



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

State of West Virginia  
**Contract**

Order Date: 04-08-2024

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>	CCT 0211 4070 GSD2300000008 4	<b>Procurement Folder:</b>	1214357
<b>Document Name:</b>	EOI: Engineering Project Management Advisor Services	<b>Reason for Modification:</b>	Change Order No. 2 - to extend contract
<b>Document Description:</b>	EOI: Engineering Project Management Advisor Services		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-06-01
<b>Free on Board:</b>		<b>Effective End Date:</b>	2024-08-01

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

4 a-24 6 c

<b>Total Order Amount:</b>	\$204,400.00
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Purchasing Division's File Copy

MXP 04/09/2024

<b>PURCHASING DIVISION AUTHORIZATION</b>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>	<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>Tara Hefner 4/9/2024</i>	DATE: <i>John S. Gray</i>	DATE: <i>Dan Oan 4-12-24</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

4/12/2024

**Extended Description:**

Change Order 2

Change Order No. 2 is issued to extend the original contract to August 1, 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 to complete the projects defined in the attached documentation due to material delays in the projects being overseen.

Effective date of change: April 1, 2024

Extend contract From: 5/4/2024  
To: 8/1/2024

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	2024-08-01				

**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 1<sup>st</sup> Avenue  
Charleston, West Virginia 25302

DATE:  
04/01/2024

TO: Department of Administration  
General Services Division  
105 Michigan Avenue  
Charleston, West Virginia  
25302-9123

CUSTOMER ID:  
CCT 0213 4070 GSD2300000008 1

Dear Sir,

I would like to request a ninety (90) day extension to my current contract as requested.

Sincerely,

F. Scott Mason PE



Thank you for your business!

SMC HOME INSPECTIONS LLC | 1010 1<sup>st</sup> AVENUE, CHARLESTON, WV 25302 | PHONE: 304-345-0428  
SCOTT.MASON@SUDDENLINK.NET

**General Services  
Division**

Extension  
approved  
TJF

# Memo

**To:** Melissa Pettrey, Senior Buyer, Purchasing Division  
**From:** James R. Jones, Procurement Administrator *James R Jones*  
**Date:** April 4, 2024  
**Re:** CCT 0211 GSD2300000008: Engineering Project Management Advisor Services -  
Extension Request

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Melissa,

Please accept this memorandum as explanation and justification for our Agency's request to extend the subject contract for 90 days. Delays in equipment deliveries for the projects being administered by this position are resulting in our need to extend the contract. There will be no additional cost associated with this extension request.

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

Thank you!

You are viewing this page over a secure connection. [Click here](#) for more information.

## 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 accuracy of information. However, we make no representation or warranty as to the correctness, 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			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha		<b>Control Number</b>
<b>Charter State</b>	WV		<b>Excess Acres</b>
<b>At Will Term</b>	T		<b>Member Managed</b> MBR
<b>At Will Term Years</b>	20		<b>Par Value</b>
<b>Authorized Shares</b>			<b>Young Entrepreneur</b> Not Specified

## Addresses

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

## Officers

Type	Name/Address
<b>Member</b>	FRED SCOTT 1010 1ST AVE CHARLESTON, WV, 25302
<b>Organizer</b>	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
<b>Date filed</b>

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

Monday, April 8, 2024 — 5:08 PM

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## 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

"smc home inspections llc" 

Entity 

Location 

Status 

Active

Inactive

Reset 



## No matches found

Your search did not return any results for active records.

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

Search inactive

Go back



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>MP/TC</u> Date: <u>4/8/24</u> Solicitation No. <u>CO#1</u> <u>Extend</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: James R Jones Requisition No. <u>CCT GSDa3#08</u> 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 ( <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>	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"/>
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" 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"/> N/A
<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 type="checkbox"/> N/A
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_ 