



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: 03-21-2024

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 0432 1210 DCH2300000003 3 | Procurement Folder: | 1162908 |
| Document Name: | Industry Natural Resources Outdoor Exhibit Consultant/Expert | Reason for Modification: | |
| Document Description: | Industry Natural Resources Outdoor Exhibit Consultant | Change Order 01 To issue Notice to Proceed. | |
| Procurement Type: | Central Purchase Order | | |
| Buyer Name: | Larry D McDonnell | | |
| Telephone: | 304-558-2063 | | |
| Email: | larry.d.mcdonnell@wv.gov | | |
| Shipping Method: | Best Way | Effective Start Date: | 2023-06-21 |
| Free on Board: | FOB Dest, Freight Prepaid | Effective End Date: | 2025-06-20 |

| VENDOR | | DEPARTMENT CONTACT | |
|--------------------------------------|-------------------------|----------------------------|--------------------------|
| Vendor Customer Code: | VS0000042092 | Requestor Name: | Randall Reid-Smith |
| HUNT MANAGEMENT FL LLC PO BOX 626 | | Requestor Phone: | (304) 558-0220 |
| PONTE VEDRA BEACH FL 32082 US | | Requestor Email: | randall.reidsmith@wv.gov |
| Vendor Contact Phone: | 7044005895 | Extension: | |
| Discount Details: | | | |
| | Discount Allowed | Discount Percentage | Discount Days |
| #1 | No | 0.0000 | 0 |
| #2 | Not Entered | | |
| #3 | Not Entered | | |
| #4 | Not Entered | | |

24
 FILE LOCATION _____

| INVOICE TO | SHIP TO |
|---|---|
| RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US | RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY WV INDEPENDENCE HALL 1528 MARKET ST WHEELING WV 26003-3532 US |

3-22-24 6c

| | |
|----------------------------|--------------|
| Total Order Amount: | \$108,800.00 |
|----------------------------|--------------|

Purchasing Division's File Copy

| | | |
|--|--|--|
| PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Be 3/22/24</i> ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 3/27/24</i> ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION DATE: <i>3-27-24</i> ELECTRONIC SIGNATURE ON FILE |
|--|--|--|

Extended Description:

Change Order 01

to establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.

Contract Term: 06/21/23 through 06/20/25

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 1 | 82151512 | 0.00000 | | 0.000000 | 108800.00 |
| Service From | Service To | Manufacturer | | Model No | |
| | | | | | |

Commodity Line Description: Industry Natural Resources Outdoor Exhibit Consultant

Extended Description:

In accordance with W. Va. Code 5G-1-1 (et seq)

A/E Services for a professional consultant for new industry resource outdoor exhibits part of the States' museum.
per Scope of Work



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employee

March 7, 2024

Hunt Management FL LLC
James Scott Hunt
P.O. Box 626
Ponte, FL 32082

**REF: Change Order 01 - CPO DCH2300000003 – Industry Natural Resources Outdoor Exhibit
Consultant: Notice To Proceed (NTP)**

To Whom it May Concern:

Due to the lack of a Procurement Officer, this letter of a Notice to Proceed was not submitted to the Purchasing Division upon the contract award. This letter is to inform all parties that the contract was awarded on June 21, 2023. The contract shall be effective upon the notice to proceed and will run for seven hundred thirty (730) days.

Best regards,

Charles Thompson
Procurement Officer, WVDACH



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

From: Charles Thompson, Procurement Officer, WVDACH

Date: March 7, 2024

**REF: Change Order 01 - CPO DCH2300000003 – Industry Natural Resources Outdoor Exhibit
Consultant: Notice to Proceed Backdate Justification**

To Whom it May Concern:

Please allow this memorandum to serve as written explanation and justification for the delayed issuance of CPO DCH23-03's Notice to Proceed Change Order. The referenced Central Purchase Order renewal notice to proceed date is June 21, 2023, thus creating a "backdate" issue.

Since there was a gap in the time the previous Procurement Officer vacated the position and the time the position was filled, there was not trained personnel in place to keep track of procurement procedures.

Best regards,


Charles Thompson
Procurement Officer

*Backdate
app
discovery
RW
TR*

Date Calculator: Add to or Subtract From a Date

Enter a start date and add or subtract any number of days, months, or years.

Count Days **Add Days** Workdays Add Workdays Weekday Week No

From **Wednesday, June 21, 2023**

Added 730 days

Result: Friday, June 20, 2025

Calendar showing period from June 21, 2023 to June 20, 2025

| June 2023 | | | | | | |
|-----------|-----|-----|-----------|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| July 2023 | | | | | | |
|-----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| August 2023–May 2025 | | | | | | |
|--|--|--|--|--|--|--|
| August 2023–December 2023: 153 days added | | | | | | |
| Year 2024: 366 days added | | | | | | |
| January 2025–May 2025: 151 days added | | | | | | |

| June 2025 | | | | | | |
|-----------|-----|-----|-----|-----|-----------|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

= Start date (Jun 21, 2023) = Final result date (Jun 20, 2025)



Time & Date Calculator App for iOS

See how long remains before a deadline or exactly when those 30 days are up.

Vendor/Customer

| Vendor/Customer | Legal Name | Alias/DBA | Vendor Active Status | Customer Active Status | Previous Name |
|-----------------|------------------------|------------------|----------------------|------------------------|---------------|
| ✓ VS0000042092 | HUNT MANAGEMENT FL LLC | JAMES SCOTT HUNT | Active | Inactive | |

From 1 to 1 of 1 First Prev Next Last Attachments

Save Undo Delete Insert Copy Paste Search

General Info

Vendor/Customer : VS0000042092
 Legal Name : HUNT MANAGEMENT FL LLC
 Alias/DBA : JAMES SCOTT HUNT
 Vendor Active Status : Active
 Vendor Approval Status : Complete
 Customer Active Status : Inactive
 Customer Approval Status : Incomplete

Location Name :
 First Name :
 Middle Name :
 Last Name :
 Company Name : HUNT MANAGEMENT FL LLC
 Previous Name :
 Previous Street :
 Previous City :
 Previous State/Province :
 Previous Country :

Restrict Use by Department :
 Miscellaneous Account :
 Internal Account :
 Third Party Only :
 Third Party Vendor :
 Third Party Customer :
 Inventory Customer :
 Healthcare Provider :
 Never Archive :
 Restrict VSS Access : No
 Discontinue - No New Business :
 Prevent MA Reference :
 PunchOut Enabled :
 Re-PunchOut Enabled :
 Electronic Order Enabled :
 W-9 Received :
 W-9 Received Date : 02/15/2023
 W-8 Received :
 W-8 Received Date :
 Accepts Credit Cards :
 Active From : 01/09/2023
 Active To :
 Last Usage Date : 02/01/2024
 Department : 0212
 Unit :

Headquarters

Headquarters Account : Yes
 Headquarters Account Code : VS0000042092
 Headquarters Account Legal Name : HUNT MANAGEMENT FL LLC
 Franchise Account :

Web Address http:// :
 Catalog DUNS :
 Catalog Extended DUNS :
 Catalog Unique Entity Identifier :
 Taxpayer ID Number : 824233742
 Taxpayer ID Number Type : EIN

Organization

Organization Type : Company
 1099 Classification : Sole Proprietor
 1042-S Ch. 3 Recipient Code :
 1042-S Ch. 4 Status Code :
 Number of Employees :
 Merchant ID :
 Sex :
 Date of Birth :
 Marital Status :
 Annual Income :
 IRS Country of Residence :
 IRS Country Sub Code :
 Contract Withholding Exempt :
 National Provider ID :
 Assigning Authority :
 CAGE Code :
 Permanent Staffed Office In State :

1099 Indicator : Yes
 1042-S Indicator :
 Taxpayer ID Number : 824233742
 Taxpayer ID Number Type : EIN
 Detailed TIN Type :
 Foreign Tax ID :
 GIN :
 1042-S Recipient Account Number :
 W-8 Form :
 Tax Profile :
 Tax Profile Name :
 EBIC Number :
 IAEC Number :
 Web Address http:// :
 Employee ID :
 Employee Status :
 Supplier Shared Secret :

Disbursement Options

Category : DIRC
 Description : Direct Payments
 Default Type : Check
 Default Priority : 99
 Default Format : REG
 Default Format Description :
 Scheduled Payment Day :
 Single Payment Indicator :
 Name on Check : Legal Name
 Eligible for VCA Payments :
 VCA Effective From Date :
 VCA Effective To Date :
 VCA Primary Email :
 VCA Secondary Email :

Hold Payment :
 Hold Payment Authorized By :
 Hold Payment Authorized On :
 Hold Reason :
 Prevent New Spending :
 Prevent New Orders : Not Active
 Third Party Code :
 Third Party Name :
 Third Party Approved By :
 Third Party Approved On :
 Third Party Reason :

Vendor/Customer

VCA Comments :

Always Infer Third Party Vendor :
Third Party Address ID :

▼ Prenote/EFT

Generate EFT Payment :

ABA Number :

Bank Name :

Account Type :

Account Number :

Routing ID Number :

Bank Phone Number :

Prenote Requested Date :

Prenote Return Reason :

Prenote Return Reason Message :

Foreign Correspondent Bank Name :

Foreign Correspondent Bank Branch Country Code :

Account Number Linkage to Provider Identifier :

Reason for Submission : New Enrollment

EFT Format :

EFT Format Description :

EFT Status :

Last Status Change :

EFT Status Description :

Prenote Return Reason Explanation :

W-9 Mailing Date :

W-9 Response Date :

▼ Remittance Advice

Remittance Advice Required :

Remittance Advice Format :

Remittance Advice Format Description :

Remittance Advice Transmission Mode :

▼ Vendor Terms

Number of Days 1 :

Discount Percent 1 :

Discount Always 1 :

Number of Days 2 :

Discount Percent 2 :

Discount Always 2 :

Number of Days 3 :

Discount Percent 3 :

Discount Always 3 :

Number of Days 4 :

Discount Percent 4 :

Discount Always 4 :

▼ Accounts Receivable

Default Receipt Type :

Default Billing Profile :

Cost Accounting Funding Type :

Credit/Debit Card Type :

Credit/Debit Card Number :

Name on Card :

Credit/Debit Card Expiration Month :

Credit/Debit Card Expiration Year :

Bill Headquarters :

Bankruptcy :

Central Statement BPRO :

Central Statement Billing Location :

Central Statement Address ID :

Suppress Central Statement :

Suppress Central Past Due Statement :

▼ eMALL

DUNS :

Extended DUNS :

Unique Entity Identifier :

Internet Catalog :

VSS Registered :

Preferred Ordering Method :

Pcard Acceptance Level :

Create Certification Document :

Vendor Preference Level : 99

▼ Location Information

*Verify My Locations by : Use My TIN Number

Vendor Verification Based On : Please verify that you are par

Vendor Verification Password :

Send Activation Code :

Activation Email Address :

Activation Code :

Confirm Activation Code :

Requestor Name :

Requestor Phone Number :

Confirm Verifications :

▶ Fee and Vendor Compliance Holds

Fee Exempt :

Registration Application Date : 01/12/2024

Registration Effective Date : 01/12/2024

Registration Expiration Date : 01/11/2025

Pre-Registration Code :

Tax Clearance :

Unemployment Insurance :

Worker's Compensation :

Secretary of State Registration :

Federal Debarred :

▶ Executive Compensation

▶ Additional Information

▶ Travel

▶ Change Management

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CREATE DOCUMENT> [Create New Record](#) [Modify Existing Record](#)

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3/19/24, 4:38 PM

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All Words e.g. 1606N020Q02

Select Domain Entity Information +

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions




Filter By -

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- Any Words 
- All Words 
- Exact Phrase 

e.g. 123456789, Smith Corp

"HUNT MANAGEMENT FL LLC" ×

"JAMES SCOTT HUNT" ×

Classification ∨

Excluded Individual ∨

Excluded Entity ∨

Federal Organizations ∨

Exclusion Type ∧

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program ∨

Location ∨

Dates ∨

Reset



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | |
|--|--|
| <i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>3/19/24</u> Solicitation No. <u>CPO DCH23*03 c/p 1</u> | Agency: WVDACH Procurement Officer Submitting Requisition: Charles Thompson Requisition No. CPO DCH2300000003 PF No.: 1162908 |
|--|--|

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 [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 www.state.wv.us/admin/purchase/TCP.pdf | <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 |
|-----------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 10 | 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"/> |
| 11 | Office of Technology CIO pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 | Treasurer's Office (banking) pre-approval | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

FOR CHANGE ORDERS/RENEWALS:

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

