



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

# State of West Virginia Purchase Order

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Date: 10-06-2022

<b>Order Number:</b>	CPO 0211 4001 GSD2300000005 2	<b>Procurement Folder:</b>	1081287
<b>Document Name:</b>	WV State Capitol Exterior Lighting Upgrades West Lawn	<b>Reason for Modification:</b> Change Order 1 To issue Notice to Proceed.	
<b>Document Description:</b>	WV State Capitol Exterior Lighting Upgrades West Lawn		
<b>Procurement Type:</b>	Central Purchase Order		
<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>	2022-10-07
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2023-04-05

VENDOR			
<b>Vendor Customer Code:</b>	000000204212		
SPECIALTY GROUPS INC PO BOX 96			
BRIDGEPORT	WV	26330	
US			
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>	
<b>Discount Details:</b>			
#	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

DEPARTMENT CONTACT	
<b>Requestor Name:</b>	David K Parsons
<b>Requestor Phone:</b>	304-352-5486
<b>Requestor Email:</b>	david.k.parsons@wv.gov

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

SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

<b>Total Order Amount:</b>	\$799,600.00
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**ENTERED**

10-21-22 BAY

NP 10/20/2022

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara K 10/21/2022*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John D. Gray*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *Melissa Pettrey 10/24/2022*  
 ELECTRONIC SIGNATURE ON FILE

10/24/2022

**Extended Description:**

Change Order 1

To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Term: October 7, 2022 Through April 5, 2023

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151501	0.00000			
Service From	Service To	Manufacturer		0.000000	799600.00
2022-10-07	2023-04-05		Model No		

**Commodity Line Description:** Lighting installation services

**Extended Description:**

Lighting installation services

STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

Mark D. Scott  
Cabinet Secretary

William D. Barry  
Director

October 6, 2022

Specialty Groups Inc  
PO BOX 96  
Bridgeport, WV, 26330

Attn: Mr. Martin,

**NOTICE TO PROCEED**

Per issuance of Purchase Order Number CPO 0211 GSD230000005, this is your notification to commence work on (Friday) October 7th, 2022, to provide all equipment, materials and incidentals for services related to WV Capitol Exterior Lighting Upgrades West Lawn, per the bid requirements, terms, and conditions of CRFQ 0211 GSD2300000013.

Given the contract's terms and conditions, you have One-Hundred and Eighty (180) calendar days from the issuance of the Notice to Proceed, the contract start date is October 7, 2022, and the Final Completion date is April 5, 2023.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5531, or e-mail at [cody.g.taylor@wv.gov](mailto:cody.g.taylor@wv.gov).

Sincerely,



Cody Taylor, Procurement Specialist, GSD