



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: 08-06-2024

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

<b>Order Number:</b>	CPO 0603 0603 ADJ2400000004 5	<b>Procurement Folder:</b>	1209121
<b>Document Name:</b>	Construction Huntington Tri-State Armory- HVAC Renovation	<b>Reason for Modification:</b>	Change Order No 2- To extend the contract time per the attached documentation.
<b>Document Description:</b>	Change Order No. 2- To extend contract time only		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	David H Pauline		
<b>Telephone:</b>	304-558-0067		
<b>Email:</b>	david.h.pauline@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-11-06
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-09-02

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000189985			<b>Requestor Name:</b>	Timothy D Hersman
DSO MECHANICAL LLC 515 THIRD AVE				<b>Requestor Phone:</b>	304-561-6337
SO CHARLESTON WV 25303				<b>Requestor Email:</b>	timothy.d.hersman.nfg@army.mil
US					
<b>Vendor Contact Phone:</b>	3047448479	<b>Extension:</b>	101		
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#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	BUILDING TRADE SPECIALIST KENOVA ARMED FORCES RESERVE CENTER 2194 BOOTH RD
CHARLESTON WV 25311	KENOVA WV 25530
US	US

8/7/24/6c

**Total Order Amount:** \$3,944,296.00

Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: 8/8/24 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: 8/12/24 ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: 8-13-24 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

CHANGE ORDER NO. 2

To extend the original contract according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders per the attached documentation.

No change in contract total. Effective date of change: 06/13/2024

Effective date of extension 07/4/2024 through 09/2/2024

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	3245892.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-11-06	2024-09-02				

**Commodity Line Description:** BASE BID Huntington Tri-State Armory-HVAC Renovations

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	171252.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-11-06	2024-09-02				

**Commodity Line Description:** Alternate #1 - Replace Acoustical Ceiling Tile

**Extended Description:**

Contract Item#2- Alternate #1- Replace Acoustical Ceiling Tile per the contract documents.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72000000	0.00000		0.000000	527152.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-11-06	2024-09-02				

**Commodity Line Description:** Alternate #2-Replace Existing Lighting Fixtures

**Extended Description:**

Contract Item#3- Alternate # 2- Replace Existing Lighting Fixtures per the construction documents.



# AIA Document G701<sup>®</sup> – 2017

## Change Order

**PROJECT:** (Name and address)  
WVANG - Huntington Armory  
Kenova, WV

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: September 19, 2023

**CHANGE ORDER INFORMATION:**  
Change Order Number: 002 *gn*  
Date: June 13, 2024

**OWNER:** (Name and address)  
West Virginia Army National Guard  
1703 Coonskin Drive  
Charleston, WV 25301

**ARCHITECT:** (Name and address)  
Pickering Associates  
11283 Emerson Avenue  
Parkersburg, WV 26104

**CONTRACTOR:** (Name and address)  
DSO Mechanical, LLC  
515 Third Avenue  
South Charleston, WV 25303

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Due to the delay in delivery of three (3) replacement wall units the substantial completion date needs extended sixty (60) days to accomodate delivery and installation of remaining units and closeout paper work.

The original Contract Sum was	\$ 3,944,296.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 3,944,296.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 3,944,296.00

The Contract Time will be increased by Sixty (60) days.

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

Pickering Associates  
ARCHITECT (Firm name)  
*[Signature]*  
SIGNATURE

DSO Mechanical, LLC  
CONTRACTOR (Firm name)  
*[Signature]*  
SIGNATURE

West Virginia Army National Guard  
OWNER (Firm name)  
*[Signature]*  
SIGNATURE

Sean G. Simon, AIA, NCARB, Director of  
Construction Services  
PRINTED NAME AND TITLE  
*6/14/24*  
DATE

Jeffrey F. Kelley, Operations Manager  
PRINTED NAME AND TITLE  
06/14/2024  
DATE

*[Signature]*  
PRINTED NAME AND TITLE  
*6/14/24*  
DATE

# DSO Mechanical LLC

515 Third Avenue | PO Box 8482 | South Charleston, WV 25303  
304-744-8479 | Fax: 304-744-8491 | Lic # WV050370

June 14, 2024

Pickering and Associates  
318 Lee St W  
Charleston, WV 25302

ATTN: Sean Simon

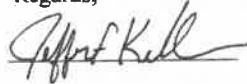
RE: Huntington Tri State Armory

Sean,

DSO Mechanical are waiting for the delivery of (3) replacement wall units to complete this project. I currently do not have a delivery date. DSO would like to ask for a 60-day extension to our contract to accommodate the delivery and installation of the remaining units.

Please review and call me with any questions.

Regards,



Jeffrey F. Kelley  
Operations Manager



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

*approved*  
*J. Wingerd*  
*8.6.24*

NGWW-FMO

6 August 2024

**TO:** Mr David Pauline, Senior Buyer  
West Virginia Division of Purchasing

**FROM:** Mr. Dean Wingerd, Procurement Analyst  
Office of the Adjutant General, State of West Virginia

**RE:** Change Order Justification  
**CPO-ADJ2400000004**  
**CO#2 Huntington Tri-State Armory- HVAC Renovations**  
DSO Mechanical, LLC.

This change order request for the project noted above is to extend the contract time until September 2, 2024. The letter from the contractor reflects this request for an extension to the contract and is attached to this submission. This change order request time extension will allow for the receipt and installation of 3 HVAC wall units and to finish construction phase of the project and to allow for the final invoice payment. This request is late because of staff workload.

Per this justification, we respectfully request the approval of Change Order #2 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at [claude.d.wingerd.nfg@army.mil](mailto: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>2/6/24</u> Solicitation No. <u>CPO PAT 24404</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ24*4-CO2 Time only extension PF No.: 1209121
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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 ( <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 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
<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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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: \_\_\_\_\_



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### Business Organization Detail

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#### DSO MECHANICAL LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC   Limited Liability Company	12/6/2012		12/6/2012	Domestic	Profit				

Organization Information			
<b>Business Purpose</b>	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	99Y0B
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	515 THIRD AVENUE SOUTH CHARLESTON, WV, 25303
<b>Mailing Address</b>	515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303 USA
Type	Address

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<b>Officers</b>	
Type	Name/Address
<b>Manager</b>	CAROLYN A. HOTES 515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303
<b>Organizer</b>	BRYAN K. PROSEK 41 SOUTH HIGH STREET, SUITE 2200 COLUMBUS, OH, 43215 USA
Type	Name/Address

<b>Annual Reports</b>
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, August 6, 2024 — 3:05 PM

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