



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

State of West Virginia
Contract

Order Date: 07-22-2025

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 0432 2202 DCH2100000001 9	Procurement Folder:	806541
Document Name:	Centralized Contract - EOI Change Order #2	Reason for Modification:	Change Order No. 3 is issued to reduce the unused balance per the attached documentation
Document Description:	REVITALIZATION & MONITORING		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Dusty J Smith		
Telephone:	304-561-6004		
Email:	dusty.j.smith2.nfg@army.mil		
Shipping Method:	Best Way	Effective Start Date:	2020-12-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-12-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000112161 MILLS GROUP LLC 88 HIGH ST MORGANTOWN WV 26505 US Vendor Contact Phone: 3042961010 Extension:	Requestor Name: Mark W Lynch Requestor Phone: (304) 558-0220 Requestor Email: mark.w.lynch@wv.gov 2026 FILE LOCATION																				
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			
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#1	No	0.0000	0																		
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#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	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

CR 8-1#25

Total Order Amount: \$84,015.65

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 8/1/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8/4/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 8-13-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 03 is issue to reduce the unused balance from \$17,995.08 to \$0.00 per the attached document:

Original Contract Total: \$102,010.73

Change Order No 3 Decrease: (\$17,995.08)

New Contract Total: \$84,015.65

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	80101606	0.00000		0.000000	\$5,143.73
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Claymont Court (CharlesTown)-- DEVELOPMENT

Extended Description:

Claymont Court (Charles Town)-- DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	80101606	0.00000		0.000000	\$4,738.42
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Fayetteville Town Hall (Fayetteville) -DEVELOPMENT

Extended Description:

Fayetteville Town Hall (Fayetteville) -DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	80101606	0.00000		0.000000	\$3,864.98
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Armory House #24 (Harper Ferry)- DEVELOPMENT

Extended Description:

Armory House #24 (Harper Ferry)- DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	80101606	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Buena Vista Farms (Old Fields) - DEVELOPMENT

Extended Description:

Buena Vista Farms (Old Fields) - DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	80101606	0.00000		0.000000	\$5,012.79
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Rausch Barn (Martinsburg)- DEVELOPMENT

Extended Description:

Rausch Barn (Martinsburg)- DEVELOPMENT

Line.	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	80101606	0.00000		0.000000	\$4,854.71
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Edward Hart House (Beverly)- DEVELOPMENT

Extended Description:

Edward Hart House (Beverly) - DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	80101606	0.00000		0.000000	\$0.00
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Travelers Rest Visitors Center (Keyser) DEVELOPMENT

Extended Description:

Travelers Rest Visitors Center (Keyser) DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	80101606	0.00000		0.000000	\$3,978.11
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Robert Hazlett House (Wheeling) - DEVELOPMENT

Extended Description:

Robert Hazlett House (Wheeling) - DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	80101606	0.00000		0.000000	\$2,602.82
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Old Main Bethany College (Bethany)- DEVELOPMENT

Extended Description:

Old Main Bethany College (Bethany)- DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	80101606	0.00000		0.000000	\$3,821.16
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Goff Building (Clarksburg)- DEVELOPMENT

Extended Description:

Goff Building (Clarksburg)- DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	80101606	0.00000		0.000000	\$3,964.71
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: Blackman Bosworth Store (Beverly)- DEVELOPMENT

Extended Description:

Blackman Bosworth Store (Beverly)- DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	80101606	0.00000		0.000000	\$3,964.71
Service From	Service To	Manufacturer	Model No		
2020-12-15	2022-12-14				

Commodity Line Description: Goff House (Beverly)- DEVELOPMENT

Extended Description:

Goff House (Beverly)- DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	80101606	0.00000		0.000000	\$4,127.40
Service From	Service To	Manufacturer	Model No		
2020-12-15	2022-12-14				

Commodity Line Description: Ice House (Berkeley Springs) - DEVELOPMENT

Extended Description:

Ice House (Berkeley Springs) - DEVELOPMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	80101606	0.00000		0.000000	\$470.00
Service From	Service To	Manufacturer	Model No		
2020-12-15	2022-12-14				

Commodity Line Description: Virtual Grant Orientation

Extended Description:

Virtual Grant Orientation

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	80101606	0.00000		0.000000	\$4,390.84
Service From	Service To	Manufacturer	Model No		
2020-12-15	2022-12-14				

Commodity Line Description: First Zion Baptist Church (Harpers Ferry)- Roof Revitalizat

Extended Description:

First Zion Baptist Church (Harpers Ferry)- Roof replacement and chimney repair - Revitalization

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	80101606	0.00000		0.000000	\$1,809.86
Service From	Service To	Manufacturer	Model No		
2020-12-15	2022-12-14				

Commodity Line Description: Mate Street Building (Matewan) - G.W. - Revitalization

Extended Description:

Mate Street Building (Matewan) - G.W Building Roof Replacement

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	80101606	0.00000		0.000000	\$4,738.42
Service From	Service To	Manufacturer	Model No		
2020-12-15	2022-12-14				

Commodity Line Description: SOLDIERS AND SAILORS MEMORIAL BUILDING - REVITALIZATION

Extended Description:

SOLDIERS AND SAILORS MEMORIAL BUILDING (FAYETTEVILLE) - ROOF REPLACEMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
18	80101606	0.00000		0.000000	\$3,310.69
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: GEM JEWELERS (BLUEFIELD)- REVITALIZATION

Extended Description:

GEM JEWELERS (BLUEFIELD) - MASONRY REPAIRS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
19	80101606	0.00000		0.000000	\$3,887.94
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: FIRST FREE SCHOOL (CHARLES TOWN) - REVITALIZATION

Extended Description:

FIRST FREE SCHOOL (CHARLES TOWN) - REVITALIZATION- ROOF REPLACEMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
20	80101606	0.00000		0.000000	\$4,175.03
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: CENTER HALL (GLENVILLE) - REVITALIZATION

Extended Description:

CENTER HALL (ARTHURDALE) - COLUMN REPLACEMENT AND ROOF REPLACEMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
21	80101606	0.00000		0.000000	\$4,042.13
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: ARBUKLE HOUSE (GLENVILLE)- REVITALIZATION

Extended Description:

ARBUKLE HOUSE (GLENVILLE) ROOF REPLACEMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
22	80101606	0.00000		0.000000	\$3,494.98
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: OLD BAPTIST CHURCH- REVITALIZATION

Extended Description:

OLD BAPTIST CHURCH (UNION) - COLUMN REPAIR

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
23	80101606	0.00000		0.000000	\$4,387.71
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: HINTON HARDWOODS BUILDING- REVITALIZATION

Extended Description:

HINTON HARDWOODS BUILDING (HINTON) - ROOF REPLACEMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
24	80101606	0.00000		0.000000	\$2,764.51
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

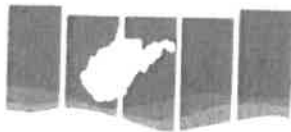
Commodity Line Description: ANDERSON HOUSE - REVITALIZATION

Extended Description:
ANDERSON HOUSE (FRANKLIN) - ROOF REPLACEMENT

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
25	80101606	0.00000		0.000000	\$470.00
Service From	Service To	Manufacturer		Model No	
2020-12-15	2022-12-14				

Commodity Line Description: VIRTUAL GRANT ORIENTATION SESSION

Extended Description:
VIRTUALGRANT ORIENTATION SESSION



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

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

Phone 304.558.0220 *www.wvculture.org
Fax 304.558.2779 * TDD 304.558.3562

TO: Vivian Neely, Accounting Manager
Mills Group

FROM: Randy Hill, Grants Coordinator
State Historic Preservation Office

Randy Hill

CC: Deidra Silva, Accountant/Auditor
WV Department of Arts, Culture & History

RE: Change Order No.3 DCH2100000001 Closing Out

DATE: July 15, 2025

Please be advised that there is an unused balance on DCH2100000001. This contract expired on December 14, 2022. The original encumbrance was \$102,010.73. The amount that is closed is \$84,015.65, leaving a balance of \$17,995.08.

If you agree that all work has been invoiced and that there is indeed a remaining unused balance of \$17,995.08, please sign and date below, and then return to Deidra.D.Silva@wv.gov and we will proceed with the balance close-out. If you dispute the amount, please email us to discuss. If no response is received from Mills Group by July 25, 2025, we will proceed with closing out the remaining balance of \$17,995.08.

Thank you for your time and consideration.

Signature

V. Neely

Date

7-19-25

June 11, 2025

WV State Historical Preservation Office
Randall Hill, Grants Coordinator
1900 Kanawha Boulevard, East
Charleston, WV 25305

RE: Closeout of Prior Contracts

Dear Mr. Hill,

As per your request, we are writing to confirm that DCH13071, DCH2100000001-8, and DCH2200000002-4 have been closed out and there are no outstanding invoices. Please let us know if you require any further information.

Sincerely,



Michael J. Mills, Architect AIA, NCARB
Mills Group, LLC

Randall L. Hill
SHPO Grants Coordinator
6/11/2025



Atkins, James W <james.w.atkins@wv.gov>

CCT DCH21*01 - Change order 3

Silva, Deidra D <deidra.d.silva@wv.gov>

Fri, Jun 27, 2025 at 3:02 PM

To: "Atkins, James W" <james.w.atkins@wv.gov>

Cc: Krysten A Wolfe <krysten.a.wolfe@wv.gov>, Samuel J Calvert <Samuel.J.Calvert@wv.gov>, Randall Hill <randall.hill@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>, Larry D McDonnell <larry.d.mcdonnell@wv.gov>

Yes, please. We need more documentation that we won't have this week, to make it go through, so we discarded the current version.

Thank you,

Deidra

[Quoted text hidden]

Delayed to
State Year-end-
Conflict Draft
Issue.
TB



Lyle, Tara L <tara.l.lyle@wv.gov>

RE: CCT DCH21*01 - Change order 3

1 message

Travis Hassig <travis.hassig@wvoasis.gov>

Fri, Aug 8, 2025 at 10:10 AM

To: Eric Wagner <eric.wagner@wvoasis.gov>, "McDonnell, Larry D" <larry.d.mcdonnell@wv.gov>

Cc: "Silva, Deidra D" <deidra.d.silva@wv.gov>, Finance Team <FinanceTeam@wvoasis.gov>, "Atkins, James W" <james.w.atkins@wv.gov>, Krysten A Wolfe <krysten.a.wolfe@wv.gov>, Randall Hill <randall.hill@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>

My apologies, I misunderstood what was needed.

Travis Hassig

WV Enterprise Resource Planning Board

1007 Bullitt Street

Charleston, WV 25301

Office: (681) 387-5014

Cell: (304) 553-3962

www.wvOASIS.gov



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From: Eric Wagner <eric.wagner@wvoasis.gov>

Sent: Friday, August 8, 2025 10:09 AM

To: McDonnell, Larry D <larry.d.mcdonnell@wv.gov>

Cc: Silva, Deidra D <deidra.d.silva@wv.gov>; Finance Team <FinanceTeam@wvoasis.gov>; Atkins, James W <james.w.atkins@wv.gov>; Krysten A Wolfe <krysten.a.wolfe@wv.gov>; Randall Hill <randall.hill@wv.gov>; Tara L Lyle <tara.l.lyle@wv.gov>

Subject: Re: CCT DCH21*01 - Change order 3

sorry about that looks like we got crossed up....Can another version be done and sent via workflow?

From: McDonnell, Larry D <larry.d.mcdonnell@wv.gov>

Sent: Friday, August 8, 2025 10:06 AM

To: Eric Wagner <eric.wagner@wvoasis.gov>

Cc: Silva, Deidra D <deidra.d.silva@wv.gov>; Finance Team <FinanceTeam@wvoasis.gov>; Atkins, James W <james.w.atkins@wv.gov>; Krysten A Wolfe <krysten.a.wolfe@wv.gov>; Randall Hill <randall.hill@wv.gov>; Tara L Lyle <tara.l.lyle@wv.gov>

Subject: Re: CCT DCH21*01 - Change order 3

Good morning,

This appears to have gone straight to Final.

Welcome, Larry D McDonnell

View All 1 of 9 | ⚠ Expiration Date must be greater than or equal to the Document Date. ...

Centralized Contract(CCT)

Dept: 0432

ID: DCH2100000001

Ver.: 9

Function: Modification

Phase: Final

Modified by hassig2 , 08/08/2025

Date Submitted : 8/8/2025 Submitter : Eric Wagner

Approval Rule ID	Seq No	Approval Level	Assignment Date	Initial Assignee Name	Approval Status	Approval User Name
16428	5	5	2025-08-08	CCT Lvl 1 Dept:0432	Bypassed	Travis Hassig
16428	6	6		PR Central CTS1 Approver	Bypassed	Travis Hassig
16428	7	7		PR Central Purchasing Buyer	Bypassed	Travis Hassig
16428	11	11		PR Central Buyer Manager	Bypassed	Travis Hassig
16428	12	14		PR CTS2 Authorized Approver	Bypassed	Travis Hassig
16428	13	12		Attorney General Approver	Bypassed	Travis Hassig
16428	14	13		PR CTS2 Authorized Approver	Bypassed	Travis Hassig

[View Log](#)
[View Visual](#)

Thanks,

Larry D. McDonnell

Larry D. McDonnell**Senior Buyer**

Purchasing Division

304-558-2063 | Larry.D.McDonnell@wv.gov

2019 Washington St. E., Charleston, WV 25305

On Fri, Aug 8, 2025 at 8:05 AM Eric Wagner <eric.wagner@wvoasis.gov> wrote:

it's pending now

From: Silva, Deidra D <deidra.d.silva@wv.gov>**Sent:** Thursday, August 7, 2025 4:28 PM**To:** McDonnell, Larry D <larry.d.mcdonnell@wv.gov>; Finance Team <FinanceTeam@wvoasis.gov>**Cc:** Atkins, James W <james.w.atkins@wv.gov>; Krysten A Wolfe <krysten.a.wolfe@wv.gov>; Randall Hill <randall.hill@wv.gov>; Tara L Lyle <tara.l.lyle@wv.gov>**Subject:** Re: CCT DCH21*01 - Change order 3

Finance Team,

Please see email below. This document went through approvals, but errored back out upon final approval. Can someone take a look and advise?

Thank you,

Deidra

On Thu, Aug 7, 2025, 12:13 PM McDonnell, Larry D <larry.d.mcdonnell@wv.gov> wrote:

Deidra,

It appears that CCT DCH21*01 crashed on encumbrance. It looks like the error is related to an override that was applied. Do you want to try and sending it through again? Or perhaps talk to wvOASIS to see what you need to do to make sure it doesn't crash again?

Thanks,

Larry D. McDonnell

Larry D. McDonnell

Senior Buyer

Purchasing Division

304-558-2063 | Larry.D.McDonnell@wv.gov

2019 Washington St. E., Charleston, WV 25305



On Fri, Jun 27, 2025 at 3:03 PM Silva, Deidra D <deidra.d.silva@wv.gov> wrote:

Yes, please. We need more documentation that we won't have this week, to make it go through, so we discarded the current version.

Thank you,

Deidra

On Fri, Jun 27, 2025 at 2:59 PM Atkins, James W <james.w.atkins@wv.gov> wrote:

Hello,

Looks like change order 3 has been deleted, do you want us to prepare the change order next week after the year end?

Thanks,

James Atkins II

Senior Buyer

Purchasing Division

304-558-0094 | James.W.Atkins@wv.gov

2019 Washington St. E., Charleston, WV 25305



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Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CCT DCH21*01 - Change order 3

1 message

Eric Wagner <eric.wagner@wvoasis.gov>

Fri, Aug 8, 2025 at 10:08 AM

To: "McDonnell, Larry D" <larry.d.mcdonnell@wv.gov>

Cc: "Silva, Deidra D" <deidra.d.silva@wv.gov>, Finance Team <FinanceTeam@wvoasis.gov>, "Atkins, James W" <james.w.atkins@wv.gov>, Krysten A Wolfe <krysten.a.wolfe@wv.gov>, Randall Hill <randall.hill@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>

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Subject: Re: CCT DCH21*01 - Change order 3

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View All 1 of 9 | ⚠ Expiration Date must be greater than or equal to the Document Date. ...

Centralized Contract(CCT) Dept: 0432 ID: DCH2100000001 Ver.: 9 Function: Modification Phase: Final Modified by hassig2 , 08/08/2025

Track Work in Progress - CCT - 0432 - DCH2100000001 - 9

Date Submitted : 8/8/2025 Submitter : Eric Wagner

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16428	13	12		Attorney General Approver	Bypassed	Travis Hassig
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Thanks,
Larry D. McDonnell

Larry D. McDonnell

Senior Buyer

Purchasing Division

304-558-2063 | Larry.D.McDonnell@wv.gov

2019 Washington St. E., Charleston, WV 25305



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Larry D. McDonnell

Senior Buyer

Purchasing Division

304-558-2063 | Larry.D.McDonnell@wv.gov

2019 Washington St. E., Charleston, WV 25305



WEST VIRGINIA
PURCHASING DIVISION

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James Atkins II

Senior Buyer

Purchasing Division

304-558-0094 | James.W.Atkins@wv.gov

2019 Washington St. E., Charleston, WV 25305



WEST VIRGINIA
PURCHASING DIVISION

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Severity	Component	Line Number	Override	Message
Error	PO_DOC_HDR	Header	—	The document could not be submitted because of new overrides. Rejecting the d
Warning	PO_DOC_HDR	Header	(Req. : 1 Avail. : 5)	Expiration Date must be greater than or equal to the Document Date. (A5722)
Warning	PO_DOC_HDR	Header	(Req. : 1 Avail. : 5)	Expiration Date must be greater than or equal to the Document Date. (A5722)

Renewal Period :T Dept: 0432 ID: DCH210000001 Ver.: 9 Function: Modification Phase: Draft Modified by roneca2 , 08/04/2025

Accounting Distribution

Header 11

General Information Contract Details Reference Requestor Issuer Buyer Modification Extended Description Default Shipping/Billing Reporting Fixed Asset Intent Reference

Document Information

Document Name: Centralized Contract - EOI Change Order #2
Award Status: Active
PCard ID:
Record Date:
PCard Exp:
Budget FY: 2024
Procurement Folder: 806541
Fiscal Year:
Procurement Type: Central Contract - Fixed Amt
Period:
Procurement Type ID: 10
Document Description: REVITALIZATION & MONITORING
Vendor Registration Exemption:
Actual Amount: \$84,015.65
Effective Begin Date: 12/15/2020
Closed Amount: \$84,015.65
Expiration Date: 12/14/2022
Closed Date: 08/04/2025
Hearing Date:
Supplier Received Date:
Authorization Date:
Open Amount: \$0.00
Procurement Initiation Date:
Open Accrual Amount: \$0.00
Cited Authority:
Not to Exceed Amount: \$0.00
Escrow ID:
Amendment Number:
Accounting Profile:
Terms Template:
Confirmation Order:
Electronic Order Type:
Default Form: WV_CCT_FORM
Last Print Date:
Total of Header Attachments: 11
Total of All Attachments: 12
% Change from Original Not to Exceed Amt: 0.00
Workflow % Change and Pending Increases to Not to Exceed Amt: 0.00
Workflow Pending Total Not to Exceed Amount: \$0.00

Larry
Reach out
to Deidre/Oasis
to see if they
can help.
Taw



Atkins, James W <james.w.atkins@wv.gov>

CCT DCH21*01 - Change order 3

Atkins, James W <james.w.atkins@wv.gov>

Fri, Jun 27, 2025 at 2:59 PM

To: Krysten A Wolfe <krysten.a.wolfe@wv.gov>, Samuel J Calvert <Samuel.J.Calvert@wv.gov>, Randall Hill <randall.hill@wv.gov>, Deidra D Silva <deidra.d.silva@wv.gov>

Cc: Tara L Lyle <tara.l.lyle@wv.gov>, Larry D McDonnell <larry.d.mcdonnell@wv.gov>

Hello,

Looks like change order 3 has been deleted, do you want us to prepare the change order next week after the year end?

Thanks,

James Atkins II

Senior Buyer

Purchasing Division

304-558-0094 | James.W.Atkins@wv.gov

2019 Washington St. E., Charleston, WV 25305





Atkins, James W <james.w.atkins@wv.gov>

CCT DCH21*01

Atkins, James W <james.w.atkins@wv.gov>

Thu, Jun 19, 2025 at 3:25 PM

To: Krysten A Wolfe <krysten.a.wolfe@wv.gov>, Samuel J Calvert <Samuel.J.Calvert@wv.gov>, Randall Hill <randall.hill@wv.gov>, Deidra D Silva <deidra.d.silva@wv.gov>

Cc: Tara L Lyle <tara.l.lyle@wv.gov>, Larry D McDonnell <larry.d.mcdonnell@wv.gov>

Krysten,

This is James Atkins, Senior Buyer with WV Purchasing. I will be helping Larry and Tara on this request and have reviewed the change order for the above-referenced change order and there are a few issues.

1. The extended description needs to have language describing the reason for the change order. I understand from the modification tab that this is a reduction of unused funds. We have standard boilerplate language for these types of change orders. I have attached it for your convenience but would be happy to insert the language for your review. Just let me know how you would like to proceed. The change order should be No. 3 for this request.

2. The compliance checklist is required for new requisitions and change orders processed at the Central level. I have attached the form for your convenience.

If you have any questions or need assistance with any of the documentation/information, please feel free to contact me.

Thank you,

James Atkins
Senior Buyer, Purchasing Division
304-558-0094 • James.W.Atkins@wv.gov



2 attachments

 **Requisition Submission Checklist.pdf**
201K

 **Change Order Instructional Guide.pdf**
177K

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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)		
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
2025
2024
2023
2022
2021
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, July 31, 2025 — 2:51 PM

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e.g. 1606N020Q02



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

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u> <i>D</i> </u> Date: <u> <i>7/3/25</i> </u> Solicitation No. <u> <i>C043</i> </u> <i>Reduce funds</i>	Agency: WV Dept of Tourism <hr/> Procurement Officer Submitting Requisition: Deidra Silva <hr/> Requisition No. CCT DCH2100000001 <hr/> PF No.: 806541
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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 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: _____

Tara Hef