



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

State of West Virginia
Contract

Order Date: 04-10-2026

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 6332 DNR250000001 3	Procurement Folder:	1131449
Document Name:	A&E - DNR Law Enforcement New Boat Dock Parkersburg	Reason for Modification:	
Document Description:	A&E - DNR Law Enforcement New Boat Dock Parkersburg	Change Order No. 01 issued to renew the contract for one year as per the attached documentation.	
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Joseph (Josh) E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-04-26
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-04-25

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000209609	Requestor Name:	James H Adkins
CIVIL TECH ENGINEERING INC 300A PRESTIGE DR		Requestor Phone:	(304) 558-3397
HURRICANE WV 25526		Requestor Email:	jamie.h.adkins@wv.gov
US		<div style="font-size: 48pt; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	999-999-9999		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
PARKS & RECREATION-PEM SECTION DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

4/13/2026

Purchasing Division's File Copy

Total Order Amount:	\$47,500.00
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JA 4-10-26

PURCHASING DIVISION AUTHORIZATION DATE: <i>Martina 4/13/2026</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cody Powell</i> DATE: 4-15-26 ELECTRONIC SIGNATURE ON FILE
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4/14/2026

Extended Description:

Change Order

Change Order No. 01 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 04/26/26 through 04/25/27.

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	\$47,500.00
Service From	Service To	Manufacturer	Model No		
2024-04-26	2027-04-25				

Commodity Line Description: Civil engineering

Extended Description:

New Law Enforcement Boat Dock along the Little Kanawha River at Parkersburg, WV.

MEMORANDUM

To: Jamie Adkins
Chief Procurement Officer

From: Tony Fish
Construction Project Manager, PEM

Date: March 30, 2026

Subject: West Virginia Division of Natural Resources
CCT DNR25*01
Little Kanawha River LE Boat Dock
A/E Services for Design and Construction Administration
Request for Contract Renewal

The Planning, Engineering, and Maintenance Section requests a renewal of the above referenced contract for one year, under the same terms, conditions and pricing, for the period 04/26/26 - 04/25/27.

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

ADF

Attachments

CIVIL TECH ENGINEERING, INC.
300A Prestige Drive
Hurricane, West Virginia 25526
Phone: 304-757-8094 Fax: 304-757-8095
civiltech1@frontier.com

March 30, 2026

Mr. Anthony Fish
WVDNR
112 California Avenue
Charleston, West Virginia 25305

Subject: **Request for Change Order #1**
Contract Renewal– CCT DNR2500000001
AE Services for Law Enforcement Boat Dock
Little Kanawha River at Parkersburg
Civil Tech Project No. 23100

Dear Mr. Fish:

Our current contract period expires on April 25, 2026. As you know, we have completed the plans and specs and are ready for the construction phase of the project. We will need to renew the contract to complete our contract services. In accordance with the terms of the contract, please consider this letter as a request to renew the contract period for 1 year from April 26, 2026 to April 25, 2027. This change order request will not result in a change in contract price.

Please feel free to call if you have questions or require additional information.

Very truly yours,

CIVIL TECH ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'Mark E. Pennington', written in a cursive style.

Mark E. Pennington MS, PE
Principal Engineer

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Business Organization Detail

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CIVIL TECH ENGINEERING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	2/27/1998		2/27/1998	Domestic	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock 5000.0000
Charter County	Putnam	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	10.000000
Authorized Shares	500	Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	300A PRESTIGE DRIVE HURRICANE, WV, 25526
Notice of Process Address	MARK E. PENNINGTON 436 SUNNYBROOK DRIVE HURRICANE, WV, 25526
Principal Office Address	300 A PRESTIGE DRIVE HURRICANE, WV, 25526 USA
Principal Office Mailing Address	300APRESTIGE DRIVE HURRICANE, WV, 25526 USA
Type	Address

Officers

Type	Name/Address
Incorporator	MARK E. PENNINGTON 808 B ST. SAINT ALBANS, WV, 25177 USA
President	MARK PENNINGTON 202 RED BUD LANE HURRICANE, WV, 25526
Type	Name/Address

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Filed For

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