



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: 10-12-2023

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 8230 ADJ2300000035 5	<b>Procurement Folder:</b>	1233168
<b>Document Name:</b>	MCA North Admin & Classroom Security Camera Upgrade	<b>Reason for Modification:</b>	CHANGE ORDER NO. 2- To establish REVISED contract start and end dates and to issue the Notice to Proceed to the vendor per the attached documentation.
<b>Document Description:</b>	CO# 2-Establish REVISED 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>	2023-09-05
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-12-04

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	VC0000084471	<b>Requestor Name:</b>	Charles A Bowman	
INFINITY ELECTRIC AND SERVICE COMPANY LLC 3600 MORGANTOWN INDUSTRIAL PARK 102		<b>Requestor Phone:</b>	(304) 561-6654	
MORGANTOWN WV 26501		<b>Requestor Email:</b>	charles.a.bowman26.nfg@army.mil	
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	000-000-0000			<b>Extension:</b>
<b>Discount Details:</b>				
<b>#1</b>	No	0.0000	0	
<b>#2</b>	Not Entered			
<b>#3</b>	Not Entered			
<b>#4</b>	Not Entered			

INVOICE TO	SHIP TO
STATE FINANCE ADJUTANT GENERALS OFFICE 1703 COONSKIN DR  CHARLESTON WV 25311-1085 US	MOUNTAINEER CHALLENGE PROGRAM ADJUTANT GENERALS OFFICE 1001 ARMY RD  KINGWOOD WV 26537 US

10-26-23 Bar

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$195,000.00
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ENTERED

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara H 10/25/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray 10/27/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Beverly Tolson 10-30-23</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

CHANGE ORDER NO. 2 - TO ESTABLISH THE REVISED 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: 09/05/2023 THROUGH 12/04//2023

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	46171610	0.00000		0.000000	195000.00
Service From	Service To	Manufacturer	Model No		
2023-09-05	2023-12-04				

**Commodity Line Description:** Security Cameras & Installation

**Extended Description:**

Reference Exhibit A Pricing Page

Contract Item #1- Lump Sum Price for Camera System and Installation



DEPARTMENT OF THE ARMY  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
1707 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO-TSB

1 September 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 Mountaineer  
ChalleNGe Academy North Camera Replacement

**NOTICE TO PROCEED DATE: 5 September 2023**

Infinity Electric and Service Company LLC. is authorized to proceed with work as per the Contract Documents for project number CPO-ADJ2300000035. Work should begin by **5 September 2023** and last for a term of **90 calendar days**, with work completed no later than **4 December 2023**.

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

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

Respectfully,

PHILLIP J CANTRELL  
NGWV-FMO-TSB  
Project Manager



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

NGWV-FMO

**DATE:** October 12, 2023

**TO:** Ms. Tara Lyle, Buyer Supervisor  
West Virginia Division of Purchasing

**FROM:** Mr. Chuck Bowman, Chief Procurement Officer  
West Virginia Office of the Adjutant General

**RE:** Change Order & Backdate Justification  
**CPO ADJ2300000035**  
**CO#2 MCA North Admin & Classroom Security Camera Upgrade**  
Infinity Electric & Service Company, LLC

This change order request for the project noted above is to issue a REVISED Notice to Proceed to the vendor. This change order is required due to a miscommunication between the Camp Dawson FMO Project manager and the Joint Force Headquarters location of the FMO. The ultimate start date was agreed upon after the initial NTP documentation was sent to our office and the revised information was never transmitted. This oversight was not discovered until the NTP as established in CO#1 was received by the vendor and Camp Dawson personnel.

Please accept this justification and the request for backdate approval along with the correct NTP letter containing the new NTP start date of September 5, 2023, and the end date 90 days later December 4, 2023, as our respectfully submitted request for CO#2 approval.

The point of contact for this correspondence is the undersigned.

Sincerely,

Chuck Bowman  
Chief Procurement Officer  
304.561.6654  
[Charles.A.Bowman26.nfg@army.mil](mailto:Charles.A.Bowman26.nfg@army.mil)

Backdate  
NTP