	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: 10-09-2024	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 1215 DCH2400000003 5	Procurement Folder:	1336854
Document Name:	Fiber Relocation for Ground Regrading	Reason for Modification:	Change Order No. 3 - to increase contract per the attached documentation and to correct an accounting issue.
Document Description:	Fiber Relocation for Ground Regrading		
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:	2024-03-04
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-12-31

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	000000204212	Requestor Name:	Samuel J Calvert																				
SPECIALTY GROUPS INC		Requestor Phone:	(304) 558-0220																				
PO BOX 96		Requestor Email:	samuel.j.calvert@wv.gov																				
BRIDGEPORT WV 26330		<div>2025 FILE LOCATION</div>																					
US																							
Vendor Contact Phone:	999-999-9999 Extension:																						
Discount Details:																							
	<table><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
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US

CR 10-10-24

Total Order Amount:	\$204,200.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 10/9/24 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 10/10/2024 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10-10-24 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 3 is issued to increase the original contract from \$197,700.00 to \$204,200.00 according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders, per the attached documentation.

Effective date of change: 09/13/2024

Original contract: \$ 197,700.00

CO#1 \$ 0.00

CO#2 \$ 0.00

CO#3 \$ 6,500.00

Contract Total: \$204,200.00

To discontinue Commodity Line 1 due to an accounting error and add Commodity Line 2 for the original contract amount of \$197,700.00 and add Commodity Line 3 for the \$6,500.00 increase.

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	80111618	0.00000	LS	197700.000000	0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Fiber Relocation for Ground Regrading

Extended Description:

Line Inactivated - use Commodity Lines 2 and 3.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111618	0.00000		0.000000	197700.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Fiber Relocation for Ground Regrading

Extended Description:

Added due to an accounting issue on Commodity Line 1.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111618	0.00000		0.000000	6500.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Fiber Relocation for Ground Regrading- CO#3

Extended Description:

CO#3 increase of \$6,500.00 see attached doucmenation.

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address)
Fiber Relocation for Ground Regrading
1900 Kanawha Boulevard East
Charleston, WV 25305-0300

CONTRACT INFORMATION:
Contract For: General Construction
Date: January 24, 2024

CHANGE ORDER INFORMATION:
Change Order Number: 03
Date: May 24, 2024

OWNER: (Name and address)
«WV Division of Arts, Culture and History»
«Culture Center »
«1900 Kanawha Blvd. E »
«Charleston, West Virginia 25305

ARCHITECT: (Name and address)
Chapman Technical Group
200 Sixth Avenue
St. Albans, West Virginia 25177

CONTRACTOR: (Name and address)
Specialty Groups, Inc.
PO Box 96
Bridgeport, WV 26330

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Remove and relocate a fiber duct bank.

The original Contract Sum was	\$	197,700.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	197,700.00
The Contract Sum will be increased by this Change Order in the amount of	\$	6,500.00
The new Contract Sum including this Change Order will be	\$	204,200.00

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Chapman Technical Group

Specialty Groups, Inc.

WV Division of Arts, Culture and History

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

SIGNATURE

SIGNATURE

SIGNATURE

Roger Kennedy, Project Manager

Zachery Kelly, Project Manager

Randall Reid-Smith, Curator

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

PRINTED NAME AND TITLE

DATE

DATE

DATE

SGI Specialty Groups, Inc.

To: Kelly Estep, Roger Kennedy "Chapman Technical Group"
From: Zachery Kelley, Project Manager
Date: 5/3/2024
RE: WVDACH Fiber Relocation Additional Fiber Relocation CO#

The following quote is for project mentioned above. Specialty Groups, Inc. will supply all labor, materials, and equipment necessary to perform the following work at the above location. This work includes and is limited to the following:

Description	Unit	Total
Additional WVDACH Fiber pull WD14 – Building 9	1 LS	\$6500.00

Notes:

- Prices do not include any applicable taxes
- Prices do not include cable or data trays (being provided by WVOT)
- Prices include additional labor forces, misc materials and equipment.

This price is good for thirty days. Should there be a problem with the scope of work, we would be glad to make changes and price accordingly. Thanks again for the opportunity to submit a quote on this work. If you have any questions or need additional information, please feel free to call us anytime.

Sincerely,

Zachery Kelley

Zachery Kelley
Project Manager



WV 005768
PO Box 96 Bridgeport, WV 26330
Phone (304) 623-3844 Fax (304) 623-3843
www.SpecialtyGroups.com



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

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

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

To: Zach Kelly, Project Manager, Specialty Group Inc. (SGI)
Date: September 11, 2024
Subject: Ref: Change Order 03 - CPO DCH2400000003 - Fiber Relocation Contract Increase

Change Order No. 03 is issued to increase the original contract from \$197,700.00 to \$204,200.00 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The increase of this contract is provided for payment purposes only.

Original Contract Price: \$197,700.00

Contract Increase: \$6,500.00

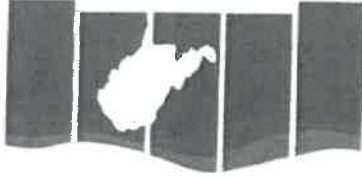
New Contract Total: \$204,200.00

Thank you,


Charles Thompson
Procurement Officer, WVDACH


Zachary Kelly
Specialty Group Inc

9/13/24



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

APPROVED
[Signature]

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

Randall Reid-Smith, Cabinet Secretary

Phone 304.558.0220 * www.wvculture.org

Fax 304.558.2779 * TDD 304.558.3562

EEO/AA Employer

From: Charles Thompspon, Procurement Officer

Charles Thompspon *CT*

Date: September 16, 2024

Subject: Justification for Increase for Fiber Relocation for Ground Regrading

The West Virginia Department of Arts, Culture and History (WVDACH) requests an increase (\$6,500.00) to CPO DCH2400000003 to cover unforeseen fiber wire length requirements to relocate fiber wire for building 9 to allow for proper regrading for the Natural Resources Exhibit. The total of the contract will change from \$197,700.00 to \$204,200.00.



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

Re: Problem with CPO DCH24*003

1 message

Silva, Deidra D <deidra.d.silva@wv.gov>

To: Lisa Comer <lisa.comer@wvoasis.gov>

Cc: "Lyle, Tara L" <tara.l.lyle@wv.gov>, Charles L Thompson <charles.l.thompson@wv.gov>

Mon, Oct 7, 2024 at 5:04 PM

The CEC is final.

Tara,

I think we are ready for you to add the change order now :)

Thank you,

Deidra

On Fri, Oct 4, 2024 at 1:59 PM Lisa Comer <lisa.comer@wvoasis.gov> wrote:

Hello Deidre,

Apologies for the delay in responding. I see the CEC is already Pending, but I reviewed and it looks correct for reposting the payment to the new Service line type on comm line 2.

Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

wvOASIS

From: Silva, Deidra D <deidra.d.silva@wv.gov>

Sent: Friday, October 4, 2024 12:43 PM

To: Lyle, Tara L <tara.l.lyle@wv.gov>; Lisa Comer <lisa.comer@wvoasis.gov>

Cc: Charles L Thompson <charles.l.thompson@wv.gov>

Subject: Re: Problem with CPO DCH24*003

Lisa,

We are on Step 3 of the instructions - Can you please take a look at CEC 25*1062 and see if it is ready for approval?

Thank you,

Deidra

On Thu, Oct 3, 2024 at 12:34 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

I guess it's back to you to do the next IN/CEC step. Once you have this done, I will work on the increase change order and explain the CL2 addition. I would like to add a third CL for the \$6,500 increase. Is that okay with you?

Let me know when this next step is done and I'll work on the official change order.

We're getting closer!

Tara

On Thu, Oct 3, 2024 at 12:21 PM Nora Dolin <nora.dolin@wvoasis.gov> wrote:

Thanks, the CPO should be final now.

Thank you,

Nora Dolin

Finance Team

Email: FinanceTeam@wvoasis.gov

Web: wvoasis.gov

WVOASIS

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

Sent: Thursday, October 3, 2024 12:16 PM

To: Nora Dolin <nora.dolin@wvoasis.gov>

Cc: Silva, Deidra D <deidra.d.silva@wv.gov>; Lisa Comer <lisa.comer@wvoasis.gov>; Finance Team <FinanceTeam@wvoasis.gov>

Subject: Re: Problem with CPO DCH24*003

Done. It validated.

I assume it's okay to bypass approvals at this point.

Thanks,

Tara

On Thu, Oct 3, 2024 at 12:10 PM Nora Dolin <nora.dolin@wvoasis.gov> wrote:

Good afternoon,

Please remove the Reference information on CL 2 AL 1 and that should let you validate:

General Information	Reference	Fixed Asset Intent Reference	Fund Accounting	Detail Accounting	Payment Details
Ref Code:		Ref Vendor Line: 0			
Ref Dept:		Ref Commodity Line: 0			
Ref ID:		Ref Accounting Line: 1			
Ref Type: Final					

Please note you'll need to modify the CRQS to zero if you go this route.

Thank you,
Nora Dolin

Finance Team

Email: FinanceTeam@wvoasis.gov

Web: wvoasis.gov

WVOASIS

From: Lyle, Tara L <tara.l.lyle@wv.gov>
Sent: Thursday, October 3, 2024 11:52 AM
To: Silva, Deidra D <deidra.d.silva@wv.gov>; Lisa Comer <lisa.comer@wvoasis.gov>; Finance Team <FinanceTeam@wvoasis.gov>
Subject: Re: Problem with CPO DCH24*003

All,

I have the administrative change prepared per the instructions from last week.

I have the following error -

VEND Line 1 COMM Line 2 ACTG Line 1

Incomplete Reference Document information. (A755)

Can someone help with this issue?

Thanks,
Tara

On Wed, Oct 2, 2024 at 3:30 PM Silva, Deidra D <deidra.d.silva@wv.gov> wrote:

Tara,

I don't think that at this step, that we should be increasing the CPO. According to the directions from Lisa Comer, we first need to do an Administrative Change Order to clear out Line 1 "item" and move that dollar amount to line 2 as a service.
I went ahead and put in the account for line 2.

Thank you,

Deidra

On Wed, Oct 2, 2024 at 3:06 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

There is an accounting error - CO3 needs an accounting line for the \$6,500.00.

Tara

On Wed, Oct 2, 2024 at 11:23 AM Silva, Deidra D <deidra.d.silva@wv.gov> wrote:

Tara / Charles,

I believe the ball is in your court now. We are ready for Step 2:

1. Negative quantity (-1) with Inverse reference IN/CEC to remove the amount paid already against CL1 as an *Item* (Quantity) type.
2. **Administrative Change Order to add new Service Type commodity line 2 for the full amount of CL1, and reduce CL1 Quantity to zero. She can use the current ver 4 and just make the changes to it for the Administrative Change Order part.**
3. Once the Administrative Change Order is completed, another IN/CEC Partial reference in the amount of the first payment to post to CL2 against the **Contract Amount**.
4. Change Order to increase for the additional amounts needed, which needs to be against CL2. This should probably include a change to flag CL1 as Discontinued so no additional activity can be processed against it in the future accidentally.

On Wed, Oct 2, 2024 at 10:58 AM Lisa Comer <lisa.comer@wvoasis.gov> wrote:

Thanks, Deidre. The CEC is now Final so you can process the modification version.

Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvoasis.gov

Web: wvoasis.gov

wOASIS

From: Silva, Deidra D <deidra.d.silva@wv.gov>
Sent: Wednesday, October 2, 2024 10:55 AM
To: Lisa Comer <lisa.comer@wvoasis.gov>
Subject: Re: Problem with CPO DCH24*003

It is now approved out of the agency.

On Wed, Oct 2, 2024 at 10:45 AM Lisa Comer <lisa.comer@wvoasis.gov> wrote:

Deidre,

The CEC looks correct. Once the agency final level of approval has been applied, let me know and I will get it submitted to Final so you can begin the CPO modification version to add the Service type commodity line.

Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

wvOASIS

From: Silva, Deidra D <deidra.d.silva@wv.gov>
Sent: Wednesday, October 2, 2024 10:27 AM
To: Lisa Comer <lisa.comer@wvoasis.gov>
Subject: Re: Problem with CPO DCH24*003

I was able to fix the IN. I submitted and approved that. I have also created CEC 25*1051 - I submitted it within our agency, but have not approved it yet. Can you take a look at the CEC and make sure it looks correct?

Thank you,

Deidra

On Wed, Oct 2, 2024 at 8:32 AM Lisa Comer <lisa.comer@wvoasis.gov> wrote:

Hello Deidre,

The Invoice Indicator on the IN document is currently Partial. It needs changed to Inverse. You may still have an error(s), but let me know and I can review again when that is completed.

WebSite: Lisa Comer

Invoice 1 of 2: IN document cannot be created as referenced DO/PO is already closed

Invoice(IN) / Dept: 0432 ID: 2500033254 Ver: 1 Function: New Phase: Draft 1 Modified by: silva, 10/01/2024

Header # 2

Vendor: Vendor Code: 00000204212 Name: SPECIALTY GROUPS INC

Commodity: Total Lines: 1 Commodity Line: 1 Commodity: 60111618 Commodity Description: Temporary construction services Item Total: (\$154,730.00)

Commodity Line	Commodity	Commodity Description	Involved Qty	Unit	Involved Unit Price	Involved SC Amount	Tax Amount	Item Total
1	60111618	Temporary construction services	-1.00000	LS	\$154,730.00	\$0.00	\$0.00	(\$154,730.00)

From 1 to 1 Total: 1

Reference Commodity Information Tolerance Information Discount Information

Ref Doc Code: CPO

Ref Doc Dept: 0432

Ref Doc ID: DCH240000003

Ref Award Line: 1

Invoice Indicator: Partial

Percentage Completed Before:

Percentage Completed Now:

Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

wvOASIS

From: Silva, Deidra D <deidra.d.silva@wv.gov>

Sent: Tuesday, October 1, 2024 5:54 PM

To: Thompson, Charles L <charles.l.thompson@wv.gov>; Lisa Comer <lisa.comer@wvoasis.gov>

Subject: Re: Problem with CPO DCH24*003

Lisa,

Can you please take a look at IN 25*33254? I am attempting to open back up line one of CPO DCH24*003 because it was closed prematurely. This is just step one in the process, but I believe that I need an override. (I'm replying to previous emails so you can see previous conversations about this). Can you please make sure that I have processed this IN correctly and apply any necessary overrides.

Thank you,

Deidra

On Mon, Sep 23, 2024 at 3:56 PM Thompson, Charles L <charles.l.thompson@wv.gov> wrote:

Email from Lisa to Tara is below

Charles L. Thompson

Procurement Officer

West Virginia Department of Arts, Culture and History

1900 Kanawha Blvd E.

Charleston, WV 25305

Phone: (304) 558-0220

Fax: (304) 558-2779

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

From: Lyle, Tara L <tara.l.lyle@wv.gov>
Date: Mon, Sep 23, 2024 at 2:57 PM
Subject: Fwd: Problem with CPO DCH24*003
To: Charles L Thompson <charles.l.thompson@wv.gov>

Here's the stuff that needs to happen for the CPO DCH24*003. We'll let Oasis do the bypass to add the extra line - when we do the real change order for the \$6,500 increase - I'll explain the new line, etc. at that time.

See Lisa's email below.

Tara

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

From: Lisa Comer <lisa.comer@wvoasis.gov>
Date: Mon, Sep 23, 2024 at 2:35 PM
Subject: RE: Problem with CPO DCH24*003
To: Lyle, Tara L <tara.l.lyle@wv.gov>
Cc: Finance Team <FinanceTeam@wvoasis.gov>

Yes, that's correct if you needed to document the change to insert the additional comm line, changing from Item (Quantity) to Service (Contract Amount). We can help the agency with the IN/CEC documents. Below is the order in which everything needs to occur:

1. Negative quantity (-1) with Inverse reference IN/CEC to remove the amount paid already against CL1 as an **Item** (Quantity) type.
2. Administrative Change Order to add new **Service** Type commodity line 2 for the full amount of CL1, and reduce CL1 Quantity to zero. She can use the current ver 4 and just make the changes to it for the Administrative Change Order part.
3. Once the Administrative Change Order is completed, another IN/CEC Partial reference in the amount of the first payment to post to CL2 against the **Contract Amount**.
4. Change Order to increase for the additional amounts needed, which needs to be against CL2. This should probably include a change to flag CL1 as Discontinued so no additional activity can be processed against it in the future accidentally.

Adding others from the team to reach out to Culture and History for the necessary documents to be processed to resolve this issue.

Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

WV OASIS

From: Lyle, Tara L <tara.l.lyle@wv.gov>
Sent: Monday, September 23, 2024 2:25 PM
To: Lisa Comer <lisa.comer@wvoasis.gov>
Subject: Re: Problem with CPO DCH24*003

No worries, I just always get a chuckle when phone tag occurs.

So who would do the IN/CEC document? I guess I could explain the commodity lines differences on the upcoming change order for the \$6,500 increase, correct?

On Mon, Sep 23, 2024 at 2:15 PM Lisa Comer <lisa.comer@wvoasis.gov> wrote:

Sorry, we are not having luck reaching each other via phone today. To answer your follow up question, no. They would be basically transferring the amount of Comm Line 1, which is an Item type line, to a new Comm Line (2). Then, the corrective IN/CEC documents allow the payment already been made to be removed from CL1 and re-posted against CL2 towards the dollar amount as opposed to a quantity. The difference that was prematurely liquidated with the initial payment is then re-opened and available for payment.

Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

WV OASIS

From: Lyle, Tara L <tara.l.lyle@wv.gov>
Sent: Monday, September 23, 2024 2:03 PM
To: Lisa Comer <lisa.comer@wvoasis.gov>
Subject: Re: Problem with CPO DCH24*003

Phone tag - LOL. I just called but it rang and rang.

See my question in red below.

Tara

On Mon, Sep 23, 2024 at 12:57 PM Lisa Comer <lisa.comer@wvoasis.gov> wrote:

Hey Tara,

Just tried to call you and was disconnected before I could leave a voice mail. Give me a call back when you have a chance to discuss. 304-935-0487

Thanks,

Lisa

Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov

wvOASIS

From: Lisa Comer

Sent: Monday, September 23, 2024 12:27 PM

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

Subject: RE: Problem with CPO DCH24*003

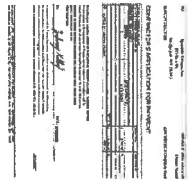
Hello Tara,


Just glanced at this one real quick, and it appears the issue was with the CPO set up as an Item commodity line type instead of a Service commodity line Type. The only way to fix this at this point is with IN/CEC documents to make that difference in the dollar amount that was ordered and paid with the first payment available again. With the Item commodity line types, payment is against the Quantity. Once that quantity is paid, it is closed and the remaining dollar amount cannot be invoiced/paid against. An Inverse IN/CEC is required to basically put the quantity for the paid amount back on the CPO so the Item type commodity line can be reduced to zero and then another IN/CEC for the positive payment amount applied to the Service commodity line where payments are being made against the dollar amount and not a quantity. The new Service type commodity line would need to be for the original amount, plus it looks like they also needed an increase that was not due to the issue with the Item type line payment.

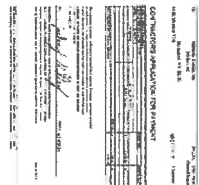
Would it be less confusing if they were to process the first modification version (Administrative change) to just add the Service type comm line for the original amount of the CPO for the payment to be reposted against the dollar amount, and then process a separate modification version for the change order needed to increase the overall CPO? Won't this way add money to the contract (besides the \$6,500 new increase)?

This is a screenshot from DCH

there was only a portion of the 197700 paid, but since it was input as an item, it automatically closed it out. thats why we need this commodity line to be put as a service. there are still invoices that need to be paid against this solicitation. the remaining balance is 49,469.20 that still needs to be paid to the vendor. there are still 2 more invoices and the increase. sending you the invoices now



 Pay App 2.PDF



Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvOASIS.gov

Web: wvOASIS.gov



From: Lyle, Tara L <tara.l.lyle@wv.gov>
Sent: Monday, September 23, 2024 12:05 PM
To: Lisa Comer <lisa.comer@wvoasis.gov>
Subject: Re: Problem with CPO DCH24*003

I sent this email last week and got your out of office response. I didn't have a chance to speak with anyone else. If you are back today, would you have a few minutes to talk?

Thanks,

Tara

On Tue, Sep 17, 2024 at 3:11 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

When you have a moment, could we talk about this change order and the commodity line being closed.

I'm here until 4:30ish today and I'll be in the office tomorrow and Thursday.

Thanks,

Tara

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

From: **Silva, Deidra D** <deidra.d.silva@wv.gov>
Date: Fri, Sep 13, 2024 at 1:16 PM
Subject: Fwd: Problem with CPO DCH24*003
To: Charles L Thompson <charles.l.thompson@wv.gov>

FYI

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

From: **Travis Hassig** <travis.hassig@wvoasis.gov>
Date: Fri, Sep 13, 2024 at 11:46 AM
Subject: RE: Problem with CPO DCH24*003
To: Silva, Deidra D <deidra.d.silva@wv.gov>, Finance Team <FinanceTeam@wvoasis.gov>

Deidra, since CL1 is now closed out, the easiest thing to do would be to just add a new CL to the CPO that is Service for the new dollar amount of the change order + the unpaid balance. Then you should be able to proceed with the remaining invoices without issue. If you had a CRQS, you will not need to reference it on the new CL since it should be closed as well.

Travis Hassig

WV Enterprise Resource Planning Board

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Charleston, WV 25301

Office: (681) 387-5014

Cell: (304) 553-3962

www.wvOASIS.gov



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From: Silva, Deidra D <deidra.d.silva@wv.gov>
Sent: Friday, September 13, 2024 11:22 AM

To: Finance Team <FinanceTeam@wvoasis.gov>

Subject: Problem with CPO DCH24*003

I have a bit of a complicated, two fold, problem. I'm not sure where to start to solve said problem. We have CPO DCH24*003 in the amount of \$197,700.00. We made the first payment on IN 25*14127. At this point, we should have found the first problem, but we didn't. And we paid this incorrectly. The CPO was created as an ITEM when it should have been created as a SERVICE. So when we made the first payment, we should have made this correction. Instead, we paid the first invoice at QTY 1.000 and the unit price of \$154,730.80. This action of submitting at QTY 1.000 then defaulted the payment to FINAL and closed out the CPO.

We now have two more payments to process, and we can't process them until we open the CPO back up.

To further complicate the problem. Once the CPO is opened back up, we will also have a change order to process to increase the overall amount of the CPO. I assume we need to just handle the first problem, and then we can process the change order as usual, but I wanted to put that information out there too.

Thank you,

Deidra

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

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SPECIALTY GROUPS, INC.

Organization Information

Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/7/1981		5/7/1981	Domestic	Profit			

Organization Information

Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	Capital Stock	10000.0000
Charter County	Harrison	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	10000	Young Entrepreneur	Not Specified



Addresses	
Type	Address
Local Office Address	10771 BUCKHANNON PIKE LOST CREEK, WV, 26385
Mailing Address	PO BOX 96 BRIDGEPORT, WV, 26330 USA
Notice of Process Address	JAMES E. HERRON P. O. BOX 96 BRIDGEPORT, WV, 26330
Principal Office Address	10771 BUCKHANNON PIKE LOST CREEK, WV, 26385 USA
Type	Address

Officers	
Type	Name/Address
Director	JAMES E. HERRON P.O. BOX 96 BRIDGEPORT, WV, 26330
Incorporator	JAMES E. HERRON PO BOX 96 BRIDGEPORT, WV, 26330 USA
President	JAMES E. HERRON P. O. BOX 96 BRIDGEPORT, WV, 26330
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
ADVANCED COATINGS	TRADENAME	4/21/1993	
SPECIALTY PAINTING SYSTEMS	TRADENAME	4/21/1993	
SPECIALTY SUPPLY AND EQUIPMENT	TRADENAME	8/4/1999	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
4/19/1993	CHANGE OF NAME FROM CLARKSBURG JIMBO & ASSOCIATES, INC. TO SPECIALTY GROUPS, INC.

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

Wednesday, October 9, 2024 — 2:26 PM

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Simple Search

Search Editor

- ☐ Any Words [i](#)
- ☒ All Words [i](#)
- ☐ Exact Phrase [i](#)

e.g. 123456789, Smith Corp

"specialty groups inc"

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Entity



Location



Status



- ☒ Active
- ☐ Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Lin LT</u> Date: <u>10/9/24</u> Solicitation No. <u>COH 3</u> <u>increase : explain</u> <u>Commodity lines</u>	Agency: <u>WVDACH</u> Procurement Officer Submitting Requisition: <u>Charles Thompson</u> Requisition No. <u>APD BCH2400000003</u> PF No.: <u>1336854</u>
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: _____

Tara Ye