



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

State of West Virginia  
**Purchase Order**

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Date: 09-25-2024

Order Number:	CPO 0432 1210 DCH2400000005 2	Procurement Folder:	1444333
Document Name:	Outdoor Exhibit Specialty Contractor	Reason for Modification:	Change Order No. 1 - to add three additional commodity lines to itemize pricing per the pricing page and to correct total price of the contract.
Document Description:	Outdoor Exhibit Specialty Contractor		
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:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VS0000046008	Requestor Name:	Randall Reid-Smith		
PIZZAZZ SCENIC CONTRACTORS INC 1354 WIGMORE ST  JACKSONVILLE FL 32206 US		Requestor Phone:	(304) 558-0220		
Vendor Contact Phone:	9046411239	Requestor Email:	randall.reidsmith@wv.gov		
Discount Details:		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>			
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 CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US

9-25-2466

Total Order Amount:	\$635,638.26
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara J. [Signature] 9/25/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 10/2/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature] 10-2024</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No. 1 - Administrative change order to add additional commodity lines 2, 3 and 4 in order to match the pricing on the pricing page for the payment process.

Commodity Line 1 - \$34,552.95 unit price; Total = \$34,552.95  
Commodity Line 2 - \$54,975.62 unit price; Total = \$549,756.20  
Commodity Line 3 - \$35,419.84 unit price; Total = \$35,419.84  
Commodity Line 4 - \$15,909.27 unit price; Total = \$15,909.27

Contract Total: \$635,638.26

Original contract had a total cost of \$635,638.22 - the total contract amount is \$635,638.26 - vendor had a calculation error on the casework line.

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	31260000	1.00000	LS	34552.950000	34552.95
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Housings and cabinets and casings

**Extended Description:**

Casework fabricated for exterior use and exposed to year-round weather conditions for Charleston, WV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	31260000	10.00000	EA	54975.620000	549756.20
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Housings and cabinets and casings

**Extended Description:**

Casework fabricated for exterior use and exposed to year-round weather conditions for Charleston, WV

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	31260000	1.00000	LS	35419.840000	35419.84
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Housings and cabinets and casings

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	31260000	1.00000	LS	15909.270000	15909.27
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Housings and cabinets and casings

**Extended Description:**

ATTACHEMENT A: COST SHEET  
 REQUEST FOR PROPOSAL  
 CRFP DCH240000002

	QTY	UNIT OF ISSUE	UNIT PRICE	TOTAL PRICE
DESIGN SERVICES	1	LS	\$34,552.95	\$34,552.95
CASEWORK	10	EA	\$54,975.62	<del>\$549,756.16</del>
ARTIFACT MOUNTS/SUPPORT	1	LS	\$35,419.84	\$35,419.84
GRAPHIC/SIGNAGE	1	LS	\$15,909.27	\$15,909.27

549,756.20 ✓

PROPOSAL GRAND TOTAL:

\$635,638.22

~~\$635,638.26~~ ✓

FOR THE VENDOR: X

*Glenn Claffi*

DATE: 6/7/2024

Authorized Representative of Vendor

\* correction of error on vendor's bid.

*TJK*



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

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**Re: CPO ISSUE - DCH24\*005**

1 message

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**Thompson, Charles L** <charles.l.thompson@wv.gov>

Tue, Sep 24, 2024 at 4:09 PM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Deidre said separate commodity lines would be easier. Thank you very much

*Charles L. Thompson*  
*Procurement Officer*  
*West Virginia Department of Arts, Culture and History*  
*1900 Kanawha Blvd E.*  
*Charleston, WV 25305*  
*Phone: (304) 558-0220*  
*Fax: (304) 558-2779*

On Tue, Sep 24, 2024 at 3:55 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Great - we'll do the administrative change order to fix the lines.

Would you rather have separate commodity lines or one line as a service type?

On Tue, Sep 24, 2024 at 3:25 PM Thompson, Charles L <charles.l.thompson@wv.gov> wrote:

No, we have not.

*Charles L. Thompson*  
*Procurement Officer*  
*West Virginia Department of Arts, Culture and History*  
*1900 Kanawha Blvd E.*  
*Charleston, WV 25305*  
*Phone: (304) 558-0220*  
*Fax: (304) 558-2779*

On Tue, Sep 24, 2024 at 3:23 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Have you all paid anything yet?

If not, it will be easier to fix than the other one. We can do an administrative change order to fix the commodity line/s.

Let me know.

Thanks,  
Tara

On Tue, Sep 24, 2024 at 1:32 PM Thompson, Charles L <charles.l.thompson@wv.gov> wrote:

We have another CPO (CPO DCH24-005) that can't be paid due LS line items.

*Charles L. Thompson*  
*Procurement Officer*  
*West Virginia Department of Arts, Culture and History*  
*1900 Kanawha Blvd E.*  
*Charleston, WV 25305*  
*Phone: (304) 558-0220*  
*Fax: (304) 558-2779*

----- Forwarded message -----  
From: **Silva, Deidra D** <deidra.d.silva@wv.gov>  
Date: Tue, Sep 24, 2024 at 1:26 PM  
Subject: CPO ISSUE - DCH24\*005  
To: Charles L Thompson <charles.l.thompson@wv.gov>

Charles,  
We have run into another CPO that we can't pay from due to the way it is entered into the system. This CPO is in the system as one lump sum item. I believe that it needs to be entered into four separate commodity lines to match the breakdown on the attached cost sheet.

Thank you,

Deidra



DEIDRA D. SILVA  
Accountant / Auditor  
WEST VIRGINIA DIVISION OF  
CULTURE AND HISTORY  
[www.wvculture.org](http://www.wvculture.org)

The Culture Center  
State Capitol Complex  
1900 Kanawha Boulevard, East  
Charleston, WV 25305-0360

TEL: 304.558.0270  
TDD: 304.598.3582  
FAX: 304.598.2729  
Deidra.D.Silva@wv.gov

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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.*

### PIZZAZZ SCENIC CONTRACTORS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	6/26/2024		6/26/2024	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>
<b>Charter State</b>	FL	<b>Excess Acres</b>
<b>At Will Term</b>		<b>Member Managed</b>
<b>At Will Term Years</b>		<b>Par Value</b>
<b>Authorized Shares</b>		<b>Young Entrepreneur</b> No



<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	1354 WIGMORE STREET JACKSONVILLE, FL, 32206
<b>Mailing Address</b>	1354 WIGMORE STREET JACKSONVILLE, FL, 32206 USA
<b>Notice of Process Address</b>	PIZZAZZ SCENIC CONTRACTORS, INC. 1354 WIGMORE STREET JACKSONVILLE, FL, 32206
<b>Principal Office Address</b>	1354 WIGMORE STREET JACKSONVILLE, FL, 32206 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Vice-President</b>	ROBERT NELSON 2199 SWALLOWTAIL LANE ST AUGUSTINE, FL, 32092
<b>Type</b>	<b>Name/Address</b>

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

Wednesday, September 25, 2024 — 1:35 PM

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"pizzazz scenic contractors inc" ×

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>LNITC</u> Date: <u>9/25/24</u>  Solicitation No. <u>CO# 1</u> <i>add comm lines for payment process</i>	Agency: Division of Culture & History  Procurement Officer Submitting Requisition: Charles Thompson  Requisition No. CPO DCH24*05 - CO#1  PF No.: 1444333
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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 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 [CROS → 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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Tara*