



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: 03-10-2025

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 0439 0439 EBA2300000001 7	Change Order No:	Procurement Folder:	979934
Document Name:	EBA70085_EOI, Roof Replacement Morgantown and Coopers Rock	Reason for Modification: Change Order 04 To Increase Contract.		
Document Description:	Roof Replacement Morgantown and Coopers Rock			
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:	2022-07-20	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-19	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000206169 PICKERING ASSOCIATES INC 11283 EMERSON AVE PARKERSBURG WV 26104 US Vendor Contact Phone: 304-464-5305 Extension: 1111 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: Cecil Dale Malcomb Requestor Phone: (304) 254-7858 Requestor Email: dmalcomb@wvpublic.org 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
CHIEF FINANCIAL OFFICER EDUCATIONAL BROADCASTING 124 INDUSTRIAL PARK RD BEAVER WV 25813 US	PURCHASING ADMINISTRATOR EDUCATIONAL BROADCASTING 600 CAPITOL ST CHARLESTON WV 25301-1223 US

CR 3-12-25

Total Order Amount: \$57,302.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 3/11/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 3/13/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 3-13-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 04

Change Order No. 04 is issued to increase the contract according to all terms, conditions, specifications contained in the original contract including all authorized change orders. The contract is increased as defined in the attached documentation.

Original Cost: \$40,000.00

Change Order 1: \$14,628.00

Change Order 2: Notice to Proceed

Change Order 3: To Extend Dates

Change Order 4: \$2,674.00

New Contract Total: \$57,302.00

Effective Date of Change: 02/04/2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	57302.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Professional Engineering Services**Extended Description:**

In accordance with W. Va. Code 5G-1-1 (et seq)

A/E Services for a methodology for roofing replacement for WV Educational Broadcasting Authority at Cooper's Rock and Morgantown sites perr attached documentation.

Scope Change Notification 02

Addendum to the Agreement for the Provision of Limited Professional Services

Client: West Virginia Public Broadcasting Date: 02/04/2025
Project Title: WVPBC Morgantown and Cooper's Rock Roof Replacement
Contact: Rodney Swisher Phone: _____
PA Project No.: 2226508 Revision: 00
PA Project Mgr.: Mark Welch Phone: 304-464-5305

SCOPE CHANGE SUMMARY

At the time of proposal/contract agreement between Pickering and WVPB, it was unknown the amount/extent of asbestos testing and roof repairs that would be required. Pickering Associates include reasonable fees in the contract to cover the expected amount of asbestos testing and associated roof patches.

Towards the end of the detailed design phase, Pickering hired Astar Abatement Services to perform roof asbestos testing and Tri-State Roofing to repair the roof due to the asbestos testing. The cost of this work as well as a significant portion of the work covered in this contract has increased substantially from 2022 when Pickering was initially contracted to when the work was performed in 2024. The increase in cost is primarily due to inflation, labor costs, and material testing costs incurred by the specialty sub-consultants. Pickering is requesting reimbursement to cover the cost of these additional fees in the amount of \$2,674.00.

REVISED PROJECT BUDGET

Original Project Budget	\$40,000.00
Previously Approved Scope Change #1	\$14,628.00
Change# 2, Notice to proceed	
Change# 3, to extend dates	
Current Proposed Scope Change #4	\$ 2,674.00
New Contract Total	\$57,302.00

Offered/Approved by:

Accepted by:

 02/04/25
(Signature) (Date)

 3/7/2025
(Signature) (Date)

Mark A. Welch, P.E.
Director of Commercial & Municipal Design
Pickering Associates

	CUSTOMER PO #	TERMS	ASTAR JOB #
	2226508-00	Due on receipt	24-274
DESCRIPTION	QTY/HOURS	RATE/PRICE	AMOUNT
Asbestos Inspection for WV Public Broadcasting located at 1309 Sand Springs Road, Bruceton Mills, WV 26525 (Roofing ONLY)	1	1,585.00	1,585.00
	Total		\$1,585.00
	Payments/Credits		\$0.00
	BALANCE DUE		\$1,585.00

Ashley Paulson

From: Lillian Lyons
Sent: Tuesday, October 15, 2024 11:30 AM
To: Ashley Paulson
Subject: FW: Astar Abatement, Inc

Lillian Lyons
Administrative Assistant



*Our purpose is to enrich our communities
through service to our clients*

Pickering Associates
11283 Emerson Ave.
Parkersburg, WV 26104
p: 304.464.5305 Ext. | 800.954.5305
m: 304-916-3555
f: 304.464.4428
e: llyons@pickeringusa.com

www.pickeringusa.com



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From: Mark A. Welch <mwelch@pickeringusa.com>
Sent: Monday, October 14, 2024 1:13 PM
To: Lillian Lyons <llyons@pickeringusa.com>
Subject: RE: Astar Abatement, Inc

Thanks – no need for original copies. Please send on for payment, etc.

Thanks,

Mark Welch, PE
Director of Commercial and Municipal Design
Principal Civil/Structural Engineer



Architects • Engineers • Surveyors

*Our purpose is to enrich our communities
through service to our clients*

Pickering Associates
11283 Emerson Ave.
Parkersburg, WV 26104
p: 304.464.5305 Ext. 1301 | 800.954.5305
m: 304.483.6415
f: 304.464.4428
e: mwelch@pickeringusa.com

Thanks!

Lillian Lyons
Administrative Assistant



Architects • Engineers • Surveyors

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f: 304.464.4428
e: llyons@pickeringusa.com

www.pickeringusa.com





TRI-STATE

ROOFING & SHEET METAL COMPANY

CONTRACTOR LICENSE #WV053078

P.O. BOX 4255 MORGANTOWN, WV 26504

PHONE (304) 328-5244

FAX (304) 328-5248

E-Mail: morganlown@tri-stateservice.com

INVOICE

INVOICE DATE	INVOICE NO.	PAGE
10/09/24	12571	1

SOLD TO PICKERING ASSOCIATES
11283 EMERSON AVE
PARKERSBURG, WV 26104

SHIP TO WV PBS - COOPER'S ROCK
MORGANTOWN, WV

	PURCHASE ORDER NO.	SHIP VIA	SHIP DATE	TERMS
	2226508-01			NET 10 DAYS

JOB #95778 WV PBS COOPERS ROCK CORE

This billing includes all costs and markups to perform the work as described including labor, material, supervision, insurance, tools and equipment, shop and warehouse expense, vehicular costs, recordkeeping, dump charges, and safety and environmental compliance.

SERVICE DATE: 09/26/2024

CORE CUT AND REPAIRED THREE (3) AREAS, REPAIRED TWO (2) AREAS USING ROOF CEMENT AND ONE (1) AREA USING CURED COVERSTRIP AND LAP SEALANT.

T-S100 (5/03)

A 4% CREDIT CARD FEE WILL BE CHARGED FOR ALL CREDIT CARD PAYMENTS.

SALE AMOUNT	1,089.00
MISC. CHARGES SALES TAX	
TOTAL	1,089.00

Heather Adams

Tri-State Roofing & Sheet Metal Company

10/9/2024 | 26 Photos



Roofing & Sheet Metal Company

WV PBS - Cooper's Rock

Section 1

1



Project: 95778
Date: 9/26/2024, 10:10am
Creator: Brad Burns

2



Project: 95778
Date: 9/26/2024, 10:11am
Creator: Brad Burns

3



Project: 95778
Date: 9/26/2024, 10:20am
Creator: Brad Burns

4



Project: 95778
Date: 9/26/2024, 10:20am
Creator: Brad Burns

5



Project: 95778
Date: 9/26/2024, 10:20am
Creator: Brad Burns

6



Project: 95778
Date: 9/26/2024, 10:22am
Creator: Brad Burns

7



Project: 95778
Date: 9/26/2024, 10:22am
Creator: Brad Burns

8



Project: 95778
Date: 9/26/2024, 10:22am
Creator: Brad Burns

9



Project: 95778
Date: 9/26/2024, 10:22am
Creator: Brad Burns

10



Project: 95778
Date: 9/26/2024, 10:22am
Creator: Brad Burns

11



Project: 95778
Date: 9/26/2024, 10:26am
Creator: Brad Burns

12



Project: 95778
Date: 9/26/2024, 10:27am
Creator: Brad Burns

13



Project: 95778
Date: 9/26/2024, 10:27am
Creator: Brad Burns

14



Project: 95778
Date: 9/26/2024, 10:27am
Creator: Brad Burns

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Project: 95778
Date: 9/26/2024, 10:28am
Creator: Brad Burns

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Project: 95778
Date: 9/26/2024, 10:34am
Creator: Brad Burns

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Project: 95778
Date: 9/26/2024, 10:34am
Creator: Brad Burns

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Project: 95778
Date: 9/26/2024, 10:39am
Creator: Brad Burns

19



Project: 95778
Date: 9/26/2024, 10:39am
Creator: Brad Burns

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Project: 95778
Date: 9/26/2024, 10:39am
Creator: Brad Burns

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Project: 95778
Date: 9/26/2024, 10:39am
Creator: Brad Burns

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Project: 95778
Date: 9/26/2024, 10:39am
Creator: Brad Burns

23



Project: 95778
Date: 9/26/2024, 10:39am
Creator: Brad Burns

24



Project: 95778
Date: 9/26/2024, 10:40am
Creator: Brad Burns

25



Project: 95778
Date: 9/26/2024, 10:40am
Creator: Brad Burns

26



Project: 95778
Date: 9/26/2024, 10:40am
Creator: Brad Burns



Larry D McDonnell, Buyer
West Virginia Purchasing Division
2019 Washington Street East
Capitol Complex Building 15
Charleston, WV 25305
304-558-2063
Larry.D.McDonnell@wv.gov

February 10th, 2025

Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
Email: DMalcomb@WVPublic.Org

Re: Increase to EBAr70085 / CPO 0439 EBA2300000001

Larry:

Due to staff changes this project is taking significantly longer than expected. Because of this, the high inflation rate has caused some aspects of the work to have drastic increases in pricing. Because of this, we are requesting an increase to this contract as detailed in the attached Scope Change Notification.

Please let me know if you have questions or need more information.

As always, thank you for your time and considerations.

Sincerely,

A handwritten signature in dark ink, appearing to read 'C. Dale Malcomb', written in a cursive style.

C. Dale Malcomb

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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.

PICKERING ASSOCIATES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/15/1987		12/15/1987	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 500.0000
Charter County	Wood	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years	Par Value		0.050000
Authorized Shares	10000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	11283 EMERSON AVENUE PARKERSBURG, WV, 26104
Mailing Address	11283 EMERSON AVENUE PARKERSBURG, WV, 26104 USA
Notice of Process Address	RYAN TAYLOR 11283 EMERSON AVENUE PARKERSBURG, WV, 26104
Principal Office Address	11283 EMERSON AVENUE PARKERSBURG, WV, 26104 USA
Type	Address

Officers	
Type	Name/Address
President	RYAN K. TAYLOR 141 GRANADA DRIVE PARKERSBURG, WV, 26104
Secretary	MARK A. WELCH 189 WILDWOOD HEIGHTS DRIVE PARKERSBURG, WV, 26101
Treasurer	DAVID A. BOGGS 340 WOODYARDS CAVE ROAD PARKERSBURG, WV, 26104
Vice-President	TRACI L. STOTTS 1222 CISLER DRIVE MARIETTA, OH, 45750
Type	Name/Address

Date	Amendment
10/3/1996	CHANGE OF NAME FROM PICKERING AND DAVIS INC. TO PICKERING ASSOCIATES, INC.
Date	Amendment

Annual Reports	
Filed For	
2024	

2023
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Date filed

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

Friday, March 7, 2025 — 2:53 PM



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e.g. 1606N020Q02

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e.g. 123456789, Smith Corp

"PICKERING ASSOCIATES"



Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



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

Exclusion Program



Location



Dates



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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>3/2/25</u> Solicitation No. <u>CPO EBA 23*01 c/o 4</u>	Agency: 0439 Educational Broadcasting Procurement Officer Submitting Requisition: Dale Malcomb Requisition No. EBAr70085 CPO EBA23*01 PF No.: 979934
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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: _____

