



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

State of West Virginia  
**Contract**

Order Date: 08-01-2025

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>	CCT 0432 3218 DCH13071 8	<b>Procurement Folder:</b>	50028
<b>Document Name:</b>	DCH13071 MILLS GROUP EOI FOR GRANT MONITORING 2014	<b>Reason for Modification:</b>	Change Order No. 1 is issued to reduce the unused balance per the attached documentation
<b>Document Description:</b>	DCH13071 MILLS GROUP EOI FOR GRANT MONITORING 2014		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Larry D McDonnell		
<b>Telephone:</b>	304-558-2063		
<b>Email:</b>	larry.d.mcdonnell@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2013-10-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2014-10-14

VENDOR		DEPARTMENT CONTACT																			
<b>Vendor Customer Code:</b>	000000112161	<b>Requestor Name:</b>	Brian R Wilkinson																		
MILLS GROUP LLC		<b>Requestor Phone:</b>	(304) 558-0220																		
88 HIGH ST		<b>Requestor Email:</b>	brian.r.wilkinson@wv.gov																		
MORGANTOWN	WV 26505	<div style="font-size: 2em; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																			
US																					
<b>Vendor Contact Phone:</b>	3042961010 <b>Extension:</b>																				
<b>Discount Details:</b>																					
	<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		
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#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US	RECEIVING DEPARTMENT DIVISION OF CULTURE & HISTORY CULTURAL CENTER 1900 KANAWHA BLVD E CHARLESTON WV 25305-0300 US

*CR 8-5-25*

<b>Total Order Amount:</b>	\$85,499.99
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Purchasing Division's File Copy

*cc 8/1/25*

<b>PURCHASING DIVISION AUTHORIZATION</b>  DATE: 8/4/25 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>  DATE: 8/13/2025 ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b>  DATE: 8-13-25 ELECTRONIC SIGNATURE ON FILE
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*8/13/2025*

**Extended Description:**

Change Order No. 01 is issue to reduce the unused balance from \$13,674.84 to \$0.00 per the attached document:  
Original Contract Total: \$99,174.83  
Change Order No 3 Decrease: (\$13,674.84)  
New Contract Total: \$85,499.99  
No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81000000	0.00000		0.000000	\$85,499.99
Service From	Service To	Manufacturer	Model No		
2013-10-15	2014-10-14				

**Commodity Line Description:** 2014 GRANT MONITORING

**Extended Description:**

2014 GRANT MONITORING FOR HISTORICAL PRESERVATION DESIGN SERVICES



West Virginia Department of  
**ARTS, CULTURE  
AND HISTORY**

**The Culture Center**  
1900 Kanawha Blvd., E.  
Charleston, WV 25305-0300

Phone 304.558.0220 \* [www.wvculture.org](http://www.wvculture.org)  
Fax 304.558.2779 \* TDD 304.558.3562

TO: Vivian Neely, Accounting Manager  
Mills Group

FROM: Randy Hill, Grants Coordinator  
State Historic Preservation Office

*Randy Hill*

CC: Deidra Silva, Accountant/Auditor  
WV Department of Arts, Culture & History

RE: Change Order No. 3 - DCH13071 Closing Out

DATE: July 15, 2025

Please be advised that there is an unused balance on DCH13071. This contract expired on October 14, 2014. The original encumbrance was \$99,174.83. The amount that is closed is \$85,499.99, leaving a balance of \$13,674.84.

If you agree that all work has been invoiced and that there is indeed a remaining unused balance of \$13,674.84, please sign and date below, and then return to [Deidra.D.Silva@wv.gov](mailto:Deidra.D.Silva@wv.gov) and we will proceed with the balance close-out. If you dispute the amount, please email us to discuss. If no response is received from Mills Group by July 25, 2025, we will proceed with closing out the remaining balance of \$13,674.84.

Thank you for your time and consideration.

Signature

*Vivian Neely*

Date

*7-19-25*

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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### MILLS GROUP, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	11/16/2005		11/16/2005	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b>
<b>Charter County</b>	Monongalia	<b>Control Number</b>	80699
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	88 HIGH STREET MORGANTOWN, WV, 26505
<b>Mailing Address</b>	88 HIGH STREET MORGANTOWN, WV, 26505 USA
<b>Mailing Address</b>	MICHAEL J. MILLS 206 HIGH STREET MORGANTOWN, WV, 26508 USA
<b>Notice of Process Address</b>	MICHAEL J MILLS 88 HIGH STREET MORGANTOWN, WV, 26505
<b>Principal Office Address</b>	88 HIGH STREET MORGANTOWN, WV, 26505 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Manager</b>	MICHAEL J. MILLS 206 HIGH STREET MORGANTOWN, WV, 26505
<b>Organizer</b>	MICHAEL J. MILLS 206 HIGH STREET MORGANTOWN, WV, 26505 USA
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
MILLS GROUP	TRADENAME	11/8/2021	
MILLS GROUP PROFESSIONAL LLC	TRADENAME	11/8/2021	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Terminatio</b>

<b>Annual Reports</b>
<b>Filed For</b>
2025
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2022
2021
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2006
<b>Date filed</b>

For more information, please contact the Secretary of State's Office at 304-558-8000.

Friday, August 1, 2025 — 3:11 PM

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"mills group llc" ×

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- Inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>ERT</u> Date: <u>8/16/25</u> Solicitation No. <u>C0#1</u>	Agency: WV Dept of Tourism Procurement Officer Submitting Requisition: Deidra Silva Requisition No. CCT DCH13071 PF No.: 50028
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: 