



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: 11-21-2025

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 0603 0603 ADJ2400000001 7	Change Order No:	4	Procurement Folder:	1237724
Document Name:	Buckhannon Readiness Center Renovations & Addition			Reason for Modification: Change Order No. 4- To extend contract time only per the attached documentation.	
Document Description:	Buckhannon Readiness Center Renovations & Addition				
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:	2023-09-14
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-03-02

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000201494 CITY CONSTRUCTION COMPANY INC 284 FACTORY ST STE 101 CLARKSBURG WV 26301 US Vendor Contact Phone: 304-624-9457 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: Charles A Bowman Requestor Phone: (304) 561-6654 Requestor Email: charles.a.bowman26.nfg@army.mil 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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	BUILDING TRADES SPECIALIST BUCKHANNON READINESS CTR 929 BRUSHY FORK RD BUCKHANNON WV 26201-2497 US

Total Order Amount: \$20,084,925.18

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 11/24/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 12/4/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 12-5-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

CHANGE ORDER NO. 4 - To extend the contract time to March 2, 2026, to allow for the completion of the construction project and final invoice payments as outlined in the attached AIA Document G701-2017, according to all terms, conditions, and specifications contained in the original contract including all authorized change orders.

To Extend Contract completion date to March 2, 2026.

EFFECTIVE DATE OF CHANGE: November 20, 2025

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	14445103.00
Service From	Service To	Manufacturer		Model No	
2023-09-14	2026-03-02				

Commodity Line Description: Buckhannon Readiness Center Renovations- BASE BID

Extended Description:

BASE BID-Buckhannon Readiness Center Renovations & Addition per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	129950.00
Service From	Service To	Manufacturer		Model No	
2023-09-14	2026-03-02				

Commodity Line Description: Alternate Bid No. 1- Concrete Sidewalks and paving

Extended Description:

Alternate Bid No. 1- To provide concrete sidewalks, heavy-duty paving, and entrance pads as indicated on the Drawings and as specified.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72000000	0.00000		0.000000	4650000.00
Service From	Service To	Manufacturer		Model No	
2023-09-14	2026-03-02				

Commodity Line Description: Alternate Bid No. 2- Provide Maintenance Building

Extended Description:

Alternate Bid No. 2- To provide Maintenance Building Area 'D' as indicated on the Drawings and as specified.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72000000	0.00000		0.000000	16950.00
Service From	Service To	Manufacturer		Model No	
2023-09-14	2026-03-02				

Commodity Line Description: Alternate Bid No. 3- Add Security Fencing & Gates

Extended Description:

Alternate Bid No. 3- To increase the chain link fabric height of the security fencing and gates associated with the Military Equipment Parking Areas to eight (8) feet as indicated on the Drawings and as specified.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72000000	0.00000		0.000000	715115.70
Service From	Service To	Manufacturer		Model No	
2023-12-14	2026-03-02				

Commodity Line Description: CHANGE ORDER NO. 2- To increase contract amount & extend

Extended Description:

Change Order No. 2- To extend contract time and to increase contract amount for the over excavation of the motor pool area because of poor soil conditions, per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	72000000	0.00000		0.000000	127806.48
Service From	Service To	Manufacturer		Model No	
2025-03-19	2026-03-02				

Commodity Line Description: CHANGE ORDER NO. 3- To increase contract amount & extend

Extended Description:

Change Order No. 3- To extend contract time and to increase contract amount for the items outlined in the AIA Document G701-2017 and attached documentation.



Document G701[®] – 2017

Change Order

PROJECT: *(Name and address)*
WVARNG Buckhammon Readiness Center

CONTRACT INFORMATION:
Contract For: General Construction
Date: 09-14-2023

CHANGE ORDER INFORMATION:
Change Order Number: 004
Date: 11-19-2025

OWNER: *(Name and address)*
West Virginia Army National Guard
Construction and Facilities Management
Office 1707 Coonskin Drive
Charleston, WV 25311

ARCHITECT: *(Name and address)*
ZMM LLC
222 Lee Street West
Charleston, WV 25302

CONTRACTOR: *(Name and address)*
City Construction Company, Inc.
Rt. 2 Box 285
Clarksburg, WV 26301

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

No Cost Change Order to Extend Contract Duration

The original Contract Sum was	\$ 19,242,003.00
The net change by previously authorized Change Orders	\$ 842,922.18
The Contract Sum prior to this Change Order was	\$ 20,084,925.18
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 20,084,925.18

The Contract Time will be increased by Ninety (90) days.
The new date of Substantial Completion will be March 02, 2026

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Nathaniel Spencer
ARCHITECT *(Signature)*

BY: Nathaniel Spencer, Project
Manager

*(Printed name, title, and license
number if required)*

11/20/2025
Date

Beau Henderson
CONTRACTOR *(Signature)*

Beau Henderson / President
(Printed name and title)

11/20/2025
Date

Jonathan B. Judy
OWNER *(Signature)*

Jonathan B. Judy
(Printed name and title)

20 NOV 2025
Date

City Construction Company, Inc. *West Virginia Proud Since 1965*

GENERAL CONTRACTING • REMODELING • COMMERCIAL • CITYCONSTRUCTIONCO@CCCWV.US
284 FACTORY STREET SUITE 101 CLARKSBURG WEST VIRGINIA 26301 • PHONE 304-823-2573 • FAX 304-326-2069

November 12th, 2025

Zmm Architects Engineers
222 Lee Street, West
Charleston, WV 25302

Re: Buckhannon Readiness Center
Attn: Nathaniel Spencer

Cost Proposal #20
Please except this cost proposal to add 90 days to our contract.

I.	City Construction Company	No Cost
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Subtotal	No Cost
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Total Cost Proposal 20	No Cost
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All of these issues are extremely time sensitive due to cost increase, please respond in a timely fashion.
Prices subject to change without notice until firm order or directive are given.

Please add the following number of days to contract completion date for this work: 90

Thanks,
Jason McQuain, Project Manager



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO

21 November 2025

TO: Mr. David Pauline, Senior Buyer
West Virginia Division of Purchasing

FROM: Mr. Dean Wingerd, Procurement Analyst
Office of the Adjutant General, State of West Virginia

RE: Change Order Justification
CPO-ADJ2400000001
CO#4 Buckhannon Readiness Center Renovations & Addition
City Construction Company, Inc.

This change order request for the project noted above is to extend the contract time to March 2, 2026. The AIA Document G701-2017 (Change Order) signed by all parties is attached to this submission. The letter dated November 20, 2025, from the agency project manager reflects this request for a no cost time extension to the contract and is attached to this submission. The submission of this request was delayed because of the end of the federal fiscal year and the subsequent federal government shutdown and staff workload.

Per this justification, we respectfully request the approval of Change Order #4 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at clauded.wingerd.nfg@army.mil.

Dean Wingerd
Procurement Analyst
WV Military Authority
Construction & Facilities Management Office

Approved
Tye 11/24/25

West Virginia Army National Guard
Construction & Facilities Management Office
1703 Coonskin Drive
Charleston, West Virginia, 25311-1085

FMO-OTR-

20 November 2025

Mrs. Lyle,

Please find the following change order packet for the subject contract (CPOADJ2400000001). This change order is for construction services of the Buckhannon Readiness Center Addition / Alteration Readiness Center. The project is located in Buckhannon, West Virginia. A description of the services is provided below.

We request a courtesy call if there are any problems associated with the attached change order so that we may have an opportunity to address the issue in a timely manner. The point of contact for this change order is Paul Richards at (304) 561-6548.

1. Itemized Changes:

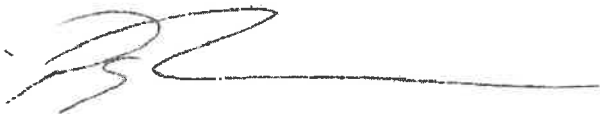
a. Item #1: Continued Construction Services for the Buckhannon Readiness Center Addition / Alteration

1. Description of work: Continued Construction Services of the Buckhannon Readiness Center Addition / Alteration during the construction process.
2. Justification for Change:
 - (a) Facts: The contract expires December 02, 2025. More time is required to complete the project.
 - (b) Equipment and materials lead times have slowed the projects timeline.
 - (c) Recommendation: Approve the no-cost time extension change order to continue Construction Services until 02 March, 2026.

2. Accounting Summary:

CONSOLIDATED PRICING OF CHANGE ORDER		
Description	Federal Funds	State Funds
Item #1: Construction Services (No Cost Time Extension)	\$0	\$0
Total	\$0	\$0

Respectfully



PAUL RICHARDS
Project Manager

Concurrence,

Cc:
LTC Judy, FMO

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.

CITY CONSTRUCTION COMPANY, INC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/16/1966		8/16/1966	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 10000.0000
Charter County	Harrison	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	284 FACTORY STREET SUITE 101 CLARKSBURG, WV, 26301
Mailing Address	284 FACTORY STREET SUITE 101 CLARKSBURG, WV, 26301 USA
Notice of Process Address	BEAU HENDERSON 1109 CORBIN BRANCH ROAD 1109 CORBIN BRANCH ROAD BRIDGEPORT, WV, 26330
Principal Office Address	284 FACTORY STREET SUITE 101 CLARKSBURG, WV, 26301 USA
Type	Address

Officers	
Type	Name/Address
Director	BEAU HENDERSON 1109 CORBIN BRANCH ROAD BRIDGEPORT, WV, 26330
Incorporator	ORAL HENDERSON JR. 790 LOCUST STREET CLARKSBURG, WV, 26301 USA
Incorporator	MARY JANET HENDERSON 790 LOCUST STREET CLARKSBURG, WV, 26301 USA
President	BEAU HENDERSON 1109 CORBIN BRANCH ROAD BRIDGEPORT, WV, 26330
Secretary	SCOTT HENDERSON 107 ST. JAMES DRIVE CLARKSBURG, WV, 26301

Hi, I'm SOLO! I can help you file your Annual Report.

Treasurer	BEAU HENDERSON 1109 CORBIN BRANCH ROAD BRIDGEPORT, WV, 26330
Vice-President	SCOTT HENDERSON 107 ST. JAMES DRIVE CLARKSBURG, WV, 26301
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
CITY MECHANICAL	TRADENAME	7/6/2017	
CITY ROOFING	TRADENAME	2/15/2021	
CITY WINDOW & CONSTRUCTION	TRADENAME	3/27/2013	
CITY WINDOW SYSTEMS	TRADENAME	3/27/2013	
DBA Name	Description	Effective Date	Termination Date

Name Changes

Date	Old Name
12/30/2008	CITY WINDOW COMPANY
Date	Old Name

Date	Amendment
12/30/2008	AMENDMENT FILED CHANGING NAME FROM CITY WINDOW COMPANY
Date	Amendment

Annual Reports

Filed For
2025
2024
2023
2022
2021
2020
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2018
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2016
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Date filed

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

Monday, November 24, 2025 — 11:16 AM

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Aug 15, 2025



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Records Retention Policy Impacts Old SAM Registration Data [Show Details](#)
May 21, 2025



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e.g. 1606N020Q02

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- ☐ All Words
- ☐ Exact Phrase

e.g. 1606N020Q02

"city construction company"

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Status

- ☒ Active
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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>11/24/25</u> Solicitation No. <u>CPO ADJ24*01</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ24*1 Change Order #4-Time Extension PF No.: 1237724
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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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input checked="" 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: _____