



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Contract

Order Date: 07-22-2024

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:	CCT 0211 4025 GSD2300000006 2	Procurement Folder:	1097814
Document Name:	EOI: Bldg. 25 Lighting Design	Reason for Modification:	Change Order 1 Increase Contract.
Document Description:	EOI: Bldg. 25 Lighting Design		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	James R Jones		
Telephone:	304-352-5517		
Email:	james.r.jones@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-02-15
Free on Board:		Effective End Date:	

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000229419	Requestor Name:	David K Parsons
MILLER ENGINEERING INC		Requestor Phone:	304-352-5486
429 Laurel Run Rd		Requestor Email:	david.k.parsons@wv.gov
Carmichaels	PA		
US	15320-2543		
Vendor Contact Phone:	304-291-2234	Extension:	2
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

2025
 FILE LOCATION _____

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

8/7/24 bc

Total Order Amount:	\$213,466.80
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Purchasing Division's File Copy

MKP 08/06/2024

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara [Signature]</i> 8/10/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray [Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> 8-13-24 ELECTRONIC SIGNATURE ON FILE
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8/12/2024

Extended Description:

Change Order 1

Change Order No. 1 is issued to increase the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract (unit prices, hourly rates, annual fee, etc.) is increased as defined in the attached documentation.

Effective date: July 1, 2024

Original Contract:	\$195,968.00
Change Order 1 (Increase):	\$17,498.80
New Contract Total:	\$213,466.80

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$195,968.00
Service From	Service To	Manufacturer		Model No	
2023-02-15	2024-08-15				

Commodity Line Description: EOI: Bldg. 25 Lighting Design

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$17,498.80
Service From	Service To	Manufacturer		Model No	
2023-02-15	2024-08-15				

Commodity Line Description: Change Order 1

Extended Description:



24Jun24

Mr. David Parsons
Energy Manager
General Services Division
103 Michigan Avenue
Charleston, WV 25305

Reference: Building 25 Lighting Upgrades PO# CCT 0211 4025 GSD2300000006

Mr. Parsons:

Per the request of GSD, Miller Engineering Inc. has provided additional services on the project related to emergency response to the glycol leak in Building 25. These services include, responding to the site, investigating the root cause of the leak, documenting the cause and damage, working with GSD and Servepro on the cleanup and deconstruction of the affected areas, namely the first and second floors. Services also include speaking with the parties involved and their insurance carriers, B25 occupants, and developing a scope of work and assisting in the bidding of the restoration after cleanup. MEI is requesting a change order to modify the contract for fee as follows:

Additional services, based on the hourly rates for additional services of the original contract, result in an increase of \$17,498.80.

The result of the Change Order is a revised Lump Sum Fee of Two Hundred Thirteen Thousand Four Hundred Sixty Six Dollars and 80 Cents (\$213,466.80), associated with a breakout as follows:

Project A&E Fee after CO#1	\$195,968.00
Additional Services	<u>\$17,498.80</u>
Project A&E Fee after CO#1	\$213,466.80

Please find attached our newest ACORD form and the other paperwork associated with this request. Thank you for your consideration, please do not hesitate to call me if you have any questions.

Sincerely,

Craig Miller, PE
President
Miller Engineering, Inc.

Cc: file

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West Virginia Secretary of State — Online Data Services

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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.

MILLER ENGINEERING INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/1/2003		10/1/2003	Foreign	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
Charter County	Monongalia	Control Number	60208
Charter State	PA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified



Addresses	
Type	Address
Local Office Address	54 WEST RUN RD MORGANTOWN, WV, 26508
Mailing Address	429 LAUREL RUN ROAD CARMICHAELS, PA, 15320 USA
Notice of Process Address	BRIAN CRAIG MILLER 429 LAUREL RUN ROAD CARMICHAELS, PA, 15320
Principal Office Address	429 LAUREL RUN ROAD CARMICHAELS, PA, 15320 USA
Type	Address

Officers	
Type	Name/Address
President	BRIAN CRAIG MILLER 429 LAUREL RUN ROAD CARMICHAELS, PA, 15320
Type	Name/Address

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

Tuesday, August 6, 2024 — 11:04 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>08/06/2024</u>	Agency: West Virginia General Services Division
Solicitation No. _____	Procurement Officer Submitting Requisition: Cody Taylor
_____	Requisition No. CCT GSD2300000006
C/O #4	PF No.: 1097814

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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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:

Melissa K. Pettrey - Senior Buyer



APPROVED
[Signature]
7/31/24

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division

From: Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*

Date: June 24, 2024 *Rec'd 07/22/2024 MP*

Ref: GSD1097814, Change Order #1 Justification

Melissa:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #1 to increase CCT 0211 GSD2300000006, with Miller Engineering Inc., for Building 25 Lighting Design Project, per the attached documentation and the explanation given below.

We are requesting a net increase of \$17,498.80 to cover the cost of emergency services due to a glycol leak caused during the Building 25 Lighting Project. Included in these services are the investigation into the leak itself and the restoration and clean up of damage/affected areas.

Original Contract Price: \$195,968.00
Change Order 1 (Increase): \$17,498.00
New Contract Total: \$213,466.80

If you have any questions or need additional information, please contact me via email at Cody.G.Taylor@wv.gov or by phone at (304) 352-5531.