



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: 04-09-2025

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 0603 8211 ADJ2500000037 2	Change Order No:	Procurement Folder:	1498871
Document Name:	Brushfork Armory Restroom Renovations (Construction)		Reason for Modification: CHANGE ORDER NO 1- To establish contract start and end dates, and to issue Notice to Proceed to the vendor per the attached documentation.	
Document Description:	Brushfork Armory Restroom Renovations (Construction)			
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:	2025-04-14
Free on Board:			Effective End Date:	2026-04-09

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VC0000110859	Requestor Name:	Robert A Skaggs
CDC LLC		Requestor Phone:	(304) 561-6550
18547 TURNPIKE RD		Requestor Email:	robert.a.skaggsii.nfg@army.mil
SWISS	WV	<div>2025</div> <div>FILE LOCATION</div>	
US	26690		
Vendor Contact Phone:	3043485058		
Extension:			
Discount Details:			
	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 ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	BUILDING TRADE SPECIALIST BLUEFIELD NATIONAL GUARD ARMORY 2915 OLD BRAMWELL RD BLUEFIELD WV 24701 US

CR 4-14-25

Total Order Amount: \$2,243,000.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 4.15.25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 4.22.25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 4.22.25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

CHANGE ORDER NO. 1 - 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 ORDERS.

CONTRACT TERM: 04/14/2025 THROUGH 04/09/2026.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	1978000.00
Service From	Service To	Manufacturer		Model No	
2025-04-14	2026-04-09				

Commodity Line Description: BASE BID - Brushfork Armory Restroom Renovations

Extended Description:

Input Pricing on Exhibit "A" Bid Form

BASE BID (Per documentation)-To provide and furnish all labor, materials, tools, expendable equipment and all services to complete restroom and locker room renovations per the attached specifications and drawings.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	240000.00
Service From	Service To	Manufacturer		Model No	
2025-04-14	2026-04-09				

Commodity Line Description: ALTERNATE 1-Remove and replace entry doors and windows

Extended Description:

Input Pricing on Exhibit "A" Bid Form

ALTERNATE Bid Item NO.1 (Per documentation)-To provide and furnish all labor, materials, tools, expendable equipment associated with the removal and replacement of existing storefront windows, doors and framing systems per the attached specifications and drawings. Contractor MUST field verify this area.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72000000	0.00000		0.000000	25000.00
Service From	Service To	Manufacturer		Model No	
2025-04-14	2026-04-09				

Commodity Line Description: ALTERNATE 2-Add Remove and replace 500sf concrete walkway

Extended Description:

Input Pricing on Exhibit "A" Bid Form

ALTERNATE Bid Item NO.2 (Per documentation)-To provide and furnish all labor, materials, tools, and equipment for the removal and replacement of approximately 500 sf of concrete walk areas on the west entry as described per the attached specifications and drawings. Contractor MUST field verify this area.

WEST VIRGINIA ARMY NATIONAL GUARD
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE
DIVISION OF ENGINEERING & FACILITIES
1707 Coonskin Drive
Charleston, West Virginia, 25311-1085

7 APRIL 2025

NOTICE TO PROCEED

TO: CDC LLC
18547 Turnpike Rd
Swiss, WV 26690

FROM: West Virginia Army National Guard
CFMO – Division of Engineering & Facilities
1707 Coonskin Drive
Charleston, WV 25311

SUBJECT: Notice to Proceed for the Brushfork Armory Restroom Renovations

NOTICE TO PROCEED DATE: **7 APRIL 2025**

CDC LLC is authorized to proceed with work as per the Contract Documents for Contract number ADJ25*037. Work should begin by **14 APRIL 2025** and last for a term of **360** days, with work completed no later than **9 APRIL 2026**.

Please provide all submittals for this project immediately for approval.

If you have any questions please contact Mr. Robert Skaggs at 304-719-8745.

Respectfully,


Robert Skaggs

Robert Skaggs
Technical Analyst

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>4/9/25</u> Solicitation No. <u>CPO ADJ25*37</u>	Agency: Adjutant Generals Office <hr/> Procurement Officer Submitting Requisition: Dean Wingerd <hr/> Requisition No. CPO-ADJ25*37 Change Order #1- Notice to Proceed <hr/> PF No.: 1498871
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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"/>
9	Fleet Management Division 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
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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: David Pauline

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Business Organization Detail

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CDC LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Lmited Liability Company	2/2/2018		2/2/2018	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock
Charter County	Nicholas	Control Number	
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	18547 TURNPIKE ROAD SWISS, WV, 26690
Mailing Address	P O BOX 36 GLEN FERRIS, WV, 25090
Notice of Process Address	CDC LLC P O BOX 36 GLEN FERRIS, WV, 25090
Principal Office Address	18547 TURNPIKE ROAD SWISS, WV, 26690 USA
Type	Address

Officers	
Type	Name/Address
Member	CHRISTOPHER DOZIER P O BOX 36 GLEN FERRIS, WV, 25090
Member	CDC, LLC 9033 MIDLAND TRAIL, SUITE B GLEN FERRIS, WV, 25090
Organizer	CHRISTOPHER DOZIER PO BOX 36 GLEN FERRIS, WV, 25090
Organizer	JUSTIN DOZIER P O BOX 213 CHARLTON HEIGHTS, WV, 25040
Type	Name/Address

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

Wednesday, April 9, 2025 — 3:40 PM

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