



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: 09-09-2024

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 0603 0603 ADJ2400000015 3	Procurement Folder:	1420879
Document Name:	Camp Dawson Pavilion Foundation Construction	Reason for Modification:	Change Order 01: To Issue Notice to Proceed
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	Effective Start Date:	2024-07-08
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-10-06

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000014170	Requestor Name:	Philip B Schoolcraft
MEADOWS ENTERPRISES LLC PO Box 905		Requestor Phone:	(304) 558-2930
Cool Ridge WV 25825-0905 US		Requestor Email:	philip.b.schoolcraft.nfg@army.mil
Vendor Contact Phone:	3048906204		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

2025
 FILE LOCATION _____

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD KINGWOOD WV 26537-1077 US

9/10/24 GC

Total Order Amount:	\$52,700.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H. 9/10/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 9/10/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>9.12.24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 01

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 order.

Contract Term: July 8, 2024 through October 6, 2024

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	52700.00
Service From	Service To	Manufacturer	Model No		
2024-07-08	2024-10-06				

Commodity Line Description: BASE BID- Camp Dawson Pavilion Foundation Construction

Extended Description:

See the Attached Exhibit "A" Pricing Page/Bid Form

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



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

NGWV-FMO-TSB

6 July 2024

NOTICE TO PROCEED

TO: Meadows Enterprises LLC.
ATTN: Mr. Manoah Meadows
P.O. Box 905
Cool Ridge, WV 25825-0905

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

SUBJECT: Notice to Proceed for Camp Dawson Pavilion
Foundation Construction.

NOTICE TO PROCEED DATE: **8 July 2024**

Harbel Inc. Is authorized to proceed with work as per the Contract Documents for project number CPO-ADJ2400000015. Work should begin by **8 July 2024** and last for a term of **90 calendar days**, with work completed no later than **6 October 2024**.

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 Cantrell".

PHILLIP J. CANTRELL
NGWV-FMO-TSB
PROJECT MANAGER



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

NGWV-FMO

9 September 2024

TO: Mr. David Pauline, Senior Buyer
West Virginia Division of Purchasing

FROM: Ms. Cara Suppa, Procurement Analyst
Office of the Adjutant General, State of West Virginia

RE: Change Order Justification
CPO ADJ2400000015
CO#1 Camp Dawson Pavilion Foundation Construction
Meadows Enterprises, LLC

This change order request for the project referenced above is to issue the Notice to Proceed for the contract. The letter from the Project Manager reflects this request for the NTP to the contract and is attached to this submission. This request is delayed in getting the change order submitted due to staff vacations and staff workload.

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

If you have any questions or need any additional information, please contact me via email at Cara.M.Suppa.NFG@army.mil, or by phone at 304-561-6667.

Cara M. Suppa

Cara M. Suppa
Procurement Analyst
WV Military Authority
Construction & Facilities Management Office

*Backdate
app
if*

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>DP</u> Date: <u>9/9/24</u> Solicitation No. <u>CO# 1 NTP</u>	Agency: WV Adjutant General/WVANG Procurement Officer Submitting Requisition: Cara M. Suppa Requisition No. CPO ADJ240000015 - CO1 NTP PF No.: 1420879
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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 (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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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.

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Business Organization Detail

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MEADOWS ENTERPRISES, LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	7/13/2012		7/13/2012	Domestic	Profit				

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock
Charter County	Raleigh	Control Number	99VTQ
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	599 BREEDEN ROAD COOL RIDGE, WV, 25825
Mailing Address	PO BOX 905 COOL RIDGE, WV, 25825 USA
Notice of Process Address	MANOAH J. MEADOWS PO BOX 905 COOL RIDGE, WV, 25825
Principal Office Address	599 BREEDEN ROAD COOL RIDGE, WV, 25825 USA
Type	Address

Officers	
Type	Name/Address
Member	MANOAH J. MEADOWS 599 BREEDEN ROAD COOL RIDGE, WV, 25825
Organizer	MANOAH J. MEADOWS 599 BREEDEN ROAD COOL RIDGE, WV, 25825 USA
Type	Name/Address

Annual Reports	
Filed For	Date filed
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2023	
2022	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, September 9, 2024 — 2:24 PM

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