



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: 04-13-2026

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: CPO 0603 0603 ADJ2500000039 3	Change Order No:	Procurement Folder: 1486815
Document Name: Waterline Utility Upgrade Design-Camp Dawson	Reason for Modification: Change Order No. 1 - Administrative change order to remove end date from CL1 that was inadvertently added at time of award.	
Document Description: Waterline Utility Upgrade-Design Camp Dawson		
Procurement Type: Central Purchase Order		
Buyer Name: David H Pauline		
Telephone: 304-558-0067		
Email: david.h.pauline@wv.gov		
Shipping Method: Best Way	Effective Start Date: 2025-01-02	
Free on Board: FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000201753 ALPHA ASSOCIATES INC 209 PRAIRIE AVE STE 209 MORGANTOWN WV 26501 US Vendor Contact Phone: 304-296-8216 Extension: Discount Details:	Requestor Name: Philip B Schoolcraft Requestor Phone: (304) 558-2930 Requestor Email: philip.b.schoolcraft.nfg@army.mil																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <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			<h1 style="font-size: 48px; margin: 0;">2026</h1> <p style="margin: 0;">FILE LOCATION _____</p>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
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#3	Not Entered																				
#4	Not Entered																				

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

CR 4-14-26

Total Order Amount:	\$54,200.00
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Purchasing Division's File Copy

DHP 4/13/26

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tarahle 4/12/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>4/15/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Cody K... 4-16-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 1 - Administrative change order to remove the end date from Commodity Line 1 that was inadvertently added to the purchase order. Since this contract is for EOI design services and the contract term is deemed as project oversight, the contract will remain open until the construction project is complete.

Removed end date from Commodity Line 1.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	54200.00
Service From	Service To	Manufacturer	Model No		
2025-01-02					

Commodity Line Description: Waterline Utility Upgrade Design Camp Dawson

Extended Description:

Change Order No. 1 - removed end date from commodity line.

Provide professional architectural and engineering design services per the attached documentation.



DEPARTMENT OF THE ARMY
ADJUTANT GENERAL'S OFFICE
JOINT FORCES HEADQUARTERS WEST VIRGINIA
1707 COONSKIN DRIVE
CHARLESTON, WEST VIRGINIA 25311-1028

NGWV-FMO

12 March 2026

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

FROM: Mr. Dean Wingerd, Procurement Analyst
Office of the Adjutant General, State of West Virginia

RE: Administrative Change Order-Justification
CPO-ADJ2500000039
CO#1 Waterline Utility Upgrade Design-Camp Dawson
Alpha Associates, Inc.

SUBJECT: Administrative Change Order-Justification

To remove the end date of 09-30-2025 that was on Commodity line #1 in the original version of the contract. That date should not have been there because the **Construction/Project Oversight** box was selected in Section 3 **CONTRACT TERM** on the Master Terms & Conditions of the solicitation/contract.

Change Order No. 1 is an administrative change order to remove the end date on commodity line #1 as outlined above. This submission was delayed because the vendor had issues in WV Oasis with the state Tax department.

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.nfg@army.mil.

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



CPO ADJ25*39 - CO#1

1 message

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

Thu, Mar 12, 2026 at 11:55 AM

To: "Wingerd, Claude D NFG NG WVARNG (USA)" <claude.d.wingerd.nfg@army.mil>

Dean,

I have the change order ready to remove the end date on CL1.

This error is popping up for Tax Clearance. Can you let the vendor know that they need to call the Tax Dept - maybe 304-558-3333. I'm not sure I've seen this error before.

Just send me a memo and I'll put it with the file. I've already pulled WVSOS and SAM - even did the checklist for you.

Thanks

▶ eMALL

▶ Location Information

▶ Fee and Vendor Compliance Holds

Fee Exempt: <input type="checkbox"/>	Tax Clearance: <input type="checkbox"/>
Registration Application Date: 09/03/2025	Unemployment Insurance: <input type="checkbox"/>
Registration Effective Date: 09/12/2025	Worker's Compensation: <input type="checkbox"/>
Registration Expiration Date: 09/12/2026	Secretary of State Registration: <input type="checkbox"/>
Pre-Registration Code:	Federal Debarred: <input type="checkbox"/>

▶ Executive Compensation

▶ Additional Information

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



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Business Organization Detail

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ALPHA ASSOCIATES, INCORPORATED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/23/1969		6/23/1969	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	50000.0000
Charter County	Monongalia	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	50000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Notice of Process Address	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Principal Office Address	209 PRAIRIE AVENUE MORGANTOWN, WV, 26501 USA
Principal Office Mailing Address	209 PRAIRIE AVENUE MORGANTOWN, WV, 26501 USA
Type	Address

Officers	
Type	Name/Address
Director	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Director	CHARLES B. BRANCH 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501

Incorporator	SAMUEL GEORGE BONASSA 2768 UNIVERSITY AVENUE MORGANTOWN, WV, 26501 USA
Incorporator	LOUIS BONASSO 140 EAST PIKE STREET CLARKSBURG, WV, 26301 USA
President	RICHARD A. COLEBANK 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Secretary	CHARLES BRANCH 209 PRAIRIE AVENUE MORGANTOWN, WV, 26501
Type	Name/Address

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

Thursday, March 12, 2026 — 11:47 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>DP</u> Date: <u>3/12/26</u> Solicitation No. <u>CO# 1</u> <div style="margin-left: 40px; color: blue;">Admin CO to remove date on CL 1</div>	Agency: WV Adjutant's General Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO ADJ25*39 - CO#1 Admin CO PF No.: 1486815
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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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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

