



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: 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:         | CPO 0432 2202 DCH2200000002 6             | Change Order No: | 3 | Procurement Folder:  | 916772     |
| Document Name:        | SHPO: Grant Monitoring Consulting Service |                  |   | <b>Reason for Modification:</b><br>Change Order No 3 is issued to reduce the balance per the attached documentation. |            |
| Document Description: | Change Order No. 3                        |                  |   |  |            |
| Procurement Type:     | Central Purchase Order                    |                  |   |  |            |
| Buyer Name:           | Toby L Welch                              |                  |   |  |            |
| Telephone:            | (304) 558-8802                            |                  |   |  |            |
| Email:                | toby.l.welch@wv.gov                       |                  |   |  |            |
| Shipping Method:      | Best Way                                  |                  |   | Effective Start Date:  | 2021-08-18 |
| Free on Board:        | FOB Dest, Freight Prepaid                 |                  |   | Effective End Date:  | 2023-08-17 |

| VENDOR                |                  | DEPARTMENT CONTACT           |                          |
|-----------------------|------------------|------------------------------|--------------------------|
| Vendor Customer Code: | 000000112161     | Requestor Name:              | Christina J Moore        |
| MILLS GROUP LLC       |                  | Requestor Phone:             | 304-558-0220             |
| 88 HIGH ST            |                  | Requestor Email:             | christina.j.moore@wv.gov |
| MORGANTOWN            | WV               | <b>2026</b><br>FILE LOCATION |                          |
| US                    | 26505            |                              |                          |
| Vendor Contact Phone: | 3042961010       |                              |                          |
| 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   |
|---|---|
| RECEIVING DEPARTMENT<br>DIVISION OF CULTURE & HISTORY<br>CULTURAL CENTER<br>1900 KANAWHA BLVD E<br>CHARLESTON WV 25305-0300<br>US | VARIOUS AGENCY LOCATIONS<br>AS INDICATED BY ORDER<br><br>No City WV 99999<br>US |

Total Order Amount: \$28,507.31

Purchasing Division's File Copy

|  |   |  |
|--|---|--|
| PURCHASING DIVISION AUTHORIZATION<br>DATE: 7/25/25<br>ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM<br>DATE: 7/30/25<br>ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION<br>DATE: 7-30-25<br>ELECTRONIC SIGNATURE ON FILE |
|--|---|--|

**Extended Description:**

Change Order No. 03 is issue to reduce the unused balance from \$28,568.85 to \$0.00 per the attached document:

Original Contract Total: \$57,076.16  
Change Order No 3 Decrease: (\$28,568.85)

New Contract Total: \$28,507.31

No other changes.

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 1            | 80101606       | 0.00000      |      | 0.000000   | 0.00        |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

**Commodity Line Description:** Anderson House (Franklin)

**Extended Description:**

New Soffit, fascia, gutters and downspouts

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 2            | 80101606       | 0.00000      |      | 0.000000   | 3729.98     |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

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

**Extended Description:**

Repair metal roof,, gutters and downspouts

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 3            | 80101606       | 0.00000      |      | 0.000000   | 0.00        |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

**Commodity Line Description:** Eoff Street Apartments (Wheeling)

**Extended Description:**

Repair/replace roof, fascia, chimney and gutters

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 4            | 80101606       | 0.00000      |      | 0.000000   | 1261.12     |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

**Commodity Line Description:** Hanover Apartment Building (Wheeling)

**Extended Description:**

Replace Roof

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 5            | 80101606       | 0.00000      |      | 0.000000   | 3186.18     |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

**Commodity Line Description:** Haymaker-Wyborski House (Clarksburg)

**Extended Description:**

Replace roof, siding and gutters

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 6            | 80101606       | 0.00000      |      | 0.000000   | 4576.22     |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

**Commodity Line Description:** Hinton Hardwoods Building (Hinton)

**Extended Description:**

Replace Roof

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 7            | 80101606       | 0.00000      |      | 0.000000   | 3326.80     |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

**Commodity Line Description:** Logan Memorial United Methodist Church (Parkersburg)

**Extended Description:**

New Soffit, fascia, gutters and downspouts

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 8            | 80101606       | 0.00000      |      | 0.000000   | 1433.97     |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

**Commodity Line Description:** Nicholas County Bank (Summersville)

**Extended Description:**

Replace Roof

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 9            | 80101606       | 0.00000      |      | 0.000000   | 0.00        |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

**Commodity Line Description:** Odd Fellows Temple (Welch)

**Extended Description:**

Replace Roof

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 10           | 80101606       | 0.00000      |      | 0.000000   | 0.00        |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

**Commodity Line Description:** Rauch House and Barn (Martinsburg)

**Extended Description:**

Repair beams, flooring, foundation, and barn doors

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 11           | 80101606       | 0.00000      |      | 0.000000   | 5166.46     |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

**Commodity Line Description:** Stephenson Female Seminary (Charles Town)

**Extended Description:**

Structural stabilization/repairs

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 12           | 80101606       | 0.00000      |      | 0.000000   | 5356.58     |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

Commodity Line Description:     Wheeling Centre Market (Wheeling)

Extended Description:  
Replace roof

| Line         | Commodity Code | Quantity     | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 13           | 80101606       | 0.00000      |      | 0.000000   | 470.00      |
| Service From | Service To     | Manufacturer |      | Model No   |             |
| 2021-08-18   | 2023-08-17     |              |      |            |             |

Commodity Line Description:     Virtual grant orientation session

Extended Description:  
Virtual grant 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](http://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 DCH2200000002 Closing Out

DATE: July 15, 2025

Please be advised that there is an unused balance on DCH2200000002. This contract expired on August 17, 2023. The original encumbrance was \$57,076.16. The amount that is closed is \$28,507.31, leaving a balance of \$28,568.85.

If you agree that all work has been invoiced and that there is indeed a remaining unused balance of \$28,568.85, please sign and date below, and then return to [Deidra.D.Silva@wv.gov](mailto: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 \$28,568.85.

Thank you for your time and consideration.

Signature

*V. Neely*

Date

*7-19-25*

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

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

**Addresses**

| Type                             | Address   |
|----------------------------------|---|
| <b>Designated Office Address</b> | 88 HIGH STREET<br>MORGANTOWN, WV, 26505                             |
| <b>Mailing Address</b>           | 88 HIGH STREET<br>MORGANTOWN, WV, 26505<br>USA                      |
| <b>Mailing Address</b>           | MICHAEL J. MILLS<br>206 HIGH STREET<br>MORGANTOWN, WV, 26508<br>USA |
| <b>Notice of Process Address</b> | MICHAEL J MILLS<br>88 HIGH STREET<br>MORGANTOWN, WV, 26505          |
| <b>Principal Office Address</b>  | 88 HIGH STREET<br>MORGANTOWN, WV, 26505<br>USA                      |
| Type                             | Address   |

**Officers**

| Type             | Name/Address  |
|------------------|---|
| <b>Manager</b>   | MICHAEL J. MILLS<br>206 HIGH STREET<br>MORGANTOWN, WV, 26505        |
| <b>Organizer</b> | MICHAEL J. MILLS<br>206 HIGH STREET<br>MORGANTOWN, WV, 26505<br>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 | Termination Date |

**Annual Reports****Filed For**

2025

2024

2023

2022

2021

2020

2019

2018

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

**Date filed**

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

Friday, July 25, 2025 — 2:12 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|  |   |
|--|---|
| <i>Purchasing Division Use:</i><br>Buyer: <u>JA</u> Date: <u>7/25/25</u><br><br>Solicitation No. <u>CO no. 3</u> | Agency:<br>WV Dept of Tourism<br><hr/> Procurement Officer Submitting Requisition:<br>Deidra Silva<br><hr/> Requisition No.<br>CPO DCH2200000002<br><hr/> PF No.:<br>916772 |
|--|---|

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<br>( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> ) | <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 |
|-----------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>10</b> | 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"/> |
| <b>11</b> | Office of Technology CIO pre-approval      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>12</b> | Treasurer's Office (banking) pre-approval  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

#### FOR CHANGE ORDERS/RENEWALS:

|          |  |                                     |                                     |                                     |  |
|----------|--|-------------------------------------|-------------------------------------|-------------------------------------|--|
| <b>1</b> | Two-party agreement                                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/>    |
| <b>2</b> | Standard change order language                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/>    |
| <b>3</b> | Office of Technology CIO approval                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> NA |
| <b>4</b> | Justification for price increases/backdating/other | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> NA |
| <b>5</b> | Bond Rider (Construction)                          | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> NA |
| <b>6</b> | Secretary of State Verification                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/>    |
| <b>7</b> | State debarment verification                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input checked="" type="checkbox"/>    |
| <b>8</b> | 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: \_\_\_\_\_

