



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

State of West Virginia
Contract

Order Date: 04-09-2025

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 0211 4070 GSD2300000008 9	Procurement Folder:	1214357
Document Name:	EOI: Engineering Project Management Advisor Services	Reason for Modification:	Change Order No. 6 - to increase the contract per the attached documentation.
Document Description:	EOI: Engineering Project Management Advisor Services		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-06-01
Free on Board:		Effective End Date:	2025-12-31

VENDOR			
Vendor Customer Code: VC0000080982			
SMC HOME INSPECTIONS LLC			
1010 1ST AVE			
CHARLESTON		WV	25302
US			
Vendor Contact Phone: 304-345-6429		Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

DEPARTMENT CONTACT	
Requestor Name:	Robert P Kilpatrick
Requestor Phone:	304-352-5491
Requestor Email:	robert.p.kilpatrick@wv.gov

2025

FILE LOCATION

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES 103 MICHIGAN AVENUE CHARLESTON WV 25305-0123 US

CR 4-10-25

Purchasing Division's File Copy

Total Order Amount: \$456,400.00

PURCHASING DIVISION AUTHORIZATION DATE: 4/9/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 4/16/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 4-16-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 6 is issued to increase the original contract to allow for increased construction administration work, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of change March 12, 2025

Original Contract Price: \$145,600.00
Change Order 1: \$ 58,800.00
Change Order 4: \$145,600.00
Change Order 6 increase: \$106,400.00
New Contract Total: \$456,400.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$456,400.00
Service From	Service To	Manufacturer		Model No	
2023-06-01	2025-12-31				

Commodity Line Description: EO: Engineering Project Management Advisor Services

Extended Description:

\$140.00/hour for the indicated project hours (totals by project):

Building 1 FC Replacement, Phase 2: 180 hours
Building 1 FC Replacement, Phase 3: 200 hours
Building 1 FC Replacement, Phase 4: 860 hours
Building 1 FC Replacement, Phase 5: 1720 hours
Main Capitol and Capitol Exterior Lighting Upgrade Projects: 80 hours
Capitol Complex Chilled Water Systems Modifications Project: 120 hours
Building 1 House/Senate Air Handler Modifications Project: 100 hours

SMC HOME INSPECTIONS LLC.
1010 1st Avenue
Charleston, West Virginia 25302

DATE:
03/12/2025

100

CUSTOMER ID:
CCT 0211 4070 GSD2300000008 1


TO: Department of Administration
General Services Division
112 California Avenue
6th Floor
Charleston, West Virginia
25302-0123

DEAR SIR,

I WOULD LIKE TO REQUEST THE FOLLOWING CHANGE TO MY CURRENT CONTRACT, PHASE IV, EAST WING HVAC PROJECT CONTRACT ADMINISTRATION ADD 260 HRS. PHASE V, SUPREME COURT HVAC PROJECT CONTRACT ADMINISTRATION ADD 500 HRS. THE TOTAL WOULD BE 760 HOURS.
THANK-YOU!

SINCERELY,

F. SCOTT MASON PE



Thank you for your business!

SMC HOME INSPECTIONS LLC | 1010 1st AVENUE, CHARLESTON, WV 25302 | PHONE: 304-345-6429
F.SCOTT.MASON@GMAIL.COM

The General Services Division
is in agreement with this increase.



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

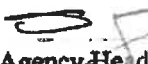
Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CCT 0211 GSD2300000008 Engineering Project Management Advisor Services

The Accompanying Request has been reviewed and approved by the following:

 *Eric Householder, Director, ASD*
Agency Head

3/26/25

Date


Cabinet Secretary/Department Head

3/27/25

Date

Governor's Office Representative

Date

Total Cost:

Increase = \$106,400.00; Overall contract amount after change order = \$456,400.00

Award/Requisition Document Number:

CCT 0211 GSD2300000008, Change Order #6


Description of Action/Purpose of Procurement

To increase current contract with SMC Home Inspections LLC, operated by Scott Mason, for Engineering Project Management Advisor Services, in the amount of \$106,400.00. The consultant mechanical engineer is supporting the GSD Energy Management Section by providing construction administration services (e.g. submittal review, field oversight, RFI response, inspection of work for conformance to specifications, and contract closeout procedures) for the Main Capitol Fan Coil Replacement Project (Phase 4). This \$4.79M project, involving fan coil unit replacement, necessary electrical revisions, fire protection revisions, and associated office finish renovations in spaces occupied by the State Treasurer and House of Delegates, began in June of 2023 and is concluding by September of 2025, having experienced substantial equipment manufacturing and shipping delays. The consultant is also to provide bid phase and similar construction administration services for Phase 5 of the project, expected out for bid immediately. This project, estimated at \$3.5M, involves fan coil replacement and auxiliary upgrades to the Supreme Court's Chambers and Law Library areas of the East Wing. The consultant is the designer of record for both projects.

APPROVED
4/8/25

**General Services
Division**

Memo

To: Tara Lyle, Buyer Supervisor, Purchasing Division
From: James R. Jones, Procurement Administrator 
Date: March 12, 2025
Re: CCT 0211 GSD2300000008: Engineering Project Management Advisor Services - Increase

Tara,

Please accept this memorandum as justification to increase the referenced contract, to allow for additional hours of bid phase and construction administration services.

Since the last hours were included with this contract, we have experienced 387 days of manufacturer delays as well as work being stopped at the request of the Legislature (206 days in CO 4 5/17/2024, and 181 days in CO 5 10/11/2024) for the Bldg. 1 HVAC Phase 4 project (CPO GSD2300000019) which has resulted in the need for an additional 260 hours of construction administration for this project.

Additionally, we are requesting an increase of 500 hours for the Bldg. 1 HVAC Phase 5 project. This project was originally let out to bid on 11/7/2024, but did not receive any bid responses. As a result, we are requesting additional 500 hours for revised design and bid phase documents, as well as assistance in reviewing submitted vendor bids when this project is published for bid again.

If you have any questions, please feel free to contact me at James.R.Jones@wv.gov, or by phone at 304-352-5517.

Thank you!

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Business and Licensing

Online Data Services Help

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.

SMC HOME INSPECTIONS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	5/17/2010		5/17/2010	Domestic	Profit		5/17/2030	

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)		
Charter County	Kanawha	Capital Stock	
Charter State	WV	Excess Acres	
At Will Term	T	Member Managed	MBR
At Will Term Years	20	Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	1010 1ST AVE CHARLESTON, WV, 25302
Mailing Address	1010 1ST AVE CHARLESTON, WV, 25302 USA
Notice of Process Address	FRED MASON 1010 1ST AVE N/A CHARLESTON, WV, 25302
Principal Office Address	1010 1ST AVE CHARLESTON, WV, 25302 USA
Type	Address

Officers

Type	Name/Address
Member	FRED SCOTT 1010 1ST AVE CHARLESTON, WV, 25302
Organizer	FRED MASON 1010 1ST AVE CHARLESTON, WV, 25302
Type	Name/Address

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

2017
2016
2015
2014
2013
2012
2011
Date filed

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

Wednesday, April 9, 2025 — 6:47 AM

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Keyword Search

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Simple Search

Search Editor

- ☐ Any Words ⁱ
- ☐ All Words ⁱ
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e.g. 123456789, Smith Corp

"smc home inspections llc" x

Entity

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Entity Information ^



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Disaster Response Registry

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Joe</u> Date: <u>4/9/25</u> Solicitation No. <u>CO#6</u> <u>increase</u>	Agency: WV General Services Division Procurement Officer Submitting Requisition: James Jones Requisition No. CCT GSD23*08 - CO#6 PF No.: 1214357
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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 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 checked="" type="checkbox"/> N/A
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
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: _____

