



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: 10-29-2025

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 ADJ2600000012 2	Change Order No:	1	Procurement Folder:	1735654
Document Name:	MCA South- Kitchen HVAC Renovations			Reason for Modification: CHANGE ORDER NO 1- To establish contract start and end dates, and to issue Notice to Proceed to the vendor per the attached documentation.	
Document Description:	MCA South- Kitchen HVAC Renovations				
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:	2025-10-28
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-05-26

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VC0000110859 CDC LLC 18547 TURNPIKE RD  SWISS WV 26690 US Vendor Contact Phone: 3043485058 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  <b>2026</b> 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
STATE FINANCE ADJUTANT GENERALS OFFICE 1703 COONSKIN DR  CHARLESTON WV 25311-1085 US	MOUNTAINEER CHALLENGE PROGRAM - SOUTH ADJUTANT GENERALS OFFICE 305 FAYETTE PIKE  MONTGOMERY WV 25136 US

CR 10-31-25

Total Order Amount: \$1,500,000.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 10/30/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 10/31/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10-31-25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

CHANGE ORDER NO. 1 - TO ESTABLISH THE CONTRACT EFFECTIVE START AND EFFECTIVE END DATES, AND TO ISSUE THE NOTICE TO PROCEED FOR THE CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

CONTRACT TERM: 10/28/2025 THROUGH 05/26/2026.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	1223501.00
Service From	Service To	Manufacturer		Model No	
2025-10-28	2026-05-26				

**Commodity Line Description:** MCA South- Kitchen HVAC Renovations-BASE BID

**Extended Description:**

Refer to the Bid Form for pricing

Contract Item #1- Lump Sum Price for Base Bid for renovations to the HVAC system in the MCA South Kitchen, per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	276499.00
Service From	Service To	Manufacturer		Model No	
2025-10-28	2026-05-26				

**Commodity Line Description:** Add-Alternate No.1- Provide temporary kitchen

**Extended Description:**

Please refer to the Bid Form for Pricing

Add-Alternate Bid No.1- Lump Sum Price to provide temporary kitchen and walk-in coolers, per the attached documentation.



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

NGWV-FMO

28 October, 2025

**NOTICE TO PROCEED**

TO: CDC LLC  
18547 Turnpike Road  
Swiss, WV 26690

FROM: West Virginia Army National Guard  
CFMO – Division of Engineering & Facilities  
1707 Coonskin Drive  
Charleston, WV 25311

SUBJECT: Notice to Proceed for the Mountaineer Challenge Academy-South Kitchen HVAC  
Renovations located at 305 Fayette Pike, Montgomery WV.

NOTICE TO PROCEED DATE: 28 October 2025

CDC LLC is authorized to proceed with work as per the Contract Documents for Contract number CPO-ADJ2600000012. Work should begin by **28 October 2025** and last for a term of 210 days, with work completed no later than **26 May 2026**.

Please provide all submittals for this project immediately for approval.

The point of contact for this correspondence is the undersigned at 304-561-6775 or email at [craig.a.welch5.nfg@army.mil](mailto:craig.a.welch5.nfg@army.mil).

Respectfully,

Craig Welch  
Project Manager  
WVARNG - CFMO

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<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: David Pauline

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Business Organization Detail

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CDC LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	2/2/2018		2/2/2018	Domestic	Profit			

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

Addresses	
Type	Address
Designated Office Address	18547 TURNPIKE ROAD SWISS, WV, 26690
Mailing Address	P O BOX 36 GLEN FERRIS, WV, 25090
Notice of Process Address	CDC LLC P O BOX 36 GLEN FERRIS, WV, 25090
Principal Office Address	18547 TURNPIKE ROAD SWISS, WV, 26690 USA
Type	Address

Officers	
Type	Name/Address
Member	CHRISTOPHER DOZIER P O BOX 36 GLEN FERRIS, WV, 25090
Member	CDC, LLC 9033 MIDLAND TRAIL, SUITE B GLEN FERRIS, WV, 25090
Organizer	CHRISTOPHER DOZIER PO BOX 36 GLEN FERRIS, WV, 25090
Organizer	JUSTIN DOZIER P O BOX 213 CHARLTON HEIGHTS, WV, 25040
Type	Name/Address

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

Thursday, October 30, 2025 — 12:26 PM

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"cdc llc" 

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