



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: 07-21-2025

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 9	Change Order No:	5	Procurement Folder:	979934
Document Name:	EBAr70085_EOI, Roof Replacement Morgantown and Coopers Rock			Reason for Modification:	Change Order 5 To extend and 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:	2027-07-19

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 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
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 8-4-25

Total Order Amount: \$60,266.00

Purchasing Division's File Copy

JA 7/23/25

PURCHASING DIVISION AUTHORIZATION DATE: 1/11/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8/4/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 8-4-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 5 is issued to extend the original contract to 07/19/2027 according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders, along with increased pricing per the attached documentation. The extension of this contract is provided to allow extra time for project completion due to the modification of the scope.

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

Change Order 5: \$2,964.00 and Extend Date From 07/19/2026 To 07/19/2027

New Contract Total: \$60,266.00

Effective Date of Change: 07/11/2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	60266.00
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 per attached documentation.



Architects • Engineers • Surveyors

11283 Emerson Avenue • Parkersburg, WV 26104
p. 304.464.5305 • t. 800.954.5305 • f. 304.464.4428
www.pickeringusa.com

Scope Change Notification 03

Addendum to the Agreement for the Provision of Limited Professional Services

Client: West Virginia Public Broadcasting Date: 07/11/2025
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

Due to funding constraints, WVPB needed to reduce the anticipated construction price for the project as previously designed. The largest scope item that could be removed from the project was determined to be the ice protection structure. As requested, Pickering Associates evaluated the design and removed the ice protection structure from the project. The project drawings, opinion of probable construction cost, and project manual were adjusted accordingly. The following hours were performed to complete this work.

Engineer Level 1	6 hours @ \$127/hour = \$762.00
Professional Engineer	6 hours @ \$150/hour = \$900.00
Architectural Drafter	6 hours @ \$67/hour = \$402.00
Architect	6 hours @ \$150/hour = \$900.00
Total Additional Services:	\$2,964.00

REVISED PROJECT BUDGET

Original Project Budget	\$40,000.00
Previously Approved Scope Change #1	\$14,628.00
Previously Approved Scope Change #2	\$2,674.00
Current Proposed Scope Change #3	\$2,964.00
Revised Project Budget	\$60,266.00

Offered/Approved by:

Accepted by:

Mark A. Welch 07/11/2025
(Signature) (Date)

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

C. Dale Malcomb 7/11/2025
(Signature) (Date)

C. Dale Malcomb
Purchasing Coordinator
WV Educational Broadcasting

EBAr70085_EOI Exhibit A, Supplemental Rate Sheet



PUBLIC BROADCASTING - Cooper's Rock Project

Staff Type	Hourly Billing Rates
Drafter	\$67.00
Senior Drafter	\$77.00
Designer	\$104.00
Senior Designer	\$137.00
Piping Designer	\$114.00
Senior Piping Designer	\$129.00
Controls Specialist In Training	\$122.00
Control Specialist	\$134.00
Senior Controls Specialist	\$167.00
Control Specialist - Call Out Rate	\$190.00
Senior Controls Specialist - Call Out Rate	\$239.00
Environmental Specialist	\$97.00
Engineer Intern (EI)	\$113.00
Engineer Level 1	\$127.00
Engineer Level 2	\$137.00
Professional Engineer	\$150.00
Process Engineer	\$150.00
Senior Engineer	\$177.00
Principal in Charge	\$197.00
Forensic Professional	\$227.00
Professional Landscape Architect	\$137.00
Architectural Associate	\$113.00
Architect	\$150.00
Senior Architect	\$197.00
BIM Coordinator	\$113.00
BIM Manager	\$150.00
Interior Designer	\$86.00
Project Manager	\$150.00
Senior Project Manager	\$197.00
Construction Administrator	\$137.00
Senior Construction Administrator	\$150.00
Project Administrator	\$95.00
Project Scheduler	\$127.00
Safety Specialist	\$150.00
Administrative	\$55.00
Field Tech	\$55.00
Lead Surveyor (Crew Chief)	\$114.00
Survey Designer	\$107.00
Professional Surveyor (Office)	\$144.00
Senior Professional Surveyor (Office)	\$172.00



Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Email: dmalcomb@wvpublic.org

July 10th, 2025

Mark A. Welch, PE
Director of Commercial Design / Project Manager
Pickering Associates
11283 Emerson Ave.
Parkersburg, WV 26104
Phone: (304) 464-5305, Ext. 1301 | (800) 954-5305
Mobile: (304) 483-6415
Fax: (304) 464-4428
Email: mwelch@pickeringusa.com

Subject: Extension of EBAr70085 / CPO 0439 EBA2300000001, repair work at Cooper's Rock.


Dear Mr. Simon:

The State of West Virginia is offering to extend the subject contract under the same terms, conditions, and pricing. The current contract is set to expire on 7/19/2026. We are offering to extend this contract through July 19th, 2027. We believe it will take this much time to complete all the work contained in the updated scope of the project.

If your company agrees to this extension, please sign below and return the original to my attention as soon as possible.

We look forward to continuing our relationship. Please call if you have any questions.

Very truly yours,


C. Dale Malcomb

Attachments

We agree to extend the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

Mark A. Welch, PE

Name



Signature

Director of Commercial Design

Title

07/29/2025

Date



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

July 11th, 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:

After receiving a cost estimate from the architects, we learned that the scope of work as originally listed is too expensive. Because of this we must obtain a new project manual with a smaller scope. This will require additional/supplementary work from the Architects. As a result, we are requesting an increase to this contract as detailed in the attached Scope Change Notification. I have also attached a copy of the EOI supplemental rate sheet to support the costs for the work.

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 blue ink that reads 'C. Dale Malcomb'.

C. Dale Malcomb

Discussed w/
Frank - okay
to approve
A handwritten signature in blue ink, likely of Frank, written over the text 'to approve'.



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

CPO EBA23*01 - Two party agreement for time extension

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

Mon, Jul 28, 2025 at 3:20 PM

To: dmalcomb@wvpublic.org

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

Hello,

I don't see the two party agreement for the time extension. there is one for the money but not the time. Please send the signed two party agreement for the time extension.

If you have any questions, please let me know.

Thank you,

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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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

2025

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

Wednesday, July 23, 2025 — 8:43 AM

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All Words

e.g. 1606N020Q02



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- ☐ All Words 
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e.g. 123456789, Smith Corp

"PICKERING ASSOCIATES, INC." Entity Location Status 

- ☒ Active
- ☐ Inactive

Reset Entity Information 

All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



No matches found

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>SA</u> Date: <u>7/23/25</u> Solicitation No. <u>CPO EBA23*01 CO#5</u>	Agency: 0439 Educational Broadcasting <hr/> Procurement Officer Submitting Requisition: Dale Malcomb <hr/> Requisition No. CPO EBA23*01 <hr/> 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 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 checked="" 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 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 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"/> n/a
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> n/a
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> n/a
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: _____

