



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: 08-19-2025

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 1210 DCH2300000003 4 | Change Order No: | Procurement Folder: | 1162908 |
| Document Name: | Industry Natural Resources Outdoor Exhibit Consultant/Expert | | Reason for Modification: Change Order No 2 To Increase Contract | |
| Document Description: | Industry Natural Resources Outdoor Exhibit Consultant | | | |
| 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: | 2023-06-21 |
| Free on Board: | FOB Dest, Freight Prepaid | | Effective End Date: | 2025-08-20 |

| VENDOR | DEPARTMENT CONTACT | | | | | | | | | | | | | | | | | | | | |
|--|--------------------|---------------------|---------------------|---------------|----|----|--------|---|----|-------------|--|--|----|-------------|--|--|----|-------------|--|--|--|
| Vendor Customer Code: VS0000042092 HUNT MANAGEMENT FL LLC PO BOX 626 PONTE VEDRA BEACH FL 32004 US Vendor Contact Phone: 7044005895 Extension: 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: Randall Reid-Smith Requestor Phone: (304) 558-0220 Requestor Email: randall.reidsmith@wv.gov 2026 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 |
|---|---|
| RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US | RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY WV INDEPENDENCE HALL 1528 MARKET ST WHEELING WV 26003-3532 US |

CR 8-20-25

Purchasing Division's File Copy

| | |
|---------------------|--------------|
| Total Order Amount: | \$168,185.00 |
|---------------------|--------------|

| | | |
|--|---|--|
| PURCHASING DIVISION AUTHORIZATION DATE: 8/18/25 ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8/20/25 ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION DATE: 8-25-25 ELECTRONIC SIGNATURE ON FILE |
|--|---|--|

8/25/2025

Extended Description:

Change Order 02

Change Order No.2 is issued to increase the original contract according to all terms, conditions, and specification contained in the original contract and all authorized change orders, except that the contract cost is increased as defined in the attached documentation.

Contract Term: 06/21/23 through 08/20/25

Original Contract Total: \$108,800.00

Change Order No.1 Increase: \$0.00

Change Order No.2 Increase: \$59,385.00

New Contract Total: \$168,185.00

No other changes

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

| Line | Commodity Code | Quantity | Unit | Unit Price | Total Price |
|--------------|----------------|--------------|------|------------|-------------|
| 1 | 82151512 | 0.00000 | | 0.000000 | 168185.00 |
| Service From | Service To | Manufacturer | | Model No | |
| | | | | | |

Commodity Line Description: Industry Natural Resources Outdoor Exhibit Consultant

Extended Description:

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

A/E Services for a professional consultant for new industry resource outdoor exhibits part of the States' museum.
per Scope of Work

HUNT
Management
construction • development • consulting

To: WV Department of Arts, Culture & History (WV Dept of Tourism)
From: Jim Hunt, Hunt Management FL LLC *JH*
Re: Change Order No 2 - CPO DCH2300000003 - Industrial Natural Resources Outdoor Exhibit Consultant - Increase and Time Extension. *[Signature]*
Date: 8/6/25

Please allow this memorandum to serve as written justification for a request for Change Order No. 2 to increase and extend the above referenced contract between the WV Department of Arts, Culture and History and Hunt Management FL LLC. The increase is due to the unforeseen cost and time related to the post-bid negotiations and execution of the construction contract. This amount is to cover billable hours and time to complete the project.

Hours - In review of the average hours per month to date and the amount of time to complete the project per the revised Neighborgall Construction schedule, I estimate the need for another 613.8 hours at \$75 per hour, totaling additional \$46,035 in billable hours.

Travel - In review of travel, I estimate another 6 visits to Charleston at an average rate of \$2225.00 per visit, totaling additional \$13,350.00 in travel expenses.

This is a total increase of \$59,385.00 to the original contract.

Based on revisions to the project schedule of completion from the Neighborgall Construction company, this contract should be extended to August 20th to allow ample time to complete the project.

Change Order No 2 is requested to increase the original contract according to all terms, conditions, and specifications contained in the original contract including the cost increase and time extension as detailed above.

| | |
|------------------------------|--------------|
| Original contract price: | \$108,800.00 |
| Changer Order No 2 Increase: | \$59,385.00 |
| New Contract Total: | \$168,185.00 |

Chelsea A. Ruby
Chelsea A Ruby
WV Dept of Tourism
Cabinet Secretary

| | |
|-----------------------------|------------|
| Original contract End Date: | 06/20/2025 |
| New Contract End Date: | 8/20/2025 |



MEMO

To: Krysten Wolfe, CFO
From: Deidra Silva, Acct/Aud IV
Date: July 17, 2025
Re: CPO DCH23*003 Change Order No.2

The attached 2 party agreement was entered into by the previous Cabinet Secretary for the Department of Arts, Culture and History on December 12, 2024. At this time the department was over budget on this project and did not have the funding to honor this agreement. The current administration had to request special funding to honor this obligation of the overcommitment. The funding has now been secured and we would like to proceed with processing this change order.

A handwritten signature in black ink, reading "Deidra D Silva".

Deidra D Silva
July 17, 2025

almost heaven

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Business Organization Detail

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HUNT MANAGEMENT FL LLC

| Organization Information | | | | | | | | | |
|---------------------------------|----------------|------------------|-------------|---------|--------|----------|------------------|--------------------|--|
| Org Type | Effective Date | Established Date | Filing Date | Charter | Class | Sec Type | Termination Date | Termination Reason | |
| LLC Limited Liability Company | 1/8/2025 | | 1/8/2025 | Foreign | Profit | | | | |

| Organization Information | | | |
|--------------------------|---------|--------------------|-----|
| Business Purpose | | Capital Stock | |
| Charter County | Kanawha | Control Number | |
| Charter State | FL | Excess Acres | |
| At Will Term | A | Member Managed | MBR |
| At Will Term Years | | Par Value | |
| Authorized Shares | | Young Entrepreneur | No |
| | | | |

| Addresses | |
|---------------------------|--|
| Type | Address |
| Designated Office Address | 41 PHILLIPS AVE PONTE VEDRA BEACH, FL, 32082 |
| Mailing Address | 41 PHILLIPS AVE PONTE VEDRA BEACH, FL, 32082 USA |
| Notice of Process Address | JAMES HUNT 41 PHILLIPS AVENUE PONTE VEDRA BEACH, FL, 32082 |
| Principal Office Address | 41 PHILLIPS AVE PONTE VEDRA BEACH, FL, 32082 USA |
| Type | Address |

Officers

| Type | Name/Address |
|---------------|--|
| Member | JAMES HUNT 41 PHILLIPS AVENUE PONTE VEDRA BEACH, FL, 32082 |
| Type | Name/Address |

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

Wednesday, August 13, 2025 — 3:44 PM

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"HUNT MANAGEMENT FL LLC"Classification Excluded Individual Excluded Entity Federal Organizations Exclusion Type 

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

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All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualificat



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

| | | |
|--|----------------------|---|
| Purchasing Division Use: | | Agency: |
| Buyer: <u>Larry D. McDonnell</u> | Date: <u>8/19/25</u> | WVDACH |
| Solicitation No. <u>CPO DCH23*03 c/o 2</u> | | Procurement Officer Submitting Requisition: Deidra Silva |
| | | Requisition No. CPO DCH2300000003 |
| | | PF No.: 1162908 |

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 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: _____

