



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: 02-10-2025

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 0432 2112 DCH2400000001 4	Procurement Folder:	1272731
Document Name:	SHPO: Monitoring of Development Grants	Reason for Modification: Change Order 02 To Extend Contract	
Document Description:	SHPO: Monitoring of Development Grants		
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:	2023-09-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-12-31

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000112161	Requestor Name:	Samuel J Calvert	
MILLS GROUP LLC 88 HIGH ST		Requestor Phone:	(304) 558-0220	
MORGANTOWN WV 26505 US		Requestor Email:	samuel.j.calvert@wv.gov	
Vendor Contact Phone:	3042961010	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>		
Discount Details:	Extension:			
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 2-13-25

Total Order Amount:	\$47,525.27
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Purchasing Division's File Copy

<i>2/11/25</i>		
PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>2/13/25</i>	DATE: <i>2/18/2025</i>	DATE: <i>2-18-25</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 02 is issued to extend original contract to December 31, 2024 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to complete the project only.

Effective date of change: October 16, 2024

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80111617	1.00000	LS	4166.630000	4166.63
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 24-009 Bosworth Building (Beverly)

Extended Description:

Masonry Repair

Consulting Fee - \$3,780.00

Project Expenses - \$386.63

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80111617	1.00000	LS	4011.460000	4011.46
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 24-018 Halltown Colored Free School (Harpers Ferry)

Extended Description:

Replace Roof, Gutters & Downspouts, Brick Repointing, Repair Window, and Replace/Replace Front and Rear Door.

Consulting Fee - \$3,265.00

Project Expense - \$746.46

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80111617	1.00000	LS	4333.650000	4333.65
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 24-023 McCoy House (Franklin)

Extended Description:

Replace Roof, Repoint Chimneys and Replace Chimney Caps.

Consulting Fee - \$3,725.00

Project Expenses - \$607.65

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80111617	1.00000	LS	3977.650000	3977.65
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 24-030 Philippi Grand Theater (Philippi)

Extended Description:

Remove Bricks, Repair Foundation, and Replace Bricks after Foundation Repair

Consulting Fee - \$3,725.00

Project Expenses - \$252.65

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80111617	1.00000	LS	5182.200000	5182.20
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 24-033 Romney Historic Dairy Barn (Romney)

Extended Description:

Repair/Replace Substructure and Roof in SW and NE comers of West Wing, and Related Material and Equipment

Consulting Fee - \$4,640.00
Project Expenses - \$542.20

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80111617	1.00000	LS	4806.460000	4806.46
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 24-037 Stephenson Female Seminary (Charles Town)

Extended Description:

Replace Roof

Consulting Fee - \$4,060.00
Project Expenses - \$746.46

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80111617	1.00000	LS	5029.310000	5029.31
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 24-042 The Professional Building (Wheeling)

Extended Description:

Remove/Abate Asbestos, Install Shingles, Restore Finals

Consulting Fee - \$4,640.00
Project Expenses - \$389.31

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80111617	1.00000	LS	4760.210000	4760.21
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 24-046 War Memorial Building (Shepherdstown)

Extended Description:

Replace War Memorial and Annex Roofs, and Electric Modernization and Fire Safety.

Consulting Fee - \$4,075.00
Project Expenses - \$685.21

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80111617	1.00000	LS	5455.860000	5455.86
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: 24-049 Wheeler House (Wheeling)

Extended Description:

Repair/Replace Windows and Repair/Replace Soffit, Fascia, Board and Architrave.

Consulting Fee - \$5,070.00
Project Expenses - \$385.86

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80111617	1.00000	LS	5331.840000	5331.84
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: 24-050 Woods George Building (Philippi)

Extended Description:

Repair Roof

Consulting Fee - \$5,070.00

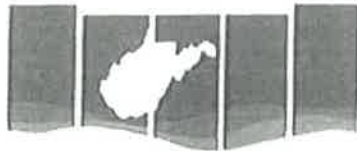
Project Expenses - \$261.84

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80111617	1.00000	LS	470.000000	470.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Virtual Grant Orientation Session

Extended Description:

Consulting Fee - \$470.00



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

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

Randall Reid-Smith, Curator
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

To: Whom it may concern
From: Charles Thompson, Procurement Officer
Date: October 16, 2024
Subject: Change Order 02 - CPO DCH2400000001 - Grant Monitoring - Time Extension

The West Virginia Department of Arts, Culture, and History is requesting a no-cost time extension according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders of the existing contract to allow Mills Group (Vendor: 000000112161) to complete the Grant Monitoring Project due to unforeseen difficulties. The original contract expiration was August 31, 2024. Change Order 1 will extend the project expiration date until December 31, 2024.

Thank you,

Date: 10/17/24

Mills Group
Project Administrator

Date: 10/17/24

Randall Reid-Smith
Cabinet Secretary
WVDACH



West Virginia Department of
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Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

From: Charles Thompson, Procurement Officer, WVDACH
Date: February 11, 2025
Subject: **Ref: Change Order 02 - CPO DCH240000001 – Monitoring of Development Grants**

Please allow this memorandum to serve as a written explanation and justification for the delayed issuance of CPO DCH240000001's service extension. I was unaware that a verbal agreement had been made to extend said service. The referenced Central Purchase Order expired on August 31, 2024, thus causing a "backdate" issue. The new date requested for expiration is December 31, 2024, for payment purposes only.

The Procurement Officer was out due to medical reasons from November 11, 2024, through February 2, 2025, and was not able to ~~renew~~ *extend* the contract in a timely manner.

Thank You


Charles Thompson

*Backdate
approved
1/8*

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Business Organization Detail

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MILLS GROUP, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	11/16/2005		11/16/2005	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Monongalia	Control Number	80699
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	88 HIGH STREET MORGANTOWN, WV, 26505
Mailing Address	88 HIGH STREET MORGANTOWN, WV, 26505 USA
Mailing Address	MICHAEL J. MILLS 206 HIGH STREET MORGANTOWN, WV, 26508 USA
Notice of Process Address	MICHAEL J MILLS 88 HIGH STREET MORGANTOWN, WV, 26505
Principal Office Address	88 HIGH STREET MORGANTOWN, WV, 26505 USA
Type	Address

Officers	
Type	Name/Address
Manager	MICHAEL J. MILLS 206 HIGH STREET MORGANTOWN, WV, 26505
Organizer	MICHAEL J. MILLS 206 HIGH STREET MORGANTOWN, WV, 26505 USA
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
MILLS GROUP	TRADENAME	11/8/2021	
MILLS GROUP PROFESSIONAL LLC	TRADENAME	11/8/2021	
DBA Name	Description	Effective Date	Terminatio

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

Tuesday, February 11, 2025 — 11:28 AM

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"Mills Group" ×

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Excluded Entity ∨

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- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>2/11/25</u> Solicitation No. <u>CPO DCH24*01 c/o 2</u>	Agency: WVDACH Procurement Officer Submitting Requisition: Charles Thompson Requisition No. CPO DCH240000001 PF No.: 1272731
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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 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: _____

