



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

State of West Virginia
Contract

Order Date: 03-05-2024

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 3	Procurement Folder:	1214357
Document Name:	EOI: Engineering Project Management Advisor Services	Reason for Modification:	
Document Description:	EOI: Engineering Project Management Advisor Services	Change Order 1 To Extend and Increase Contract	
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:	2024-05-03

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VC0000080982	Requestor Name:	Robert P Kilpatrick		
SMC HOME INSPECTIONS LLC 1010 1ST AVE		Requestor Phone:	304-352-5491		
CHARLESTON WV 25302		Requestor Email:	robert.p.kilpatrick@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
Vendor Contact Phone:	304-345-6429			Extension:	
Discount Details:					
#1	No	0.0000	0		
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

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

3-13-2462

Total Order Amount:	\$204,400.00
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Purchasing Division's File Copy

MKP 03/11/2024

PURCHASING DIVISION AUTHORIZATION DATE: Tara [Signature] 3/12/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: John L. Gray [Signature] ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: [Signature] 3-18-24 ELECTRONIC SIGNATURE ON FILE
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3/18/2024

Extended Description:

Change Order 1

Change Order No. 1 is issued to extend the original contract to May 3, 2024 according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to add additional time (155 days) and hours (420 additional) to the contract to complete the projects defined in the attached documentation.

Effective date of change: December 1, 2023
Extend contract From: 11/30/2023
To: 5/3/2024

Original Contract Price: \$145,600.00
Change Order 1 (Increase): \$58,800.00
Contract New Total: \$204,400.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$204,400.00
Service From	Service To	Manufacturer	Model No		
2023-06-01	2024-05-03				

Commodity Line Description: EOI: 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: 260 hours
- Building 1 FC Replacement, Phase 5: 520 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:
1/23/2024

STATE OF WEST VIRGINIA/GSD

CONTRACT NUMBER:
CCT 0211 4070 GSD2300000008 1

TO: Department of Administration
General Services Division
103 Michigan Avenue
Charleston, West Virginia
25302-0123

Dear Sir,

I would like to request a one hundred fifty-five (155) day extension to my current contract. This change order would extend the contract to 5/3/24. No work has been performed during the period 12/1/2023 to 1/31/2024. The hours allocated are as outlined below:

Building 1 FC Replacement Phase 2- 30 Hours
Existing construction contract extended.

Building 1 FC Replacement Phase 3- 30 Hours
Existing construction contract extended.

Building 1 FC Replacement Phase 4- 60 Hours
Existing construction contract extended.

Building 1 FC Replacement Phase 5- 120 Hours

Work included in the project is the replacement of the court air handler and converting it to hot water heating with humidity control, removing sections of the building one roof and designing replacements. Removal of an existing wall in the mechanical room. Replacing the FC units in the law library with roof top units and designing modifications to the roof structure to support same.

Main Capitol & Capitol Exterior Lighting Upgrade Project-30 Hours

Work included in the project is the part time construction administration of the outdoor work and the coordination of the electrical and controls interface with the building 1 power system. Includes the identification and coordination with existing site utilities and drainage on the building one site.

Capitol Complex Chilled Water Systems Modifications Project- 50 Hours

Work included is consultation to the campus survey team as well input on existing design and modifications made to the system due to being on the original design team. Review of pumping strategies and proposals/recommendations.

Building 1 House/Senate air handler modifications. - 100 Hours

Work includes engineering review of proposed HVAC modifications, design/coordination with building 1 existing utilities such as electrical power, chilled water supply and pumping. Structural modifications to the existing unit and coordination of control integration.

Total hours requested this period 420 Hours.

F. Scott Mason PE



Thank you for your business!

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

General Services Division agrees with this extension and increase request :


Robert P. Kilpatrick, Deputy Director

APPROVED
T. P. Kilpatrick
3/11/24

**General Services
Division**

Memo

To: Melissa Pettrey, Senior Buyer, Purchasing Division
From: Robert P Kilpatrick, Deputy Director
Date: February 2, 2024
Re: CCT 0211 GSD2300000008: Engineering Project Management Advisor Services - Extension Request

Melissa,

Please accept this memorandum as explanation and justification for our Agency's request to extend the subject contract from its original end date of 11/30/2023 to a new end date of May 3, 2024, a total of 155 days of extended time. Included in the request to extend this Central Contract - Fixed Amount (CCT) is an increase of 420 hours to cover the continuing work to complete projects predicted by the original scope of services, plus the addition of a new project.

The scope of the "project" for the original EOI included "projects related to improving the energy efficiency in the operation of buildings statewide." The contract's original scope included six projects for which the expertise of the consulting engineer would be required to bring them to conclusion, but assorted changes and delays have resulted in the consumption of the bulk of the original hours. The original negotiated contract scope was only an estimate of the required work by the consulting engineer. Plus, an additional project to resolve long-standing issues of inefficient air conditioning and uncontrolled humidity in the House of Delegates chambers arose just prior to the current Session. The 420 added hours represent, per the vendor's request to extend, augmenting the hours of the original projects and adding an estimated number of hours required to complete all of the projects.

Our agency allowed this contract to end at its original end date while making an effort to complete the projects the services covered using internal resources, but have found that to be very difficult, if not impossible. Hence, the delay in making this request. **No work has been performed by the consulting engineer since 11/30/23**, but now progress on the ongoing projects is stagnating without the support provided by this contract. During the 2024 Legislative Session, work had paused on the active construction projects in the Main Capitol, but now that it is nearing its completion, activity will ramp back up and, without the support provided by this consulting engineer, schedule could be negatively impacted, threatening the continuation of providing adequate HVAC provisioning in the building.

We request an extraordinary extension of this time and the increase in overall contract hours and amount in order to provide continuous support of these projects which

provide an essential service to the Capitol and the Complex. The total amount of the increase in contract value is \$58,800.00 (420 hours at \$140.00, the originally negotiated hourly contract rate), resulting in a new total contract amount of \$204,400.00. This increase represents a roughly 40% increase in costs from the original award, but the original negotiated amount was only an estimate of required services, and the complexities of the work made it difficult to predict exactly what effort would be required. Plus, 100 of the additional estimated hours are for a distinct, new project of critical importance to the Main Capitol.

We believe this will be the only extension and increase required for this contract to complete the originally planned projects. Our Agency is seeking to add a full-time mechanical engineer to its staff through a personnel effort and, if successful, it will eliminate the Agency's need to continue using a procurement solution to address these issues.

If you have any questions or need any additional information, please contact me via email at robert.p.kilpatrick@wv.gov or by phone at (304)352-5491.

Thank you!



Robert P Kilpatrick
Deputy Director, General Services Division

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West Virginia Secretary of State — Online Data Services

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 Servies - Professional, Scientific and Technical Servies - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		Capital Stock
Charter County	Kanawha		Control Number
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

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

Monday, March 11, 2024 — 9:11 AM

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Search



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Select Domain **Entity Information** +

All Entity Information

- Entities
- Disaster Response Registry
- Responsibility / Qualification
- Exclusions

Filter By -

Keyword Search

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

Any Words

All Words

Exact Phrase

x

Entity ▼

Location ▼



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search result?

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: #05 <u>MKPotlery</u> Date: <u>03/11/2024</u> Solicitation No. _____ C/01	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Robert Kilpatrick Requisition No. CCT 0211 GSD2300000008 Change Order 1 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 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 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 checked="" 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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" 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 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: *Melissa K. Pettray, Senior Buyer*