



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: 04-27-2026

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 ADJ2600000001 3	Change Order No:	1	Procurement Folder:	1697941
Document Name:	Camp Dawson RTI- Hot Water Repairs & Chiller Replacement			Reason for Modification:	
Document Description:	Camp Dawson RTI- Hot Water Repairs & Chiller Replacement			Change Order No. 1 - to increase Contract per the attached documentation.	
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:	2025-07-24
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000229419		Requestor Name:	Philip B Schoolcraft	
MILLER ENGINEERING INC			Requestor Phone:	(304) 558-2930	
429 Laurel Run Rd			Requestor Email:	philip.b.schoolcraft.nfg@army.mil	
Carmichaels	PA	15320-2543			
US					
Vendor Contact Phone:	304-291-2234	Extension:	2		
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

2026
 FILE LOCATION _____

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

4/30/26 GC

Total Order Amount: \$244,360.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara J. 4/30/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Edyler 5-5-26</i> ELECTRONIC SIGNATURE ON FILE
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5/4/2026

Extended Description:

CHANGE ORDER NO. 1

Change Order No. 1 is issued to increase the original contract amount to add Type C Services as negotiated in the original contract according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders, per the attached documentation.

Effective date of change: 02/23/2026

Original Contract Price	\$ 184,530.00
CO1 - Price increase	\$ 59,830.00
Contract New Total:	\$ 244,360.00

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	184530.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Camp Dawson RTI- Hot Water Repairs & Chiller Replacement

Extended Description:

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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	81101508	0.00000		0.000000	59830.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: CHANGE ORDER NO.1-Increase contract amount Type C Services

Extended Description:

CHANGE ORDER NO. 1- To increase contract amount to add Type C Services as negotiated in the original contract, per the attached documentation.



23Feb26

Charles R. Laughlin III, CPT, EN
Facilities Management Specialist
WVARNG Division of Engineering and Facilities
Adjutant General's Office
1707 Coonskin Drive
Charleston, WV 25305

Reference: Camp Dawson RTI Hot Water Repairs and Chiller Replacement PO# CPO
0603 0603 ADJ26*01 1

CPT Laughlin,

Miller Engineering Inc. is requesting a contract change order related to an increase in scope of professional services on the project In accordance with and as indicated in the original proposal and purchase order, WVARNG has requested MEI perform Type "C" construction administration services for the project.

MEI is requesting an increase in fee got Type "C" services of \$59,830.00 to \$244,360.00 based on the original proposal and purchase order.

The result of Change Order #1 is a revised Lump Sum Fee of Two Hundred Forty Four Thousand, Three Hundred Sixty Dollars (\$244,360.00).

Project A&E Fee after CO #1 \$244,360.00

If this request meets with your satisfaction, we will provide any appropriate contract paperwork to complete the change order.

Thank you for your consideration, please do not hesitate to call me if you have any questions.

Sincerely,

Craig Miller, PE
President
Miller Engineering, Inc.
Cc: file



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

NGWV-FMO-TSB

23 February 2026

Change Order Request

TO: Dean Wingerd
West Virginia Department of
Administration
1707 Coonskin Drive
Charleston, WV 25311

FROM: CPT Charles Laughlin
Construction and Facilities Management
Office (CFMO)
1001 Army Road
Kingwood, WV, 26537

SUBJECT: Agency Justification letter for Change Order #1
Camp Dawson RTI Chiller Replacement

Mr. Wingerd,

Please find the following change order packet for the subject contract. This change order is for inclusion of construction (type – c) services during the RTI Chiller replacement construction period on the Camp Dawson training facility, near Kingwood WV. A description of the services is provided below.

The West Virginia Army National Guard requests a courtesy call if there are any problems associated with the attached change order in order to have an opportunity to address the issue in a timely manner.

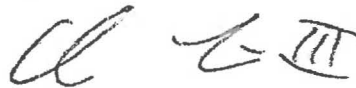
1. Item #1 TYPE-C Services
 - a. Description of work: Provide construction (type-c) services. Due to the complexity of this project, the knowledge and oversight from Miller Engineering will be required to produce complete and competent construction.
 - b. Recommendation: The additional work is within the scope of the contract, and the associated costs are fair and reasonable.

c. Cost: \$59,830

d. Funding: 100% Federal Funding

If you have any questions or concerns, the point of contact for this action is
CPT Charles Laughlin – 304-374-1850.

Respectfully,

A handwritten signature in black ink, appearing to read 'C. Laughlin' with a stylized flourish at the end.

CHARLES R LAUGHLIN
NGWV-FMO-TSB
Facilities Management Specialist



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

NGWV-FMO

21 April 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: Change Order Justification
CPO-ADJ2600000001
CO#1 Camp Dawson RTI- Hot Water Repairs & Chiller Replacement Design
Miller Engineering, Inc.

This change order request for the project noted above is to increase the contract amount to add Type C Services in the amount of \$59,830.00. The letter from the engineer reflects this request for an increase to the contract and is attached to this submission. This change order request for this price increase was negotiated upfront in the original contract and is being added because the actual construction phase of the project has started. This request is late because of staff workload.

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

Approved
price in
original
contract
TW



Search

All Words

e.g. 1606N020Q02

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

Miller Engineering Inc.

Entity

Location

Status

- Active
- Inactive

Reset

Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q...



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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

MILLER ENGINEERING INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/1/2003		10/1/2003	Foreign	Profit			

Organization Information			
Business Purpose	5413 - Professional, Scientific and Technical Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Monongalia	Control Number	60208
Charter State	PA	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	54 WEST RUN RD MORGANTOWN, WV, 26508
Notice of Process Address	BRIAN CRAIG MILLER 429 LAUREL RUN ROAD CARMICHAELS, PA, 15320
Principal Office Address	429 LAUREL RUN ROAD CARMICHAELS, PA, 15320 USA
Principal Office Mailing Address	429 LAUREL RUN ROAD CARMICHAELS, PA, 15320 USA
Type	Address

Officers	
Type	Name/Address
President	BRIAN CRAIG MILLER 429 LAUREL RUN ROAD CARMICHAELS, PA, 15320
Type	Name/Address

Annual Reports	
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2025	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, April 27, 2026 — 9:37 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>4/21/2026</u> Solicitation No. <u>CPO ADJ26*01</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ26*1 Change Order #1- Price Increase PF No.: 1697941
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CROM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: Jessica Riley