



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: 09-12-2023

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 ADJ2300000030 3	<b>Procurement Folder:</b>	1186526
<b>Document Name:</b>	Camp Dawson-Full-Body Electronic Lock 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>	2023-08-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-01-28

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VC0000084471	<b>Requestor Name:</b>	Philip B Schoolcraft
INFINITY ELECTRIC AND SERVICE COMPANY LLC 3600 MORGANTOWN INDUSTRIAL PARK 102		<b>Requestor Phone:</b>	(304) 558-2930
MORGANTOWN WV 26501		<b>Requestor Email:</b>	philip.b.schoolcraft.nfg@army.mil
US		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<b>Vendor Contact Phone:</b>	000-000-0000 Extension:		
<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		

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD
CHARLESTON WV 25311	KINGWOOD WV 26537-1077
US	US

<b>Total Order Amount:</b>	\$637,227.00
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Purchasing Division's File Copy

ENTERED

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>1 made 9/13/2023</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>9/18/2023</i> ELECTRONIC SIGNATURE ON FILE
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9/15/2023

**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: 08/01/2023 THROUGH 01/28/2024.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	97019.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-08-01	2024-01-28				

**Commodity Line Description:** BASE BID - Full-Body Electronic Lock Replacement

**Extended Description:**

BASE BID (Per documentation)- Provide and furnish all labor, materials, tools, expendable equipment and all services to complete a Full-Body Electronic Lock Replacement, located on Camp Dawson, near Kingwood WV per the attached specifications and documentation.

The Scope of Work for this contract is the replacement of one hundred and twenty-five (125) existing Full-Body Electronic Locks, located in several of the West Virginia Army National Guard's (WVARNG), Camp Dawson Facilities; upgrading with Dormakaba's model Saflok RT Plus, or equal. The work shall include removing all the existing full-body electronic locks and dispose of off-site at contractor's expense.

The Contractor shall provide and install a total of (2) two programming stations; that include all necessary programming systems, software, and accessories necessary to operate the system at both stations.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	540208.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-08-01	2024-01-28				

**Commodity Line Description:** ALTERNATE 1 - Additional Electronic Lock Replacement

**Extended Description:**

ALTERNATE Bid Item NO.1(Per documentation) The Scope of Work for this contract is the replacement of an ADDITIONAL eight hundred and twenty-five (825) existing Full-Body Electronic Locks, located in several of the West Virginia Army National Guard's (WVARNG), Camp Dawson Facilities; upgrading with Dormakaba's model Saflok RT Plus, or equal. The work shall include removing all the existing full-body electronic locks and dispose of off-site at contractor's expense.



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

NGWV-FMO

12 September 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-ADJ2300000030**  
**CO#1 Camp Dawson RTI Full Body Electronic Lock Replacement**  
Infinity Electric & Service Company LLC

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, the end of the federal 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.nfq@army.mil](mailto:claude.d.wingerd.nfq@army.mil).

Dean Wingerd  
Procurement Analyst  
WV Military Authority  
Construction & Facilities Management Office

*Backdate*  
*[Handwritten initials]*



DEPARTMENT OF THE ARMY  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
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NGWV-FMO-TSB

12 July 2023

**NOTICE TO PROCEED**

**TO:** INFINITY ELECTRIC AND SERVICE COMPANY LLC  
ATTN: Mr. Erik Howell  
3600 Morgantown Industrial Park 102  
Morgantown, WV 26501

**FROM:** West Virginia Army National Guard  
Construction and Facilities Management  
Office (CFMO)  
1707 Coonskin Drive  
Charleston, WV 25311

**SUBJECT:** Notice to Proceed for Camp Dawson RTI Full Body  
Electronic Lock Replacement

**NOTICE TO PROCEED DATE: 1 August 2023**

Infinity Electric and Service Company LLC. is authorized to proceed with work as per the Contract Documents for project number CPO-ADJ2300000030. Work should begin by **1 August 2023** and last for a term of **180 calendar days**, with work completed no later than **28 January 2024**.

Please provide all documentation and submittals for this project in accordance with the contract documents for approval.

If you have any questions of concerns, the point of contact for this action is Mr. Phillip Cantrell – 304-791-4089.

Respectfully,

A handwritten signature in black ink that reads "Phillip J Cantrell".

PHILLIP J CANTRELL  
NGWV-FMO-TSB  
Project Manager