



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

State of West Virginia
Contract

Order Date: 07-26-2023

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 4001 GSD2200000005 6	Procurement Folder:	956160
Document Name:	EOI: Supreme Court Chamber Ceiling Evaluation and Repair	Reason for Modification:	Change Order No. 3 - Administrative change to correct comm/acct lines to match Change Order 1.
Document Description:	EOI: Supreme Court Chamber Ceiling Evaluation and Repair		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-12-13
Free on Board:		Effective End Date:	2023-12-12

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000000330 WDP & ASSOCIATES CONSULTING ENGINEERS INC 10621 GATEWAY BLVD #200 MANASSAS VA 20110-2055 US Vendor Contact Phone: 703-257-9280 Extension: 118 Discount Details: <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>Not Entered</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Richard Scot Casdorph Requestor Phone: 304-957-7145 Requestor Email: scot.r.casdorph@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold;">24</div> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

7-31-23 Bar

Purchasing Division's File Copy

Total Order Amount:	\$168,023.97
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ENTERED

NKP 07/27/2023

PURCHASING DIVISION AUTHORIZATION  DATE: 7/31/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM  DATE: 8/2/2023 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION  DATE: 8-2-2023 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 3

Administrative change to correct commodity and accounting lines that were entered incorrectly from Change Order 1. Change Order 1 was approved, with incorrect totals (not matching) the change order itself. This change order is to correct for those errors.

Commodity Line 3, incorrect total \$61,236.00, corrected to \$61,250.00.
Commodity Line 5, incorrect total \$7,946.00, corrected to \$7,960.00
Commodity Line 6, incorrect total \$36,846.00, corrected to \$36,944.00

The new corrected totals match the documentation for Change Order 1 in the header. The net change of these totals is \$126.00.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$19,788.00
Service From	Service To	Manufacturer		Model No	-
2021-12-13	2023-12-12				

Commodity Line Description: EOI: Supreme Court Chamber Ceiling Evaluation and Repair

Extended Description:

Per attached B101, Tasks 1, 2 and 3 (Initial Investigative Phase only)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	\$12,009.97
Service From	Service To	Manufacturer		Model No	
2021-12-13	2023-12-12				

Commodity Line Description: Task 1 - KTA Reimbursable Paint Analysis

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	81101508	0.00000		0.000000	\$61,250.00
Service From	Service To	Manufacturer		Model No	
2021-12-13	2023-12-12				

Commodity Line Description: Task 2 - Instrumentation and Paint Evaluation

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	81101508	0.00000		0.000000	\$30,072.00
Service From	Service To	Manufacturer		Model No	
2021-12-13	2023-12-12				

Commodity Line Description: Task 3 - Design Phase Services

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	81101508	0.00000		0.000000	\$7,960.00
Service From	Service To	Manufacturer		Model No	
2021-12-13	2023-12-12				

Commodity Line Description: Task 4 - Bid Assistance

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	81101508	0.00000		0.000000	\$36,944.00
Service From	Service To	Manufacturer		Model No	
2021-12-13	2023-12-12				

Commodity Line Description: Task 5 - Construction Administration

Extended Description:



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

Mark D. Scott
Cabinet Secretary

John McHugh
Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division
From: Cody Taylor, Procurement Specialist, General Services Division
Date: July 26, 2023
Ref: Change Order #3 – CCT 0211 GSD2200000005

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#3) to increase our contract (CCT 0211 GSD2200000005) to match our Change Order #1 that was already approved. This change order is clerical in nature and is to adjust the accounting and commodity lines that were entered incorrectly in WVOasis.

We are requesting an increase, from \$148,109.97, to \$148,235.97 to match the actual change order values (already approved). As part of this change order, I will leave the language below to reflect the actual values that match Change Order #1 for reference. The net change is \$126.00 total.

Task 1 KTA Reimbursable Paint Analysis (\$12,009.97) – Task 1 is a reimbursable expense of the paint analysis done by KTA-Tator, required for the investigation of the failures in the paint of the Supreme Court Ceiling. This task was a direct reimbursable expense involved in the Field Evaluation of the original proposals scope of work.

Task 2 Instrumentation & Paint System Evaluation (\$61,250.00) – Additional paint system evaluation and testing to be done by WDP. The systems include a condensation potential study and paint system evaluation. The condensation potential study will primarily consist of installing temporary instrumentation that will measure and record hygrothermal conditions within the courtroom, above the ceiling, and in the ductwork. The paint system evaluation will evaluate potential paint systems that could be used in the repainting of the Supreme Court Ceiling.

Task 3 Design Phase Services (\$30,072.00) – WDP will develop and draw contract and design documents for the project. Services in this scope of work shall also include (but not be limited to) the following: temporary access and protections design, preconstruction condition assessments of the existing coating bond strength, selective abatement of existing lead paint, and isolated plaster patching and crack repairs. During this task, it is anticipated that WDP will have to coordinate with the State Historical Preservation Office (SHPO), Capitol Building Commission (CBC), and Fire Marshal's Office. This task was not included in the original proposal.

Task 4 Phase-1 Bid Assistance (\$7,960.00) – WDP will help evaluate and select qualified vendors and will look over bid submissions, review any substitutions, and review and answer technical questions, and prepare any addenda.

Task 5 Construction Administration (\$36,944) – WDP will administer preconstruction meetings, progress meetings, performance construction observations, review of pay applications, change orders, and project closeout responsibilities under this task of the project.

Original Contract Award Amount =	\$19,788.00
Increase Requested=	\$148,235.97
New Contract Amount =	\$168,023.97

Please make these changes effective immediately.

Please notify of me if you require additional information and/or documentation to complete the processing of this change order.

Thank you for your timely consideration of this request.

Cody Taylor, Procurement Specialist, GSD