



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Purchase Order

CORRECT ORDER NUMBER MUST APPEAR
 ON ALL PACKAGES, INVOICES, AND
 SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Date: 01-11-2024

Order Number:	CPO 0603 0603 ADJ2300000031 6	Procurement Folder:	1196720
Document Name:	Rock Branch Warehouse Fencing & Electronic Security System	Reason for Modification:	Change Order No 2- To extend the contract time per the attached documentation.
Document Description:	Change Order No. 2- To extend contract time only		
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:	2023-07-24
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-12-31

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000113760	Requestor Name:	Dean Wingerd																				
NEWTECH SYSTEMS INC 1850 DALTON AVE		Requestor Phone:	(304) 561-6629																				
ASHLAND KY 41102 US		Requestor Email:	clauded.wingerd.nfg@army.mil																				
Vendor Contact Phone:	606-325-0306 Extension:	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
Discount Details:																							
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No			0.0000	0																		
#2	Not Entered																						
#3	Not Entered																						
#4	Not Entered																						

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	WVNG/ROCK BRANCH ROCK BRANCH INDUSTRIAL PARK 160 JACOBSON DRIVE POCA WV 25159-9772 US

1-11-24 bc

Total Order Amount:	\$304,319.28
----------------------------	--------------

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Helyar 1/16/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>1/23/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Sam Day 1-24-24</i> ELECTRONIC SIGNATURE ON FILE
--	---	--

Extended Description:
CHANGE ORDER NO. 2

To extend the original contract 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: 10/17/2023

Effective date of extension 09/23/2023 through 12/31/2023

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	72154013	0.00000			
Service From	Service To	Manufacturer		0.000000	203888.89
2023-07-24	2023-12-31			Model No	

Commodity Line Description: Contract Item #1-Fencing Installation

Extended Description:
BASE BID (Per documentation)- Provide and furnish all labor, materials, tools, expendable equipment and all services to complete installation of new fencing around rear perimeter of building at the Rock Branch Warehouse in Poca, WV, per the attached specifications and documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	46170000	0.00000			
Service From	Service To	Manufacturer		0.000000	100430.39
2023-07-24	2023-12-31			Model No	

Commodity Line Description: Contract Item #2-CCTV, ACS, Intercoms, and Server Racks

Extended Description:
BASE BID (Per documentation)- Provide and furnish all labor, materials, tools, expendable equipment and all services for installation of a new Access Control System (ACS), Audio Intercom System, Server Cabinet with Fiber, and site Closed Circuit Television (CCTV) at the Rock Branch Warehouse in Poca, WV, per the attached specifications and documentation.



October 17, 2023

To: Adjutant Generals Office
1707 Coonskin Dr,
Charleston WV

Attn: Craig Welch A NFG NG WVARNG

Re: Rock Branch WHSE Fencing & Electronic Security
CPO ADJ2300000031

This letter is in reference to the change order request for the Rock Branch WHSE Fencing and Electronic Security project CPO ADJ2300000031 located at 160 Jacobson Drive, Poca WV.

The change order would be a no cost change order for an extension of time for the completion of this project. The projected date of gate delivery is November 13th. All other portions of the electronic security have been completed and the fencing portion of the project will be completed by 10/20/2023.

The proposed change order would extend the contract date of completion to 12/31/2023. Thank you for your consideration of this change order.

Respectfully,

Shawn Schrader

Shawn Schrader

Contractor Sales / Project Manager – Dunbar, WV



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1023

NGWV-FMO

11 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-ADJ2300000031
CO#2 Rock Branch Warehouse Fencing & Electronic Security System
NewTech Systems, Inc.

This change order request for the project noted above is to extend the contract time until December 31, 2023. The letter dated October 17, 2023, from the contractor reflects this request for an extension to the contract and is attached to this submission. The time extension is required to allow for the delivery and installation of the motorized gate by a sub-contractor. This request is late because of staff illness, vacations, the end of the year holidays, and staff workload.

Per this justification, we respectfully request the approval of Change Order #2 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at claude.d.wingerd.nfg@army.mil.

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

*Extension and
Backlog
App'd TJC
1/10/24*

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>6</u> Date: <u>1/14/24</u> Solicitation No. <u>CPO ADJ23*31</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ23*31 Change Order #2- Time extension only PF No.: 1196720
---	--

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

