



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: 01-26-2024

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 0603 0603 ADJ2100000002 6	<b>Procurement Folder:</b>	754601
<b>Document Name:</b>	Jackson County AFRC Canopy-Agency EOI Under \$250,000.00	<b>Reason for Modification:</b> Change Order No 1- To extend the contract time and close the contract per the attached documentation.	
<b>Document Description:</b>	Change Order No. 1- To extend contract time and close		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Tara Lyle		
<b>Telephone:</b>	(304) 558-2544		
<b>Email:</b>	tara.l.lyle@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2020-07-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2022-08-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000229419	<b>Requestor Name:</b>	Timothy D Hersman
MILLER ENGINEERING INC 429 Laurel Run Rd		<b>Requestor Phone:</b>	304-561-6337
Carmichaels	PA 15320-2543	<b>Requestor Email:</b>	timothy.d.hersman.nfg@army.mil
US			
<b>Vendor Contact Phone:</b>	304-291-2234	<b>Extension:</b>	2
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR  CHARLESTON WV 25311 US	BUILDING TRADE SPECIALIST JACKSON COUNTY ARMED FORCES RESERVE CENTER 8832 POINT PLEASANT RD  MILLWOOD WV 25262 US

2-7-24 GC

**Total Order Amount:** \$19,800.00

Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara Lyle 2/1/24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>Jan 2, 2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Jan 2-15-24</i> ELECTRONIC SIGNATURE ON FILE
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*2/13/2024*

**Extended Description:**

CHANGE ORDER NO. 1

To extend the original contract time and close the contract after final invoice payment according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders per the attached documentation.

No change in contract total. Effective date of change: 06/15/2021

Effective date of extension 07/01/2021 through 08/31/2022

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

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	19800.00
Service From	Service To	Manufacturer		Model No	
2020-07-01	2022-08-31				

**Commodity Line Description:** Jackson County AFRC Wash Point Canopy Design

**Extended Description:**

Provide professional engineering services for development of construction documents for a Vehicle Wash Point Canopy, at the Jackson County AFRC in Millwood, WV, per the attached documentation.



15Jun21

Jim Skaggs  
Technical Analyst  
DIV of Engineering & Facilities  
West Virginia Army National Guard  
1707 Coonskin Drive  
Charleston, WV 25311

Reference: Jackson County AFRC Canopy Project

Mr. Skaggs:

Miller Engineering Inc. is requesting an extension of the contract for A&E services on the project, by mutual agreement, from 30Jun21 until 31Aug22. The reason for the request is delivery of materials due to supply chain issues.

Thank you for your consideration, please do not hesitate to call me if you have any questions.

Sincerely,

Craig Miller, PE  
President  
Miller Engineering, Inc.

Cc: file



DEPARTMENT OF THE ARMY  
ADJUTANT GENERAL'S OFFICE  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
1707 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO

26 January 2024

**TO:** Ms. Tara Lyle, Buyer Supervisor  
West Virginia Division of Purchasing

**FROM:** Mr. Dean Wingerd, Procurement Analyst  
Office of the Adjutant General, State of West Virginia

**RE:** Change Order Justification  
**CPO-ADJ2100000002**  
**CO#1 Jackson County AFRC Canopy Design**  
Miller Engineering, Inc.

This change order request for the project noted above is to extend the contract time until August 31, 2022. The letter dated June 15, 2021, from the Architect reflects this request for an extension to the contract and is attached to this submission. This change order request is necessary to allow for the receipt of materials, this extension will allow for completion of the construction work, which was delayed due to supply chain issues, and to allow for the final invoice payment. This request is so late because, this change order was misplaced by both our project management staff and procurement staff also the engineer did not discover that we still owed them final payment on the contract until their books were audited.

Per this justification, we respectfully request the approval of Change Order #1 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at [clauded.wingerd.nfg@army.mil](mailto:clauded.wingerd.nfg@army.mil).

Dean Wingerd  
Procurement Analyst  
WV Military Authority  
Construction & Facilities Management Office

Extension  
and backdate  
appal - discussed  
w/ PW  
TJh

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

#### MILLER ENGINEERING INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	10/1/2003		10/1/2003	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		
<b>Capital Stock</b>			
<b>Charter County</b>	Monongalia	<b>Control Number</b>	60208
<b>Charter State</b>	PA	<b>Excess Acres</b>	<input type="button" value="x Close"/>
<b>At Will Term</b>	<div style="border: 1px solid black; padding: 5px;">                     I N Hi, I'm SOLO I'm here to help you launch your new P LLC.                 </div>		
<b>At Will Term Years</b>			
<b>Authorized Shares</b>	<b>Young Entrepreneur</b>	Not Specified	

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	240 SCOTT AVE MORGANTOWN, WV, 26508
<b>Mailing Address</b>	429 LAUREL RUN ROAD CARMICHAELS, PA, 15320 USA
<b>Notice of Process Address</b>	BRIAN CRAIG MILLER 429 LAUREL RUN ROAD CARMICHAELS, PA, 15320
<b>Principal Office Address</b>	429 LAUREL RUN ROAD CARMICHAELS, PA, 15320 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>President</b>	BRIAN CRAIG MILLER 429 LAUREL RUN ROAD CARMICHAELS, PA, 15320
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2023	
2022	
2021	X Close
2020	<div style="border: 1px solid gray; padding: 5px; display: inline-block;">                     Hi, I'm SOLO I'm here to help you launch your new LLC.                 </div>
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, February 7, 2024 — 7:23 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>2/7/2024</u>  Solicitation No. <u>CPO ADJ21*02</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ21*2 Change Order #1- Time extension only PF No.: 754601
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
<b>4</b>	Justification for price increases/backdating/other	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<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: \_\_\_\_\_

