



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

State of West Virginia Contract

Order Date: 04-07-2025

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:	CCT 0211 4012 GSD2200000010 5	Procurement Folder:	996234
Document Name:	WV State Capitol Monuments Historic Conservation Services	Reason for Modification:	Change Order No. 4 To Renew and Increase Contract
Document Description:	WV State Capitol Monuments Historic Conservation		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-03-31
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000018794 SMITH ART CONSERVATION LLC 1519 RADCLIFFE WAY AUBURN CA 95603 US Vendor Contact Phone: 5628821805 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			Requestor Name: Timothy M Lee Requestor Phone: 304-352-5492 Requestor Email: timothy.m.lee@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS No City WV 99999 US

Total Order Amount:

\$122,528.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 4/8/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 4/15/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 4-15-25 ELECTRONIC SIGNATURE ON FILE
---------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------

Extended Description:

Change Order

Change Order No. 4 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract is increased to account for "Year 4" tasks, as defined in the original contract.

Effective date of renewal March 31, 2025 to March 30, 2026

Renewal Years remaining: 0

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	93141713	0.00000		0.000000	\$26,400.00
Service From	Service To	Manufacturer	Model No		
2022-03-31	2023-03-30				

Commodity Line Description: Monument Conservations Services: Year 1

Extended Description:

Bid Year 1 Total, See Pricing Page

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	93141713	0.00000		0.000000	\$29,043.00
Service From	Service To	Manufacturer	Model No		
2023-03-31	2024-03-30				

Commodity Line Description: Monument Conservations Services: Year 2

Extended Description:

Bid Year 2 Total, See Pricing Page

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	93141713	0.00000		0.000000	\$31,946.00
Service From	Service To	Manufacturer	Model No		
2024-03-31	2025-03-30				

Commodity Line Description: Monument Conservations Services: Year 3

Extended Description:

Bid Year 3 Total, See Pricing Page

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	93141713	0.00000		0.000000	\$35,139.00
Service From	Service To	Manufacturer	Model No		
2025-03-31	2026-03-30				

Commodity Line Description: Monument Conservations Services: Year 4

Extended Description:

Bid Year 4 Total, See Pricing Page



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

March 6, 2025

Smith Art Conservation, LLC
1519 Radcliffe Way
Auburn, CA 95603

REF: CCT GSD2200000010, WV State Capitol Monuments Historic Conservation Services

Attn: Andrew Smith,

The above referenced contract expired on March 30, 2025. The West Virginia Department of Administration, General Services Division wishes to renew the contract for one (1) year, under the same pricing, specifications, terms and conditions. The renewal term of the contract will be March 31, 2025 through March 30, 2026. If you are in agreement to renew this contract, please sign below and return to Jamie Jones, via email at James.R.Jones@wv.gov at your earliest convenience.

If you have any questions, please feel free to contact me.

Thank you,

James (Jamie) R. Jones
Procurement Officer, General Services Division

Andrew Smith

3/6/2025

Name/Signature

Date

Principal

Title

EXHIBIT A - Pricing Page

Bidders are required to submit this completed Pricing Page with their Bid.

DATE: **2/8/2022**
Smith Art Conservation, LLC

NAME OF VENDOR: _____

The aforementioned hereinafter called Vendor, being familiar with and understanding the Bidding Documents and also having examined the site and being familiar with all local conditions affecting the project hereby proposes to furnish all labor, material, equipment, supplies, and transportation and to perform all Work in accordance with the Bidding Documents within the time set forth as follows:

Note: Tasks in Exhibit A are references to the specific task numbers located in the Specifications, Section 4 - Mandatory Requirements

Monument	Year 1 Tasks	Year 1 Bid (by Monument)	Year 2 Tasks	Year 2 Bid (by Monument)	Year 3 Tasks	Year 3 Bid (by Monument)	Year 4 Tasks	Year 4 Bid (by Monument)
Booker T. Washington	4.1.1.2	\$1,550	4.1.1.1	\$1,705	4.1.1.1	\$1,878	4.1.1.1	\$2,063
Fallen Firefighters	4.1.2.1	\$1,841	4.1.2.2	\$2,030	4.1.2.1	\$2,232	4.1.2.1	\$2,456
Fallen Partner	4.1.3.1	\$1,421	4.1.3.2	\$1,568	4.1.3.1	\$1,724	4.1.3.1	\$1,897
Liberty Bell	4.1.4.1	\$1,500	4.1.4.2	\$1,650	4.1.4.1	\$1,815	4.1.4.1	\$1,997
Lincoln Walks at Midnight	4.1.5.1	\$1,671	4.1.5.2	\$1,843	4.1.5.1	\$2,027	4.1.5.1	\$2,229
Robert C. Byrd	4.1.6.1	\$1,300	4.1.6.1	\$1,430	4.1.6.2	\$1,573	4.1.6.1	\$1,730
Spirit of West Virginia	4.1.7.1	\$2,750	4.1.7.1	\$3,025	4.1.7.2	\$3,328	4.1.7.1	\$3,660
Stonewall Jackson	4.1.8.2	\$1,671	4.1.8.1	\$1,843	4.1.8.1	\$2,027	4.1.8.1	\$2,229
The Mountaineer	4.1.9.2	\$1,500	4.1.9.1	\$1,650	4.1.9.1	\$1,815	4.1.9.1	\$1,997
Union Soldiers and Sailors	4.1.10.2	\$1,680	4.1.10.1	\$1,848	4.1.10.1	\$2,032	4.1.10.1	\$2,236
West Virginia Coal Miner	4.1.11.1	\$1,421	4.1.11.1	\$1,568	4.1.11.2	\$1,724	4.1.11.1	\$1,897
West Virginia Female Veterans	4.1.12.2	\$1,671	4.1.12.1	\$1,842	4.1.12.1	\$2,027	4.1.12.1	\$2,229
West Virginia Veterans	4.1.13.2	\$3,800	4.1.13.1	\$4,180	4.1.13.1	\$4,598	4.1.13.1	\$5,058
Gold Star Family	4.1.14.2	\$1,400	4.1.14.1	\$1,540	4.1.14.1	\$1,694	4.1.14.1	\$1,863
Stonewall Jackson (Interior)	4.1.15.2	\$425	4.1.15.1	\$468	4.1.15.1	\$514	4.1.15.1	\$566
Cleve Bailey (Interior)	4.1.16.2	\$425	4.1.16.1	\$468	4.1.16.1	\$514	4.1.16.1	\$566
Anna Jarvis (Interior)	4.1.17.2	\$350	4.1.17.1	\$385	4.1.17.1	\$424	4.1.17.1	\$466
Bid Year Totals:	Bid Year 1 Total (A)	\$26,400	Bid Year 2 Total (B)	\$29,043	Bid Year 3 Total (C)	\$31,946	Bid Year 4 Total (D)	\$35,139

GRAND TOTAL BID (A + B + C + D) =

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division

From: Samantha Willis, Director & General Counsel

WV Purchasing *SW*

Date: January 23, 2025

Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CCT 0211 GSD2200000010, Ch#4, Renewal of Capitol Monument Conservation Contract

The Accompanying Request has been reviewed and approved by the following:

Agency Head

Eric Householder

Cabinet Secretary/Department Head

3/27/25

Date

3/28/25

Date

Governor's Office Representative

Date

Total Cost:

Current contract total = \$87,389.00; Increase =\$35,139.00; Total = \$122,528.00

Award/Requisition Document Number:

CCT 0211 GSD2200000010, Change Order #4

Description of Action/Purpose of Procurement

Requesting approval for a change order to increase contract for WV State Capitol Monuments Historic Conservation Services contract, with Smith Art Conservation LLC, renewing it for its fourth and final year. The contract was originally awarded to provide for annual assessments, conservation treatment, and repairs if needed, for the various historic monuments on the Campus. As a Central Contract - Fixed Amount (CCT), each renewal requires an increase to encumber money for the new year. Assessment and treatment would be begin in late April and conclude in June of 2025.

Funding: Appropriated General Revenue, specifically designated for the maintenance/repairs of historic monuments on Campus.

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West Virginia Secretary of State — Online Data Services

Business and Licensing

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.

SMITH ART CONSERVATION, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	3/4/2022		2/16/2022	Foreign	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock
Charter County	Kanawha		Control Number
Charter State	CA		Excess Acres
At Will Term	A		Member Managed MGR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		No

Addresses

Type	Address
Designated Office Address	1519 RADCLIFFE WAY AUBURN, CA, 95603
Mailing Address	1519 RADCLIFFE WAY AUBURN, CA, 95603 USA
Notice of Process Address	ANDREW SMITH 1519 RADCLIFFE WAY AUBURN, CA, 95603
Principal Office Address	1519 RADCLIFFE WAY AUBURN, CA, 95603 USA
Type	Address

Officers

Type	Name/Address
Manager	ANDREW SMITH 1519 RADCLIFFE WAY AUBURN, CA, 95603
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023
Date filed

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

Wednesday, April 2, 2025 — 11:57 AM

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Select Country ▼

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12</u> Date: <u>4/7/25</u> Solicitation No. <u>C04</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 996234
--------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------

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 type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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: _____