



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

State of West Virginia
Contract

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:	CCT 0310 6546 DNR2200000001 6	Procurement Folder:	679661
Document Name:	A/E Services for DNR Lead Management Plan	Reason for Modification:	Change Order #2 issued to renew the contract.
Document Description:	Change Order No. 02		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-09-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-09-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000173443 POTESTA & ASSOCIATES INC 7012 MACCORKLE AVE SE CHARLESTON WV 25304 US Vendor Contact Phone: 999-999-9999 Extension:	Requestor Name: James H Adkins Requestor Phone: (304) 558-3397 Requestor Email: jamie.h.adkins@wv.gov																				
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			<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>
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#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DIVISION OF NATURAL RESOURCES PARKS & RECREATION-PEM SECTION 324 4TH AVE SOUTH CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

9-15-23 BAT

Total Order Amount:	\$240,000.00
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Purchasing Division's File Copy

ENTERED

JM 9.14.2023

PURCHASING DIVISION AUTHORIZATION DATE: <i>Munt...</i> 9/15/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John L. Gray</i> DATE: 9/18/2023 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Beverly Tolson</i> DATE: 9-19-2023 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 02 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 09/15/2023 through 09/14/2024.

Renewals Remaining: One (1).

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	81101500	0.00000		0.000000	\$240,000.00
Service From	Service To	Manufacturer	Model No		
2021-09-15	2024-09-14				

Commodity Line Description: Civil engineering


Extended Description:

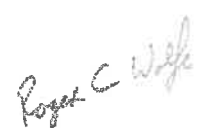
Architectural/engineering services and contract administration for the development of a Lead Management Plan for 29 WV DNR owned shooting ranges.

Governor Jim Justice

Director Brett W. McMillon

MEMORANDUM

TO: Jamie Adkins 
Chief Procurement Officer

FROM: Roger C. Wolfe 
Associate Engineer

DATE: September 1, 2023

SUBJECT: CCT DNR22*01
A/E Services for DNR Lead Management Plan
Change Order #2, Contract Renewal #2

We, the West Virginia Division of Natural Resources, Planning, Engineering and Maintenance Section requests a renewal of the above contract under the current terms, conditions, and pricing.

If you have any questions or need any additional information, please feel free to contact me.



Engineers and Environmental Consultants

7012 MacCorkle Avenue, SE, Charleston, WV 25304 • (304) 342-1400 • www.potesta.com

VIA EMAIL ONLY

September 1, 2023

Mr. Roger C. Wolfe
West Virginia Division of Natural Resources
324 4th Avenue
South Charleston, West Virginia 25303-1228

RE: Request for Renewal of Contract
Engineering and Environmental Services
Public Shooting Range Improvements and
Lead Management Plan Development
PO No. CCT 310 6546 DNR 220000001-1
Potesta Project No. 0101-20-0040

Dear Mr. Wolfe:

Potesta & Associates, Inc. is responding to your email of August 25, 2023. Please renew our contract that is due to expire on September 14, 2023 for one year. As requested, attached are the signed purchasing affidavit and a new certificate of insurance.

If you require further documentation, please contact me at dlburns@potesta.com or Chris Grose at cagroser@potesta.com.

Sincerely,

POTESTA & ASSOCIATES, INC.

Dana L. Burns, PE
Vice President

DLB/clr

Enclosures