



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: 09-14-2023

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:	CPO 0211 4003 GSD2200000016 4	Procurement Folder:	967223
Document Name:	Building 3 Outdoor Stage Electrical Upgrades	Reason for Modification:	Change Order 1 To issue Notice to Proceed.
Document Description:	Building 3 Outdoor Stage Electrical Upgrade		
Procurement Type:	Central Purchase Order		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-04-21
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-05-20

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000113760			Requestor Name:	Jeffrey L. Gillenwater
NEWTECH SYSTEMS INC 420 16TH ST				Requestor Phone:	304-352-5490
DUNBAR WV 25064				Requestor Email:	jeffrey.l.gillenwater@wv.gov
US				<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	304-766-0000	Extension:	212		
Discount Details:					
	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 3 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

9-21-23 BAT

Total Order Amount:	\$29,796.59
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Purchasing Division's File Copy

ENTERED

MKP 09/20/2023

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya H. 9/20/2023</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray 9/22/2023</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Toler 9-22-23</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Term: April 21, 2023 Through May 20, 2023.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	39120000	1.00000	JOB	29796.590000	29796.59
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Building 3 Outdoor Stage Electrical Upgrades

Extended Description:

Building 3 Outdoor Stage Electrical Upgrades



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

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

September 14, 2023

Newtech Systems Inc
420 16th Street
Dunbar, WV 25064
Attn: Chris Janey

NOTICE TO PROCEED

Per issuance of Purchase Order CPO GSD2200000016, this is your notification to commence work on Monday, April 21, 2023, for the Building 3 Outdoor Stage Electrical Upgrade, in Charleston, West Virginia Per the bid requirements, specification, terms and conditions of CRFQ GSD2200000022, and your submitted and accepted bid dated 12/16/2021.

Given the contracts allowance for Thirty (30) days from the issuance of the Notice to Proceed, the contract start date shall be April 21, 2023, and the Final Completion date shall be September May 20, 2023.

If you have any questions or concerns on his issue, please do not hesitate to contact me by telephone at 304-352-5498, or email at Cody.G.Taylor@wv.gov .

Sincerely,

Cody Taylor 
Procurement Specialist
General Services Division

Memo

To: Melissa Pettrey, Senior Buyer, Purchasing Division
From: Cody Taylor Procurement Specialist
Date: September 14, 2023
Re: Backdate of CPO GSD220000016 Building 3 Outdoor Stage Electrical Upgrades

Melissa,

We are backdating the Notice to Proceed to with, Newtech Systems Inc. (OASIS vendor number 000000113760), regarding CPO GSD220000016 – Building 3 Outdoor Stage Electrical Upgrades. This backdate has occurred because a breakdown in communication between the vendor and the agency while we waited for parts. There was a significant delay in the vendor receiving the necessary parts to complete the work. When the parts finally arrived the vendor immediately came and did the work without approval and issuance of the NTP from the GSD Business unit. We had withheld said NTP as we know there would be a delay in materials, it was just unexpected for that delay to be almost a year.

If you have any questions or need any additional information, please contact me via email at cody.g.taylor@wv.gov or by phone at (304) 352-5531.

Thank you!

Cody Taylor
Procurement Specialist
General Services Division

*Backdate
app
JT*