



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: 08-02-2024

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:	CPO 0603 0603 ADJ2100000003 9	Procurement Folder:	679906
Document Name:	Cottage Renovation Design Camp Dawson	Reason for Modification: CHANGE ORDER NO. 2- To reduce contract amount and close contract per the attached documentation.	
Document Description:	CHANGE ORDER No. 2-To reduce contract amount and close		
Procurement Type:	Central Purchase Order		
Buyer Name:	Tara Lyle		
Telephone:	(304) 558-2544		
Email:	tara.l.lyle@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2020-06-29
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-06-28

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206169	Requestor Name:	Charles A Bowman
PICKERING ASSOCIATES INC 11283 EMERSON AVE		Requestor Phone:	(304) 561-6654
PARKERSBURG WV 26104		Requestor Email:	charles.a.bowman26.nfg@army.mil
US			
Vendor Contact Phone:	304-464-5305	Extension:	1111
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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD
CHARLESTON WV 25311	KINGWOOD WV 26537-1077
US	US

8/7/24 6L

Total Order Amount: \$82,800.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>John 8-6-24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>8-13-24</i> ELECTRONIC SIGNATURE ON FILE
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8/2/24

Extended Description:

CHANGE ORDER NO. 2- TO REDUCE FINAL CONTRACT AMOUNT BY \$103,100.00 AND CLOSEOUT CONTRACT PER THE ATTACHED DOCUMENTATION, ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

NO OTHER CHANGES

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	82800.00
Service From	Service To	Manufacturer	Model No		
2020-06-29	2024-06-28				

Commodity Line Description: Cottage Renovation Design Camp Dawson

Extended Description:

Provide professional architectural and engineering design services per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	0.00
Service From	Service To	Manufacturer	Model No		
2023-03-28	2024-06-28				

Commodity Line Description: Change Order No.1-Cottage Renovation Design Camp Dawson

Extended Description:

Change Order No.1- To extend the contract time and increase the contract amount 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-PROC

12 April 2024

MEMORANDUM FOR

Pamela J. Wean
Pickering Associates
11283 Emerson Avenue
Parkersburg, WV 26104

Subject: Official Contract Closeout for Contract #CPO-ADJ2100000003/ **Cottage Renovation Design Camp Dawson**

Dear Ms. Wean:

The West Virginia Adjutant General's Office and the West Virginia Army National Guard's Construction and Facilities Management Office certifies to the best of their knowledge that all employees, subcontractors, and suppliers of all materials for work performed on the project noted above known as the (**Cottage Renovation Design Camp Dawson**) located at (Camp Dawson, near Kingwood, WV) under the contract number noted above, have been paid in full. The work has been accepted by the West Virginia Adjutant General's Office and the West Virginia Army National Guard's Construction and Facilities Management Office as follows.

Current contract status is:

Cottage Renovation Design Camp Dawson

Original contract amount: \$146,000.00
Change Order No.1 amount: \$39,900.00
Current contract total amount: \$185,900.00

Paid to Date: \$82,800.00

Balance: \$103,100.00 (To be unobligated via deductive change order)

In order for the West Virginia Adjutant General's Office and the West Virginia Army National Guard ("Agency/Owner") to officially close out the contract, a change order must be processed to the original contract issued by the State of West Virginia Purchasing Division to state the information noted above is correct and mutually agreed upon by the Agency and the Vendor.

The undersigned Vendor/Contractor for the project and contract noted above hereby covenants and warrants that the Agency/Owner has paid in full all submitted invoices for labor and materials provided and work completed to date, that no further invoices will be submitted, and

there are no other pending claims, demands, liens or causes of action related to the project. The undersigned Vendor/Contractor does hereby waive, release, and relinquish any and all claims, demands, liens, causes of action and the like, which it may have against the West Virginia Adjutant General's Office, the West Virginia Adjutant General, the State Armory Board, and the West Virginia Army National Guard, its successors and assigns, in connection with the construction of improvements relating to this project.

The undersigned Vendor/Contractor further covenants and warrants to the Agency/Owner that all subcontractors, materialmen, and laborers who have furnished goods or services in connection with construction of improvements relating to the above-referenced project have been fully paid. The undersigned does hereby agree to indemnify, defend and save harmless the West Virginia Adjutant General's Office, the West Virginia Adjutant General, the State Armory Board and the West Virginia Army National Guard from any and all claims, demands, liens, causes of action and the like, which may arise in connection with construction of improvements to the above-references property by the undersigned Contractor/Vendor.

Please sign, date, and notarize this letter and return the original copy to my attention by mail to the address on this letterhead.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Pickering Associates

Authorized Signature: Mark A. Welch Date: 6/21/24

Print Name: Mark A. Welch

Title: Director of Commercial & Municipal Design

State of West Virginia

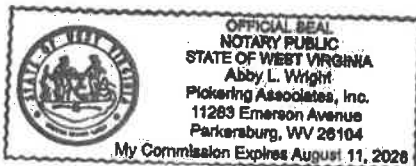
County of Wood, to-wit:

Taken, subscribed, and sworn to before me this 21st day of June, 2024

My Commission expires August 11, 2028

AFFIX SEAL HERE

Notary Public Abby J. Light



The point of contact for this correspondence is the undersigned at 304-561-6654 or email at charles.a.bowman26.nfg@army.mil.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles A. Bowman". The signature is written in a cursive style with a large, stylized initial "C".

Chuck Bowman
Chief Procurement Officer
304.561.6654
Charles.A.Bowman26.nfg@army.mil

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>8/2/24</u> Solicitation No. <u>CPO ADJ21*03</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ21*03 Change Order #2- Reduce & Close contract PF No.: 679906
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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 checked="" type="checkbox"/>	<input 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:

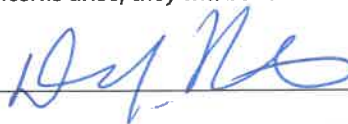
1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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: _____



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Business Organization Detail

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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 Servies - Professional, Scientific and Technical Servies - 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

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

Monday, August 5, 2024 — 7:24 AM

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