</u> | Agency:<br>West Virginia General Services Division<br><hr/> Procurement Officer Submitting Requisition:<br>Cody Taylor<br><hr/> Requisition No.<br>CPO GSD2300000013<br><hr/> PF No.:<br>1122181 |
|--|--|

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

|   | Compliance Check Type  | Required                            | Provided, if Required    | Not Required             | Purch. Div. Confirmation |
|---|--|-------------------------------------|--------------------------|--------------------------|--------------------------|
| 1 | Specifications and Pricing Page included   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Use of correct specification template  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | Use of correct requisition type<br>[CRQS → CCT or CPO] or [CRQM → CMA]   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 | Use of most current terms and conditions<br>( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> ) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5 | Maximum budgeted amount in wvOASIS   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Suggested vendors in wvOASIS   | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Capitol Building Commission pre-approval   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Financing (Governor's Office) pre-approval   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Fleet Management Division pre-approval   | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

|           | Compliance Check Type                      | Required                 | Provided, if Required    | Not Required             | Purch. Div. Confirmation |
|-----------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>10</b> | Insurance requirements                     |                          |                          |                          |                          |
|           | Commercial General Liability               | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Automobile Liability                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Workers' Compensation/Employer's Liability | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Cyber Liability                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Builder's Risk/Installation Floater        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Professional Liability                     | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|           | Other (specify)                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>11</b> | Office of Technology CIO pre-approval      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>12</b> | Treasurer's Office (banking) pre-approval  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**FOR CHANGE ORDERS/RENEWALS:**

|          |  |                                     |                                     |                                     |   |
|----------|--|-------------------------------------|-------------------------------------|-------------------------------------|---|
| <b>1</b> | Two-party agreement                                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/>     |
| <b>2</b> | Standard change order language                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/>     |
| <b>3</b> | Office of Technology CIO approval                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> N/A |
| <b>4</b> | Justification for price increases/backdating/other | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/>     |
| <b>5</b> | Bond Rider (Construction)                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> N/A |
| <b>6</b> | Secretary of State Verification                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/>     |
| <b>7</b> | State debarment verification                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/>     |
| <b>8</b> | Federal debarment verification                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/>     |

\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_

*Tara Hfe*