



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: 07-19-2023

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 ADJ2300000020 3	<b>Procurement Folder:</b>	1120252
<b>Document Name:</b>	St. Albans Armory- Roof Replacement	<b>Reason for Modification:</b>	CHANGE ORDER NO 1- To establish contract start and end dates, and to issue Notice to Proceed to the vendor per the attached documentation.
<b>Document Description:</b>	CHANGE ORDER NO 1-Establish Contract Dates Notice to Proceed		
<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>	2023-05-08
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-11-04

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000213781			<b>Requestor Name:</b>	Timothy D Hersman
MECKLENBURG ROOFING INC				<b>Requestor Phone:</b>	304-561-6337
PO BOX 19121				<b>Requestor Email:</b>	timothy.d.hersman.nfg@army.mil
CHARLOTTE	NC	28219			
US					
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>			
<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				

**24**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	ST ALBANS ARMORY 5 ARMORY DR SAINT ALBANS WV 25177 US

7-21-2023

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$1,089,412.00
----------------------------	----------------

**ENTERED**

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Murd City - 7/31/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Beverly Tolson 7-26-23</i> ELECTRONIC SIGNATURE ON FILE
--	--	---

7/26/2023

**Extended Description:**

CHANGE ORDER NO. 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: 5/8/2023 THROUGH 11/4/2023.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000		0.000000	1089412.00
Service From	Service To	Manufacturer	Model No		
2023-05-08	2023-11-04				

**Commodity Line Description:** Roof Replacement at St. Albans Armory

**Extended Description:**

Contract Item#1- Labor, materials and all associated costs to remove and dispose of old roof, and to install a new EPDM roofing system or equal.

**WEST VIRGINIA ARMY NATIONAL GUARD  
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE  
DIVISION OF ENGINEERING & FACILITIES  
1707 Coonskin Drive  
Charleston, West Virginia, 25311-1085**

4 MAY 2023

**NOTICE TO PROCEED**

**TO:** Mecklenburg Roofing INC  
PO Box 19121  
Charlotte, NC 28219

**FROM:** West Virginia Army National Guard  
CFMO – Division of Engineering & Facilities  
1707 Coonskin Drive  
Charleston, WV 25311

**SUBJECT:** Notice to Proceed for the West Virginia Army National Guard's St Albans  
Armory Roof Replacement

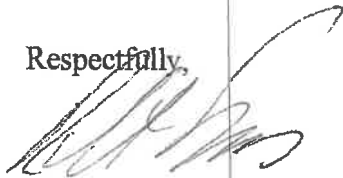
**NOTICE TO PROCEED DATE: 8 May 2023**

Mecklenburg Roofing INC is authorized to proceed with work as per the Contract Documents for Contract number ADJ23\*020. Work should begin by **8 May 2023** and last for a term of 180 days, with work completed no later than **4 Nov 2023**.

Please provide all submittals for this project immediately for approval.

If you have any questions please contact Mr. Robert Skaggs at 304-561-6550.

Respectfully,



**Robert Skaggs  
Technical Analyst**



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

NGWW-FMO

19 July 2023

**TO:** Ms. Tara Lyle, Buyer Supervisor  
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-ADJ2300000020**  
**CO#1 St. Albans Armory- Roof Replacement**  
Mecklenberg Roofing, Inc.

*OK  
M. Wingerd  
7/19/2023*

This change order request for the project noted above is to issue the Notice to Proceed to the vendor. This change order request is late because of, staff training, illness, vacations, the end of the state fiscal year, and because of staff workload.

Per this justification, we respectfully request the approval of Change Order #1 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