



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: 10-04-2024

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 ADJ2100000020 7	Procurement Folder: 700461
Document Name: Camp Dawson Airfield Support Facilities	Reason for Modification: CHANGE ORDER NO. 1- To reduce contract amount and close contract per the attached documentation.
Document Description: CHANGE ORDER No. 1-To reduce contract amount and close	
Procurement Type: Central Purchase Order	
Buyer Name: Tara Lyle	
Telephone: (304) 558-2544	
Email: tara.l.yle@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2020-09-02
Free on Board:	Effective End Date: 2023-09-01

VENDOR	
Vendor Customer Code: 000000206169	
PICKERING ASSOCIATES INC 11283 EMERSON AVE	
PARKERSBURG WV 26104 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	

DEPARTMENT CONTACT	
Requestor Name: Charles A Bowman	
Requestor Phone: (304) 561-6654	
Requestor Email: charles.a.bowman26.nfg@army.mil	

2025

FILE LOCATION _____

INVOICE TO	
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR	
CHARLESTON WV 25311 US	

SHIP TO	
FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD	
KINGWOOD WV 26537-1077 US	

CR 10-11-24

Total Order Amount:	\$73,875.00
----------------------------	-------------

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>JW 10-11-24</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>Cody R... 10-15-24</i> ELECTRONIC SIGNATURE ON FILE
---	---	--

10/15/24

Extended Description:

CHANGE ORDER NO. 1- TO REDUCE FINAL CONTRACT AMOUNT BY \$24,625.00 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	73875.00
Service From	Service To	Manufacturer	Model No		
2020-09-02	2023-09-01				

Commodity Line Description: Camp Dawson Airfield Support Facilities

Extended Description:

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



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 26311-1026

NGWV-FMO-PROC

2 October 2024

MEMORANDUM FOR

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

**Subject: Official Contract Closeout for Contract #CPO-ADJ2100000020/ Camp Dawson
Airfield Support Facilities Design**

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 **(Camp Dawson Airfield Support Facilities Design)** 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: \$98,500.00

Current contract total amount: \$98,500.00

Paid to Date: \$73,875.00

Balance: \$24,625.00 (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: 10/3/24

Print Name: Mark A. Welch

Title: Secretary of the Board

State of West Virginia

County of Wood, to-wit:

Taken, subscribed, and sworn to before me this 3 day of October, 2024

My Commission expires 2/19/2025

AFFIX SEAL HERE

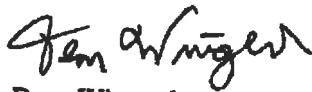
Notary Public

Shelby Wagner



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

Sincerely,

A handwritten signature in black ink that reads "Dean Wingerd". The signature is written in a cursive style with a large, stylized "D" and "W".

Dean Wingerd
Procurement Analyst
304.561.6629
claude.d.wingerd.nfg@army.mil



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

NGWV-FMO

4 October 2024

MEMORANDUM FOR: David Pauline, Senior Buyer
WV Purchasing Division

SUBJECT: Justification CPO-ADJ2100000020

Dear David:

Our current design contract for the Camp Dawson Airfield Support Facilities Design, CPO-ADJ2100000020 requires a deductive change order, to reduce the final contract amount and to close out the contract per the details provided in the attached letter which was signed by the vendor. That letter is dated October 2nd, 2024, we were not able to submit the paperwork and process Change Order No. 1 at that time because other agency priorities took precedence, including Federal year end processing. We need to complete this process now so that the Federal money in the contract can be reconciled and the Federal fiscal year books for the year the contract was encumbered can be closed and readied for inspection by the National Guard Bureau. Please let me know if you have any questions or need additional information.

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

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

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>10/2/24</u> Solicitation No. <u>CPO ADJ21*20</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ21*20 Change Order #1- Reduce & Close contract PF No.: 700461
---	---

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 [CROM → 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: _____

You are viewing this page over a secure connection. Click here for more information.

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.

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				

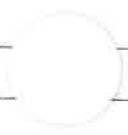
Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock 500.0000
Charter County	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

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
2013	
2012	
2011	
2010	
2009	
2008	
2007	
2005	
2004	
2003	
2002	
2001	
2000	
1999	

1998
Date filed

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

Monday, October 7, 2024 — 12:46 PM

© 2024 State of West Virginia



 An official website of the United States government [Here's how you know](#)



Important Reqs and Certs Update Show Details
Jul 18, 2024



See All Alerts

Entity Validation Show Details
Sep 17, 2024



[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

Search

All Words

e.g. 1606N020Q02

Select Domain
All Domains



Filter By



Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

Any Words 

All Words 

Exact Phrase 

e.g. 1606N020Q02

"pickering associates, inc" 

Federal Organizations

Enter Code or Name



Status

Active

Inactive

Reset



No matches found

Your search did not return any results.

To view Entity Registrations, you must sign in.

[Sign In](#)

Would you like to include inactive records in your search results?

[Yes](#)

[Go Back](#)



Feedback

Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

Policies

Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

Customer Service