



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: 03-18-2024

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 0603 0603 ADJ2300000028 4	Procurement Folder:	1226516
Document Name:	Mountaineer Challenge Academy SOUTH Engineer Design Award	Reason for Modification:	CHANGE ORDER NO 1- To establish contract start and end dates, to allow for payment of invoices per the attached documentation.
Document Description:	CHANGE ORDER NO 1-Establish Contract Service Dates		
Procurement Type:	Central Purchase Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-05-02
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-05-01

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000229419	Requestor Name:	Charles A Bowman
MILLER ENGINEERING INC		Requestor Phone:	(304) 561-6654
429 Laurel Run Rd		Requestor Email:	charles.a.bowman26.nfg@army.mil
Carmichaels	PA		
US	15320-2543		
Vendor Contact Phone:	304-291-2234	Extension:	2
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
STATE FINANCE ADJUTANT GENERALS OFFICE 1703 COONSKIN DR CHARLESTON WV 25311-1085 US	MOUNTAINEER CHALLENGE PROGRAM - SOUTH ADJUTANT GENERALS OFFICE 305 FAYETTE PIKE MONTGOMERY WV 25136 US

3-20-246C

Total Order Amount:	\$34,850.00
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Purchasing Division's File Copy

ADP 3/19/24

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tuesday 3/20/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Jan Van 3-21-24</i> ELECTRONIC SIGNATURE ON FILE
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3/21/2024

Extended Description:

CHANGE ORDER NO. 1 - TO ESTABLISH THE CONTRACT START AND END DATES SINCE THE CONSTRUCTION PROJECT IS COMPLETE, FOR THE CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

CONTRACT TERM: 05/02/2023 THROUGH 05/01/2024

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	34850.00
Service From	Service To	Manufacturer	Model No		
2023-05-02	2024-05-01				

Commodity Line Description: Mountaineer Challenge Academy SOUTH Maclin HVAC Renov Design

Extended Description:

Provide professional architectural and engineering design services per the attached documentation.



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

NGWV-FMO

2 February 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: Administrative Change Order
CPO-ADJ2300000028
CO#1 Mountaineer Challenge Academy South Engineering Design
Miller Engineering, Inc.

SUBJECT: Administrative Change Order

To establish Contract Dates of Service, to allow for the payment of invoices by the Auditors Office.

Miller Engineering, Inc., is authorized to proceed with work as per the Contract Documents for project number CPO-ADJ2300000028. Service starting date is **May 2, 2023**, and lasts for a term of one (1) year, with work completed no later than **May 1, 2024**.

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 claude.d.wingerd.nfa@army.mil.

A handwritten signature in black ink that reads "Dean Wingerd".

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



Lyle, Tara L <tara.l.lyle@wv.gov>

RE: CPO ADJ23*28 - Challenge South

1 message

Wingerd, Claude D NFG NG WVARNG (USA) <claude.d.wingerd.nfg@army.mil>
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Thu, Mar 14, 2024 at 7:30 AM

It is complete, awaiting final pay app.

Thanks

From: Lyle, Tara L <tara.l.lyle@wv.gov>
Sent: Wednesday, March 13, 2024 12:27 PM
To: Wingerd, Claude D NFG NG WVARNG (USA) <claude.d.wingerd.nfg@army.mil>
Subject: CPO ADJ23*28 - Challenge South

Working on that email back to David Sull - is this construction project finished?

If it is I guess - we could do the CO to add the dates. If the project is not completed, I don't want to add the end date.

I can't remember if you told me this or not.

Thanks,

Tara

Tara Lyle, Buyer Supervisor
WV Purchasing Division
2019 Washington Street, East
Capitol Complex, Building 15
Charleston, WV 25305
304-558-2544

*Backdate
app'd
WV PWD
JK*



Lyle, Tara L <tara.l.lyle@wv.gov>

CPO ADJ230000028

1 message

David Sull <David.Sull@wvsao.gov>

Fri, Feb 2, 2024 at 12:19 PM

To: "McPherson, Nora J NFG NG WVARNG (USA)" <nora.j.mcpherson.nfg@army.mil>

Cc: Auditing-List <Auditing@wvsao.gov>, "braden.w.bowman.mil@army.mil" <braden.w.bowman.mil@army.mil>, "tara.l.lyle@wv.gov" <tara.l.lyle@wv.gov>, "Pauline, David H" <david.h.pauline@wv.gov>

Nora,

Please see the conversation below concerning your CPO referenced on the two rejected payments.

Thanks,

From: David Sull

Sent: Monday, October 30, 2023 9:17 AM

To: tara.l.lyle@wv.gov

Cc: Auditing-List <Auditing@wvsao.gov>; david.h.pauline@wv.gov; Whittaker, Frank M (Frank.M.Whittaker@wv.gov) <frank.m.whittaker@wv.gov>

Subject: RE: CPO ADJ230000028

Tara,

Resending and awaiting a response on plan moving forward with these two contracts. Change orders correcting dates?
Other plan to clarify start and ending dates of these two contracts?

David Sull

Director of Auditing – WWSAO

Phone 304-205-8558 (New Number)

David.sull@wvsao.gov

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From: David Sull
Sent: Wednesday, October 11, 2023 11:57 AM
To: tara.l.lyle@wv.gov
Cc: Auditing-List <Auditing@wvsao.gov>; david.h.pauline@wv.gov
Subject: CPO ADJ2300000028

Tara,

The contract referenced above we briefly discussed a few weeks ago. I am wanting to follow-up concerning the path forward for these two concerning the start and end dates.

CPO ADJ2300000028:

- **The contract does not have a start or end date on the first page of the contract or in Oasis**
- **Contract term has two boxes checked: one with effective date to be certified encumbered date and OTHER: AIA document B1011-2017**
- **Neither of which was used**
- **Change order to clarify start and end date?**

Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

Other: Contract Term specified in AIA Document B101-2017

Thanks,

David Sull

Director of Auditing – WWSAO

Phone 304-205-8558 (New Number)

David.sull@wvsao.gov

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----- Forwarded message -----

From: "McPherson, Nora J NFG NG WVARNG (USA)" <nora.j.mcpherson.nfg@army.mil>
To: Auditing-List <Auditing@wvsao.gov>
Cc: "Bowman, Braden W 1LT USARMY NG DCARNG (USA)" <braden.w.bowman.mil@army.mil>
Bcc:
Date: Fri, 2 Feb 2024 16:52:02 +0000
Subject: PRM 24*35199 and 32000

External Email: Please use caution when clicking embedded hyperlinks or opening attachments. If you suspect this email of containing malicious links or attachments immediately report this email with the report phishing button.

Good morning,

We had 2 PRM docs rejected today PRM 24*35199 and 32000. Both are for the same contract, and comments say CPO not on file at WWSAO. I checked OASIS and it was final on 6/5/23, so I have no idea why it has not yet been received.

Including a copy here but not sure it will help. Could we ask someone to double check and see if it is mis-filed or something? Not sure what we should do at this point.

Please advise.

Thank you!

Nora McPherson

Administrative Operations Specialist

Construction & Facilities Management Office

1707 Coonskin Drive


Charleston, WV 25311

(304) 561-6456

(304) 373-4351 (cell)

Nora.j.mcpherson.nfg@army.mil

2 attachments

 **Final_CPO_0603_ADJ2300000028_3_WV_CPO_FORM.PDF**
672K

 **PRM 24*35199 and 32000.eml**
939K

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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			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Monongalia	Control Number	60208
Charter State	PA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

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

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

Annual Reports	
Filed For	
2023	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, March 18, 2024 — 5:04 PM

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Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words *i*

All Words *i*

Exact Phrase *i*

e.g. 123456789, Smith Corp

"MILLER ENGINEERING INC" ×

Entity ∨

Location ∨

Status ∧

Active

Inactive

Reset 



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

Go back

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u> 8 </u> Date: 2/5/24 Solicitation No. <u> CPO ADJ23*28 </u>	Agency: Guard <hr/> Procurement Officer Submitting Requisition: Dean Wingerd <hr/> Requisition No. CPO ADJ23*28 <hr/> PF No.: 1226516
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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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

