



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: 02-10-2023

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>	CPO 0211 4001 GSD2200000027 4	<b>Procurement Folder:</b>	1017536
<b>Document Name:</b>	Building 1, West Wing Fan Coil Replacement Project - Phase 3	<b>Reason for Modification:</b>	Change Order No 2 To extend the contract.
<b>Document Description:</b>	Building 1, West Wing Fan Coil		
<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>	2022-07-08
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-03-01

VENDOR			DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000174873		<b>Requestor Name:</b>	David K Parsons	
DOUGHERTY CO INC PO BOX 1828			<b>Requestor Phone:</b>	304-352-5486	
CHARLESTON WV 25327-1828 US			<b>Requestor Email:</b>	david.k.parsons@wv.gov	
<b>Vendor Contact Phone:</b>	304-925-6664	<b>Extension:</b>	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>			<b>Discount Days</b>
#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 DIVISION BLDG 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

2-27-23 BAC

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$1,850,000.00
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ENTERED

MCP 02/27/2023

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tanya 2/27/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Beverly Toles 2/28-23</i> ELECTRONIC SIGNATURE ON FILE
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2/28/2023

**Extended Description:**

Change Order

Change Order No. 2 is issued to extend the original contract to March 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 provided to complete the project only.

Effective date of change May 5, 2023.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151206	0.00000		0.000000	1670000.00
Service From	Service To	Manufacturer	Model No		
2022-07-08	2024-03-01				

**Commodity Line Description:** Base Bid

**Extended Description:**

Per attached Project Plans

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151206	0.00000		0.000000	180000.00
Service From	Service To	Manufacturer	Model No		
2022-07-08	2024-03-01				

**Commodity Line Description:** Alternate 1

**Extended Description:**

Per attached Project Plans

# DOUGHERTY COMPANY, INC.

Heating, Ventilating, Plumbing, Piping, Air-Conditioning and Sheet Metal  
**Mechanical Contractors**

P.O. Box 1828 <> Charleston, WV 25327

Contractor License #WV034016

(304) 925-6664 <> FAX (304) 925-4280

CAPITOL FCU PROJECT PHASE 3  
FEBRUARY 8, 2023

This proposal letter is to ask for an extension to our contract on the Phase 3 portion of the Capitol FCU Replacement project. I am requesting this extension due to the delays in shipping and manufacturing of equipment that have held up the Phase 2 portion of this work. We can not move forward with Phase 3 until the equipment and electrical upgrades have been installed on Phase 2. That being said, we are asking for a 302 day extension to the contract which originally ended on May 4, 2023. This puts the new completion date at March 1, 2024. Again, we are thankful for the opportunity to work with you on these projects.

Very truly yours,

**DOUGHERTY COMPANY, INC.**



Tommy Campbell  
Project Manager

# Dougherty Company, Inc.

P.O. Box 1828  
 Charleston, WV 25327  
 (Phone) 304-925-6664  
 (Fax) 304-925-4280

## CHANGE REQUEST BREAKDOWN

**Project Name:** WV Bldg 1 West Wing Fan Coil Replacement

**Job No.:** 23-03

**Date:** 1/26/23

**General Contractor:** Dougherty Company

**Proposal Request #2**

Description and Authorization of Change Request:

Due to lead times and delays in shipping of the equipment on the Phase II portion of the project, we are asking for a contract extension for the Phase III portion of this work. Phase III can not be started until the electrical equipment on Phase II has been relocated and installed. The original completion date for Phase III was May 4th 2023. We are requesting to extend the completion date to March 1st, 2024.

**COST BREAKDOWN**

Description of Item	Labor					Material			Equipment	Sub	Other	Fee	WV State Sales Tax	TOTAL COST
	Qty	Hourly Rate	Fringes	Burden	Cost	Qty	Unit Cost	Cost						
Contract Extension														

Sub Total	
Overhead on Dougherty Company Costs	
Overhead on Subcontractor Costs	
Bond & Insurance Costs	-
B&O Taxes	
Total Amount of Change Order	

Signed: Tommy Campbell

Title: Project Manager

Date: 1/26/23

**DOUGHERTY COMPANY, INC.  
P.O. BOX 1828  
CHARLESTON, WV 25327  
1/25/23**

**WV Building 1 FCU Project  
JOB# 23-03**

**PHASE III**

**Description**

	<b>From</b>	<b>To</b>
Start Demo & Install of FCU Risers	09/04/23	02/15/24
Demo and Install FCU's in Basement	02/15/24	02/29/24
Clean Up and Demobilize	02/29/24	03/04/24

All Conduit feeding FCU units will be roughed in with Phase II work. See Phase II schedule.  
**Riser choices to be coordinated with owner on site.**



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION

Mark D. Scott  
Cabinet Secretary

General Services Division  
State Capitol  
Charleston, West Virginia 25305

Bill Barry  
Director

**MEMORANDUM**

**TO:** Melissa Pettrey, Senior Buyer, WV Purchasing Division  
**FROM:** James Jones, Procurement Administrator, General Services Division  
**DATE:** February 9, 2023  
**REF:** CPO GSD2200000027, Bldg. 1, W. Wing Fan Coil Project, Phase 3

*James R Jones*

Melissa,

Please let this memorandum serve as justification for our request for Change Order # 2 to our contract with Dougherty Co., Inc, for the referenced project. The request for extension of this contract is a result in delays in completion of prior project completion. The vendor is unable to proceed with work prescribed in this contract until such time as specific work has been completed in the Phase 2 project.

The effective date of this extension shall be May 5, 2023, and extend the contract to March 1, 2024.

Please feel free to contact me with any questions, or if you need additional information and/or documentation to process this change order.

Thank you for your time and consideration of this request.