



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: 04-07-2026

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 ADJ2400000004 7	<b>Procurement Folder:</b>	1209121
<b>Document Name:</b>	Huntington Tri-State Armory- HVAC Renovation	<b>Reason for Modification:</b>	
<b>Document Description:</b>	Huntington Tri-State Armory- HVAC Renovation	Change Order No. 3 - To extend and increase contract per attached documentation.	
<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>	2023-11-06
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-10-04

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000189985			<b>Requestor Name:</b>	Timothy D Hersman
DSO MECHANICAL LLC				<b>Requestor Phone:</b>	304-561-6337
515 THIRD AVE				<b>Requestor Email:</b>	timothy.d.hersman.nfg@army.mil
SO CHARLESTON		WV	25303	<div style="font-size: 48px; font-weight: bold; margin: 0;">2026</div> <div style="font-weight: bold; margin: 5px 0;">FILE LOCATION _____</div>	
US					
<b>Vendor Contact Phone:</b>	3047448479	<b>Extension:</b>	101		
<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	BUILDING TRADE SPECIALIST KENOVA ARMED FORCES RESERVE CENTER 2194 BOOTH RD
CHARLESTON WV 25311	KENOVA WV 25530
US	US

*CD 4-9-26*

**Total Order Amount:** \$3,990,741.00

Purchasing Division's File Copy

 <b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>4/8/26</i> ELECTRONIC SIGNATURE ON FILE	 <b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>5/14/2026</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>5-14-26</i> ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change order No. 3 is issued to extend the original contract to 10/04/2024 according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders, along with increased pricing per the attached documentation. The extension of this contract to correct the unforeseen conditions discovered during the demolition and improvements to meet current building code. Project is complete, this change order is closeout outstanding invoices.

Effective date of change: 05/07/2025

Effective date of extension 09/03/2024 to 10/04/2024

Original Contract Price \$3,944,296.00  
Change Order No. 03 Increase: \$ 46,445.00

Contract New Total: \$3,990,741.00

No Other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	3245892.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-11-06	2024-09-02				

**Commodity Line Description:** BASE BID Huntington Tri-State Armory-HVAC Renovations

**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	171252.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-11-06	2024-09-02				

**Commodity Line Description:** Alternate #1 - Replace Acoustical Ceiling Tile

**Extended Description:**

Contract Item#2- Alternate #1- Replace Acoustical Ceiling Tile per the contract documents.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72000000	0.00000		0.000000	527152.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-11-06	2024-09-02				

**Commodity Line Description:** Alternate #2-Replace Existing Lighting Fixtures

**Extended Description:**

Contract Item#3- Alternate # 2- Replace Existing Lighting Fixtures per the construction documents.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72000000	0.00000		0.000000	46445.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-11-06	2024-10-04				

**Commodity Line Description:** Change Order No 3 - To Extend & Increase Contract Amount

**Extended Description:**

Change Order No. 3 - To provide and install additional work per the attached documentation.

# AIA<sup>®</sup> Document G701<sup>®</sup> – 2017

## Change Order

<b>PROJECT: (Name and address)</b> WVANG - Huntington Armory Kenova, WV	<b>CONTRACT INFORMATION:</b> Contract For: General Construction Date: September 19, 2023	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 003 Date: May 07, 2025
<b>OWNER: (Name and address)</b> West Virginia Army National Guard 1703 Coonskin Drive Charleston, WV 25301	<b>ARCHITECT: (Name and address)</b> Pickering Associates - Charleston 318 Lee Street, West Charleston, WV 25302	<b>CONTRACTOR: (Name and address)</b> DSO Mechanical, LLC 515 Third Avenue South Charleston, WV 25303

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*  
 Furnish and install (5) additional D type fixtures in room AA166. \$1,090.00  
 Provide and install the Hooks throughout the facility. The security grills in the duct in the high security area. The roof changes due to the Trane support installation. Also included is the deduct for moving 4 electrical feeders. \$45,355.00  
 Time extension due to material delays. September 1, 2024 to October 4, 2024.




Grand Total \$46,445.00 32

The original Contract Sum was	\$ 3,944,296.00n
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 3,944,296.00n
The Contract Sum will be increased by this Change Order in the amount of	\$ 46,445.00
The new Contract Sum including this Change Order will be	\$ 3,990,741.00

The Contract Time will be increased by Thirty-Three (33) days.  
 The new date of Substantial Completion will be October 04, 2024

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

		
<b>ARCHITECT (Signature)</b>	<b>CONTRACTOR (Signature)</b>	<b>OWNER (Signature)</b>
BY: Sean G. Simon, AIA, NCARB Director of Construction Services	BY: Mike Loughlin, PM Jeffrey F. Kelley, Operations Manager	BY: West Virginia Army National Guard
<i>(Printed name, title, and license number if required)</i>	<i>(Printed name and title)</i>	<i>(Printed name and title)</i>
5/8/25	5/8/25	06 JAN 26
Date	Date	Date

# **DSO** Mechanical LLC

515 Third Avenue | PO Box 8482 | South Charleston, WV 25303  
304-744-8479 | Fax: 304-744-8491 | Lic # WV050370

June 24<sup>th</sup>, 2024

Pickering and Associates  
318 Lee St W  
Charleston, WV 25302

ATTN: Sean Simon

RE: Huntington Tri State Armory

Sean,

DSO Mechanical is pleased to provide you pricing to provide and install the J-hooks throughout the facility. The security grills in the duct in the high security area. The roof changes due to the Trane support installation. I've also included the deduct for moving 4 electrical feeders. I've attached all quotes for your review.

Pricing:

- Material W/Tax: **\$435**
- Labor: **\$594**
- Dixon: **\$1,090**
- Dixon: **\$30,390**
- Dixon: **(\$8,640)**
- Kalkreuth: **\$18,400**
- Markup: **\$4,176**
- Total: **\$46,445**

Please review and call me with any questions.

Regards,



Jeffrey F. Kelley  
Operations Manager

# DSO Mechanical LLC

515 Third Avenue | South Charleston, WV 25303 | 304-744-8479 | Lic #WV050370

## INVOICE

Invoice#:  
Invoice Date: 06/24/24  
PO#

Work Order#:  
Client#: DSO Mecchanical

<b>To:</b> DSO Mechanical 515 3rd Avenue South Charleston, WV 25303	<b>Location:</b> WVANG 2194 Booth Road Kenova, WV 25530
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**Work Performed:**

Steel Rod for Security Grills

<u>Description</u>	<u>QTY</u>	<u>Price</u>	<u>Ext. Price</u>
1/2" Steel Rod	40'		\$407

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Sales Tax      \$28

Please Pay This Amount      \$435

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Term: All invoices are due and payable  
30 days from the invoice date.

Please make check payable and remit to:

DSO Mechanical  
515 Third Avenue  
South Charleston, WV 25303

# DSO Mechanical LLC

515 Third Avenue | South Charleston, WV 25303 | 304-744-3179 | Lic #WV0503170

## INVOICE

Invoice#:  
Invoice Date: 06/24/2024  
PO#

Work Order#: 23517  
Client#: WVANG

<b>To:</b> West Virginia Army National Guard 1703 Coonskin Drive Charleston, WV 25301	<b>Location:</b> WVANG Huntington Armory Kenova, WV
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### Work Performed:

<u>Description</u>	<u>QTY</u>	<u>Price</u>	<u>Ext. Price</u>
Installation of security bars in HVAC Ductwork	1	\$594	

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### Sales Tax

Please Pay This Amount      \$594

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Term: All invoices are due and payable  
30 days from the invoice date.

Please make check payable and remit to:

DSO Mechanical  
515 Third Avenue  
South Charleston, WV 25303

3/19/2024

Jeffrey F. Kelley

 DSO Mechanical LLC

**WVANGI– Huntington Armory HVACi- Change Order Proposal – (5) Additional D fixtures – Room AA166**

Jeff,

Our scope of work, for this change order proposal, includes the following:

- Furnish and install (5) additional D type fixtures in room AA166
  - Normal day shift work hours

Our scope excludes the following:

- Evening, Weekend, or Holiday work hours

Total sum - \$1090.00

Respectfully Submitted,

  
Mark Walters

\* This quote is good for 30 days





3352 Norwood Road • Huntington, WV 25705 • Phone: (304) 523-2712 • Fax: (304) 523-2713

4/9/2024

Jeffrey P. Kelley

**D50** Mechanical LLC

**WVANG,-- Huntington Armory HVAC - Change Order - Revised Proposal -  
J-Hook Installation for Existing Low Voltage Cabling (Areas A & B) & Deduct for Electrical Feeders**

Jeff,

Our scope of work, for this change order proposal, includes the following:

- Furnish and install j-hooks (sizes 3/4 inch and up to 4-inch j-hooks), hanging hardware, and misc material to elevate existing low voltage cabling above new lay ceiling grid, and in a manner that prevents existing cabling from touching sprinkler lines.
  - Due to how the existing cabling has been installed, a variety of mounting and hanging hardware will be used (i.e., ceiling wire, wall mount, etc.)
  - J-hooks will be installed to prevent touching of grid and sprinkler lines only, existing cabling has been installed in a manner that it cannot be reworked neatly.
- Normal day shift work hours

Our scope excludes the following:

- Disconnecting and reconnecting any of the existing low voltage cabling, to rework cabling.
- Evening, Weekend, or Holiday work, hours

(Area A - \$10,125.00)


(Area B - \$20,265.00)

Total sum for Area A & B: \$30,390.00

Deduct for moving (4) electrical feeders from MP to panels HB2 & HA1: \$8,640.00

Total sum for Areas A & B minus the electrical feeders deduct: \$21,750.00

Respectfully Submitted.

  
Mark Walters

\* This quote is good for 30 days

# Change Order Request



C.O.R. # W24010014-0001

G.C. #

Date: 03/04/2024

**Project Name:** W24010014 WVANG Huntington Armory HVAC

**Project #:** W24010014

**To:** DSO Mechanical LLC  
**Attn:** Jeff Kelley  
515 Third Avenue  
PO Box 8482  
South Charleston, WV 25303

**From:** Kalkreuth Roofing & Sheet Metal  
Brendan Ball  
53-14th Street, Suite 100  
PO Box 6399  
Wheeling, WV 26003

**Phone:** (304) 744-8479 **Fax:**

**Phone:** (304) 232-8540 **Fax:** (304) 233-5305

We hereby propose to make the following changes.

PITCH POCKETS

We submit the following pricing for the work associated with the pitch pockets.

**Change Order Price** \$18,400.00

This price is good for 15 days. If conditions change, this price is void.

We are requesting a time extension of 0 days in conjunction with this change.

Brendan Ball                      3/4/2024  
Author                                      Date Sent

Accepted      The above prices and specifications of this Change Order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date of Acceptance

## Change Order Request



C.O.R. # W24010014-0001

G.C. #

Date: 03/04/2024

**Project Name:** W24010014 WWANG Huntington Armory HVAC

**Project #:** W24010014

Description	Quantity	Cost	Total Tax	Total Expense
Pitch Pockets	32.00	\$500.00	\$0.00	\$16,000.00
			<b>Sub Total</b>	<b>\$0.00</b>
			<b>Grand Total</b>	<b>\$16,000.00</b>
			<b>Total</b>	<b>\$16,000.00</b>
			<b>Overhead</b>	<b>\$2,400.00</b>
			<b>Total</b>	<b>\$18,400.00</b>

# DSO Mechanical LLC

515 Third Avenue | South Charleston, WV 25303 | 304-740-8479 | Email: WVO@DSO.com

## INVOICE

Invoice#:  
Invoice Date: 06/24/2024  
PO#

Work Order#: 23517  
Client#: WVANG

<b>To:</b> West Virginia Army National Guard 1703 Coonskin Drive Charleston, WV 25301	<b>Location:</b> WVANG Huntington Armory Kenova, WV
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### Work Performed:

<u>Description</u>	<u>QTY</u>	<u>Price</u>	<u>Ext. Price</u>
Markup for Change Order 003	1	\$4,176	

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### Sales Tax

**Please Pay This Amount**      \$4,176

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Term: All invoices are due and payable  
30 days from the invoice date.

Please make check payable and remit to:

DSO Mechanical  
515 Third Avenue  
South Charleston, WV 25303

**West Virginia Army National Guard**  
**Construction & Facilities Management Office**  
1707 Coonskin Drive  
Charleston, West Virginia, 25311-1085

FMO-OTR-

15 December 2025

Mr. Pauline,

Please find the following change order packet for the subject contract (CPOADJ2400000004). This change order is for Construction services of the Huntington Tri State Armory – HVAC Renovation project. The project is in Kenova, West Virginia. A description of the services is provided below.

We request a courtesy call if there are any problems associated with the attached change order so that we may have an opportunity to address the issue in a timely manner. The point of contact for this change order is Jim Skaggs at (304)719-8745.

1. Itemized Changes:

**a. Item #1: Additional Construction for Huntington Tri State HVAC Renovation**

1. Description of work: Provide construction services to correct unforeseen conditions discovered during demolition and improvements to meet current building code.

2. Justification for Change:

(a) Facts: The project has been designed to 100%, bid and contracted for construction. During demolition, unforeseen items of disrepair and building code compliance deficiencies were discovered.

(b) Recommendation: Provide construction services to correct deficiencies and bring project to current building code standards.

**b. Item #2 Cost Increase: \$46,445.00**

3. Description of work: Contractor to provide construction work to remediate current code compliance deficiencies and unforeseen conditions.

4. Justification for Change:

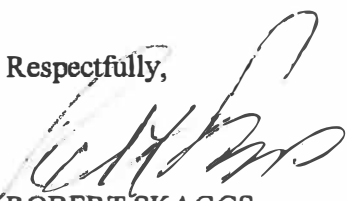
- (a) Facts: Initial construction contract was awarded to DSO Mechanical LLC in the amount of \$3,944,296.00.
- (a) Recommendation: Approve change order with increased amount and extend contract for an additional 33 days at no cost. The request is fair and reasonable.

Funding: 75% Federal/25% State

Accounting Summary:

<b>CONSOLIDATED PRICING OF CHANGE ORDER</b>		
<b>Description</b>	<b>Federal Funds</b>	<b>State Funds</b>
Item #2: Additional Construction Services Increase from \$3,944,296.00 to \$3,990,741.00(Increase in the amount of \$46,445.00)	\$34,833.75	\$11,611.25
Item #3: Time Extension	\$0	\$0
<b>Total</b>	\$34,833.75	\$11,611.25

Respectfully,



ROBERT SKAGGS  
Project Manager

Cc:  
LTC Judy, FMO

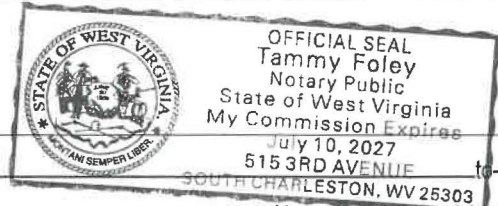
# ACKNOWLEDGMENTS

## Acknowledgment by Principal if individual or Partnership

1. STATE OF \_\_\_\_\_  
2. County of \_\_\_\_\_ to-wit:  
3. I, \_\_\_\_\_, a Notary Public in and for the  
4. county and state aforesaid, do hereby certify that \_\_\_\_\_  
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.  
5. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
6. Notary Seal \_\_\_\_\_  
7. \_\_\_\_\_  
(Notary Public)  
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

## Acknowledgment by Principal if Corporation

9. STATE OF WV  
10. County of Kanawha  
11. I, Tammy Foley, a Notary Public in and for the  
12. county and state aforesaid, do hereby certify that Jeff Kelley  
13. who as, Member signed the foregoing writing for  
14. ea corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation  
15. Given under my hand this 4th day of August 20 25  
16. Notary Seal \_\_\_\_\_  
17. Tammy Foley  
(Notary Public)  
18. My commission expires on the 10th day of July 20 27



## Acknowledgment by Surety

19. STATE OF Ohio  
20. County of Geauga to-wit:  
21. I, \_\_\_\_\_, a Notary Public in and for the  
22. county and state aforesaid, do hereby certify that Alexandrea R. Grant  
23. who as, Attorney-in-Fact signed the foregoing writing for  
24. Nationwide Mutual Insurance Company a corporation,  
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.  
25. Given under my hand this 4th day of August 20 25  
26. Notary Seal \_\_\_\_\_  
27. Rachel Lynne Hopkins  
(Notary Public)  
28. My commission expires on the \_\_\_\_\_ day of December 20 28



## Sufficiency in Form and Manner of Execution Approved

This 14th day of May 20 26

By: [Signature]  
Attorney General  
(Deputy Attorney General)

**Power of Attorney**

KNOW ALL MEN BY THESE PRESENTS THAT:

Nationwide Mutual Insurance Company, an Ohio corporation

hereinafter referred to severally as the "Company" and collectively as "the Companies" does hereby make, constitute and appoint:

**ALEXANDREA R GRANT; JAMES C ALTHANS; KAREN L MEDURI; KENDRA BACHMAN;  
MICHAEL A ALTHANS; MICHAEL N CHESS; PATRICIA SKALLA; RACHEL L HOPKINS;**

each in their individual capacity, its true and lawful attorney-in-fact, with full power and authority to sign, seal, and execute on its behalf any and all bonds and undertakings, and other obligatory instruments of similar nature, in penalties not exceeding the sum of

**UNLIMITED**

and to bind the Company thereby, as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Company; and all acts of said Attorney pursuant to the authority given are hereby ratified and confirmed.

This power of attorney is made and executed pursuant to and by authority of the following resolution duly adopted by the board of directors of the Company:

"RESOLVED, that the president, or any vice president be, and each hereby is, authorized and empowered to appoint attorneys-in-fact of the Company, and to authorize them to execute and deliver on behalf of the Company any and all bonds, forms, applications, memorandums, undertakings, recognizances, transfers, contracts of indemnity, policies, contracts guaranteeing the fidelity of persons holding positions of public or private trust, and other writings obligatory in nature that the business of the Company may require; and to modify or revoke, with or without cause, any such appointment or authority; provided, however, that the authority granted hereby shall in no way limit the authority of other duly authorized agents to sign and countersign any of said documents on behalf of the Company."

"RESOLVED FURTHER, that such attorneys-in-fact shall have full power and authority to execute and deliver any and all such documents and to bind the Company subject to the terms and limitations of the power of attorney issued to them, and to affix the seal of the Company thereto; provided, however, that said seal shall not be necessary for the validity of any such documents."

This power of attorney is signed and sealed under and by the following bylaws duly adopted by the board of directors of the Company.

Execution of Instruments. Any vice president, any assistant secretary or any assistant treasurer shall have the power and authority to sign or attest all approved documents, instruments, contracts, or other papers in connection with the operation of the business of the company in addition to the chairman of the board, the chief executive officer, president, treasurer or secretary; provided, however, the signature of any of them may be printed, engraved, or stamped on any approved document, contract, instrument, or other papers of the Company.

IN WITNESS WHEREOF, the Company has caused this instrument to be sealed and duly attested by the signature of its officer the 1st day of April, 2024.



Antonio C. Albanese, Vice President of Nationwide Mutual Insurance Company

**ACKNOWLEDGMENT**

STATE OF NEW YORK COUNTY OF KINGS: ss

On this 1st day of April, 2024, before me came the above-named officer for the Company aforesaid, to me personally known to be the officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, deposes and says, that he is the officer of the Company aforesaid, that the seal affixed hereto is the corporate seal of said Company, and the said corporate seal and his signature were duly affixed and subscribed to said instrument by the authority and direction of said Company.



Sharon Laburda  
Notary Public, State of New York  
No. 01LA6427697  
Qualified in Kings County  
Commission Expires January 3, 2026



Notary Public  
My Commission Expires  
January 3, 2026

**CERTIFICATE**

I, Lezlie F. Chimienti, Assistant Secretary of the Company, do hereby certify that the foregoing is a full, true and correct copy of the original power of attorney issued by the Company; that the resolution included therein is a true and correct transcript from the minutes of the meetings of the boards of directors and the same has not been revoked or amended in any manner; that said Antonio C. Albanese was on the date of the execution of the foregoing power of attorney the duly elected officer of the Company, and the corporate seal and his signature as officer were duly affixed and subscribed to the said instrument by the authority of said board of directors; and the foregoing power of attorney is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto subscribed my name as Assistant Secretary, and affixed the corporate seal of said Company this 4 day of

August 2025



Assistant Secretary



ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

**TO:** File

**FROM:** Samantha L. Willis, Director & General Counsel *SLW*

**DATE:** May 5, 2026

**RE:** Change Order to CPO ADJ24\*04

As requested, I have reviewed this contract change order to identify the reasoning and purpose for issuing a change order to a Contract that was completed so far in arrears. WV Code 5A-3-3(9) provides the Director with power and duty to "Examine the provisions and terms of every contract entered into for and on behalf of the State of West Virginia that impose any obligation upon the state to pay any sums of money for commodities or services and approve each such contract as to such provisions and terms..."

Accordingly, the work under ADJ24\*04 was completed, but required unforeseen changes to the original contract, due to additional considerations uncovered during the demolition phase. The contract requires a change order to extend the effective date by one month and add the additional work and associated costs that were required to complete the project. All work has since been completed and accepted, the agency now needs to finalize this change order to finish payment of the additional work to the vendor.

Under the authority of the Purchasing Division to review and approve the provisions of contracts and change orders that impose obligations on the state to pay any sum of money, this Change Order has been reviewed by my office and is approved to be issued, despite the date in arrears, to ensure the final contract file is fully complete, all invoices may be paid, and the project may be closed out.



DEPARTMENT OF THE ARMY  
CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
1707 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1026

NGWW-FMO-Z

6 January 2026

**TO:** Mr. David Pauline, Senior Buyer  
West Virginia Division of Purchasing

**FROM:** Mrs. Dusty Smith, Procurement Analyst  
Office of the Adjutant General, State of West Virginia

**RE:** Change Order Justification  
**CPO ADJ2400000004**  
**CO # 3 Increase contract amount & extend contract time.**  
DSO Mechanical LLC

This change order request for the project noted above is to increase the contract amount for the extra demolition and improvements to meet current building code and increase the contract time to October 04, 2024. The AIA Document G701-2017 (Change Order) Signed by all parties is attached to this submission. The letter dated December 15, 2025, from the agency project manager reflects this request for a cost increase and time extension to the contract and is attached to this submission. The submission of this request was delayed because of obtaining federal funds to complete this change order from the National Guard Bureau, staff vacations, the Christmas holidays, the receipt of a properly executed Bond Rider and staff workload.

Per this justification, we respectfully for tis correspondence is the undersigned at 304-561-6004 or email at [dustv.j.smith2.nfga@army.mil](mailto:dustv.j.smith2.nfga@army.mil)

A handwritten signature in cursive script that reads "Dusty Smith".

Dusty Smith  
Procurement Analyst  
WV Military Authority  
Construction & facilities Management Office



Lyle, Tara L <tara.l.lyle@wv.gov>

**FW: CPO ADJ24\*04 - CO#3 - [UNCLASSIFIED]**

1 message

Smith, Dusty J NFG NG WVARNG (USA) <dusty.j.smith2.nfg@army.mil>  
To: "tara.l.lyle@wv.gov" <tara.l.lyle@wv.gov>  
Cc: "Wingerd, Claude D NFG NG WVARNG (USA)" <claude.d.wingerd.nfg@army.mil>

Thu, 04 Apr 2,

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Tara,

Thank you for your time and energy on this CPO. I think I have corrected or gave an answer on all questions. If you need anything else from us p know.

Thank You

Dusty Smith  
304-561-6004

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**From:** Lyle, Tara L <tara.l.lyle@wv.gov>  
**Sent:** Tuesday, March 31, 2026 12:42 PM  
**To:** Smith, Dusty J NFG NG WVARNG (USA) <dusty.j.smith2.nfg@army.mil>; dusty.j.smith2.nfg@mail.mil; Jessica L Riley <jessica.l.riley@wv.gov>  
**Subject:** CPO ADJ24\*04e CO#3

Dusty,

Jessica and I were working on the change order for CPO ADJ24\*04.

We have date issues and some other minor changes.

1. Please leave the "Document Description" field as is. Please don't add change order language to alter the description. I have corrected. [Okay Thank you](#)
2. Two different end dates appear in all the paperwork. Some suggest 10/2 while others state 10/4. See attachment (cover OASIS sheet, extended description, CL4, G701 form, and 1/6/26 Corrected Memos are attached. [10/4/25 is correct](#)
3. G701 form allows for a 33-day extension, while your 12/25/25 memo specifies 30 days. We can fix all of these by strikethrough and initialing, but we need to figure out which date is correct [day and days are 10/4 and 33.](#)
4. The end date on CO#2 was 9/2/24 so the new start date must be 9/3/24. I have corrected it in the extended description. [Okay \(I did not change anything in OASIS if you want me to change will\)](#)
5. There is an error on CL4 Accounting Line 2 - see the error message below. [Our team is working on this issue.](#)

Any questions, please let me know.

Thanks,

**Tara Lyle**  
Buyer Supervisor  
Purchasing Division

304-558-2544 | [Tara.L.Lyle@wv.gov](mailto:Tara.L.Lyle@wv.gov)  
2019 Washington St. E., Charleston, WV 25305



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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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### DSO MECHANICAL LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	12/6/2012		12/6/2012	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	99Y0B
<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

**Addresses**

Type	Address
<b>Designated Office Address</b>	515 THIRD AVENUE SOUTH CHARLESTON, WV, 25303
<b>Notice of Process Address</b>	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
<b>Principal Office Address</b>	515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303 USA
<b>Principal Office Mailing Address</b>	515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303 USA
Type	Address

**Officers**

Type	Name/Address
<b>Manager</b>	CAROLYN A. HOTES 515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303
<b>Organizer</b>	BRYAN K. PROSEK 41 SOUTH HIGH STREET, SUITE 2200 COLUMBUS, OH, 43215 USA
Type	Name/Address

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

Monday, March 23, 2026 — 10:03 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u># 13</u> Date: <u>3/23/2026</u> Solicitation No. <u>CPO ADJ 240000004</u>  <u>Cot 3</u> <u>Extend Increase</u>	Agency: <u>ADJ</u> Procurement Officer Submitting Requisition: <u>Dusty Smith</u> Requisition No.  PF No.: <u>1209121</u>
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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>	<b>Insurance requirements</b>				
	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Jessica Riley*