



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 ADJ2400000010 2	Procurement Folder:	1278118
Document Name:	Camp Dawson Airfield Support Facilities Renovations	Reason for Modification:	CHANGE ORDER NO 1- To establish contract start and end dates, and to issue Notice to Proceed to vendor per the attached documentation.
Document Description:	CHANGE ORDER NO 1-Establish Contract Dates Notice to Proceed		
Procurement Type:	Central Purchase Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way		
Free on Board:	FOB Dest, Freight Prepaid		

Effective Start Date: 2024-01-02
 Effective End Date: 2025-01-01

VENDOR			
Vendor Customer Code:	000000193013		
HARBEL INC			
PO BOX 358			
CUMBERLAND			
US	MD	21502	
Vendor Contact Phone:	3017298303	Extension:	
Discount Details:			
Discount Allowed	Discount Percentage	Discount Days	
#1 No	0.0000	0	
#2 Not Entered			
#3 Not Entered			
#4 Not Entered			

DEPARTMENT CONTACT	
Requestor Name:	Philip B Schoolcraft
Requestor Phone:	(304) 558-2930
Requestor Email:	philip.b.schoolcraft.nfg@army.mil

24
 FILE LOCATION _____

INVOICE TO	
DIVISION ENGINEERING & FACILITIES	
ADJUTANT GENERALS OFFICE	
1707 COONSKIN DR	
CHARLESTON	WV 25311
US	

SHIP TO	
MOUNTAINEER CHALLENGE PROGRAM	
ADJUTANT GENERALS OFFICE	
1001 ARMY RD	
KINGWOOD	WV 26537
US	

6-16-24 6c

Purchasing Division's File Copy

Total Order Amount: \$1,569,850.00

PURCHASING DIVISION AUTHORIZATION DATE: 1/16/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 1/23/2024 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 1/24-24 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

CHANGE ORDER NO. 1 - 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: 1/2/2024 THROUGH 1/1/2025.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	1537350.00
Service From	Service To	Manufacturer			
2024-01-02	2025-01-01			Model No	

Commodity Line Description: BASE BID- Camp Dawson Airfield Support Facilities Renovation

Extended Description:

See the attached "Bid Form"

Contract Item #1- BASE BID- Labor & materials per the construction documents

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	32500.00
Service From	Service To	Manufacturer			
2024-01-02	2025-01-01			Model No	

Commodity Line Description: Alternate #1- Replace Interior Doors Building 401

Extended Description:

See the attached "Bid Form"

Contract Item#2- Alternate #1- Remove and replace Interior Doors in Building 401 per the contract documents.



DEPARTMENT OF THE ARMY
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO-TSB

5 December 2023

NOTICE TO PROCEED

TO: HARBEL INC.
ATTN: Mr. Jeremy G. Irons
P.O. Box 358
Cumberland, MD 21501-0358

FROM: West Virginia Army National Guard
Construction and Facilities Management
Office (CFMO)
1707 Coonskin Drive
Charleston, WV 25311

SUBJECT: Notice to Proceed for Renovations to Camp Dawson
Airfield Support Facilities.

NOTICE TO PROCEED DATE: 2 January 2024

Harbel Inc. is authorized to proceed with work as per the Contract Documents for project number CPO-ADJ240000010. Work should begin by **2 January 2024** and last for a term of **365 calendar days**, with work completed no later than **1 January 2025**.

Please provide all documentation and submittals for this project in accordance with the contract documents for approval.

If you have any questions of concerns, the point of contact for this action is Mr. Phillip Cantrell – 304-791-4089.

Respectfully,

A handwritten signature in black ink that reads "Phillip J. Cantrell".

PHILLIP J. CANTRELL
NGWV-FMO-TSB
Project Manager

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i>		Agency:
Buyer: <u>B</u>	Date: <u>1/16/24</u>	Adjutant Generals Office
Solicitation No. <u>CPO ADJ24*10</u>		Procurement Officer Submitting Requisition: Dean Wingerd
		Requisition No. CPO-ADJ24*10 Change Order #1- Notice to Proceed
		PF No.: 1278118

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 type="checkbox"/>	<input checked="" 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: _____

