



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: 02-20-2025

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:	CPO 0310 6533 DNR2300000003 3	Change Order No:	1	Procurement Folder:	1122036
Document Name:	Cacapon Resort Batt Shelter New Facilities			Reason for Modification: Change Order No. 02 issued to zero and close the contract per the attached documentation.	
Document Description:	Cacapon Resort Batt Shelter New Facilities				
Procurement Type:	Central Purchase Order				
Buyer Name:	Joseph E Hager III				
Telephone:	(304) 558-2306				
Email:	joseph.e.hageriii@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2023-06-12
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2023-12-08

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000197898 W L CONSTRUCTION & PAVING INC 2786 MARTINSBURG PIKE STEPHENSON VA 22656 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			Requestor Name: James H Adkins Requestor Phone: (304) 558-3397 Requestor Email: jamie.h.adkins@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
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	SUPERINTENDENT DIVISION OF NATURAL RESOURCES CACAPON RESORT STATE PARK 818 CACAPON LODGE DR BERKELEY SPRINGS WV 25411 US

CR 2-24-25

Purchasing Division's File Copy

Total Order Amount:

\$246,675.00

PURCHASING DIVISION AUTHORIZATION DATE: <i>Munich - 2/24/2025</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>JD S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Colby Pen 2-25-25</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 02 issued to reduce and close the contract.

Original contract amount: \$258,325.00
Change Order No. 02: (11,650.00)
Final contract amount: \$246,675.00

Effective: 12/08/2023.

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	72000000	0.00000		0.000000	246675.00
Service From	Service To	Manufacturer		Model No	
2023-06-12	2023-12-08				

Commodity Line Description: Building and Facility Construction and Maintenance Services

Extended Description:

Includes parking lot expansion and new restroom facilities per the project plans and specifications.



Governor Jim Justice

Director Brett W. McMillion

August 5, 2024

Jamie H. Adkins, Chief Procurement Officer
WV Division of Natural Resources
Property And Procurement Office
324 4th Avenue
South Charleston, WV 25303

RE: Cacapon Batt Shelter
Parks Bathhouse and Restroom improvements
CPO 0310 DNR23*03
Deductive Change Order

Dear Mr. Adkins,

The Division of Natural Resources, Parks Section requests that changes be made to the Contract Documents of the subject project. During construction, the prefabricated building was determined to be less expensive than previously expected. initially, two one-unit restrooms were ordered. The manufacturer combined the two into one structure containing two restrooms which lessened the cost of the structure. The vendor has chosen to pass the savings on to the WV DNR. The resulting Deductive Change Order is necessary to grant the WV DNR a decrease in contract cost to facilitate the closure of this project.

Previous Contract Amount	\$258,325.00
Change Order	(\$11,650.00)
New Contract Amount	\$246,675.00

Sincerely,

A handwritten signature in cursive script that reads "Edward Raines".

Edward Raines, Project Manager
WV Division of Natural Resources
Parks and Recreation Section



Document G701[®] – 2017

Change Order

PROJECT: (Name and address)
Cacapon Batt Shelter
DNR2300000003

CONTRACT INFORMATION:
Contract For: General Construction
Date: 6/12/2023

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: 7/2/2024

OWNER: (Name and address)
WV DNR
324 4th Avenue So. Charleston, WV
25303

ARCHITECT: (Name and address)
Tom Pritts, Montum Architecture
55 Er Path, Keyser, WV 26726

CONTRACTOR: (Name and address)
WL Contracting and Paving
2786 Martinsburg Pike Stephenson, VA
22656

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.)

The original Contract Sum was	\$	258,325.00
The net change by previously authorized Change Orders	\$	0.00
The Contract Sum prior to this Change Order was	\$	258,325.00
The Contract Sum will be decreased by this Change Order in the amount of	\$	11,650.00
The new Contract Sum including this Change Order will be	\$	246,675.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be

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.

MONTUM ARCHITECTURE LLC
ARCHITECT (Firm name)

[Signature]

SIGNATURE

THOMAS PRITTS, ARCHITECT
PRINTED NAME AND TITLE

7/15/24
DATE

WL Construction & Paving
CONTRACTOR (Firm name)

Teddy L. Winters

SIGNATURE

Teddy Winters PM
PRINTED NAME AND TITLE

7-22-24
DATE

WV DNR
OWNER (Firm name)

[Signature]

SIGNATURE

Brett W. McMillion
PRINTED NAME AND TITLE

7/2/24
DATE



Winchester Branch
Phone (540) 662-4008
Fax (540) 662-4330

8/19/2024

Cacapon State Park
Attention: Scott Fortney
818 Cacapon Lodge Drive
Berkeley Springs, WV 25411

RE: Cacapon Resort Batt Shelter
New Facilities

Gentlemen:

Please be advised that W-L Construction & Paving, Inc. has completed the referenced project and W-L has sent to Cacapon State Park all the final quantities and no further invoices shall be expected for any of the previously executed work, please let us know if any additional information is needed,

Sincerely,

W-L Construction & Paving, Inc.

A handwritten signature in dark ink, appearing to read "Teddy L. Winters", is written over a light blue horizontal line.

Teddy L. Winters
Project Manager

100-443887-100

Online Data Services Help

W - L CONSTRUCTION & PAVING, INC.

Organization Information			
Business Purpose	2373 - Construction - Heavy & Civil Engineering Construction - Highway, Street, Bridge Construction	Capital Stock	
Charter County		Control Number	89994
Charter State	VA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	1484 HIGHWAY 107 CHILHOWIE, VA, 24319
Notice of Process Address	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
Principal Office Address	1484 HIGHWAY 107 CHILHOWIE, VA, 24319 USA
Type	Address

Officers	
Type	Name/Address
Director	MATTHEW J. CAMPBELL 1484 HIGHWAY 107 CHILHOWIE, VA, 24319
Director	CHARLES W. CRANE JR 1484 HIGHWAY 107 CHILHOWIE, VA, 24319
President	DAVID DODGE 1484 HIGHWAY 107 CHILHOWIE, VA, 24319
Secretary	WILLIAM C. BARR 1484 HIGHWAY 107 CHILHOWIE, VA, 24319
Treasurer	WILLIAM C. BARR 1484 HIGHWAY 107 CHILHOWIE, VA, 24319
Type	Name/Address

Annual Reports	
Filed For	
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2023	
2022	
2021	



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: <u>[Signature]</u> Buyer: <u>[Signature]</u> Date: <u>2-20-25</u> Solicitation No. <u>CPO DNR23*02</u> <u>C/S #2</u>	Agency: Division of Natural Resources Procurement Officer Submitting Requisition: Jamie H. Adkins Requisition No. CPO DNR23*03 CO2 PF No.: 1122036
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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"/>

	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 type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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:

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**