



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: 04-11-2023

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 GSD2300000005 3	<b>Procurement Folder:</b>	1081287
<b>Document Name:</b>	WV State Capitol Exterior Lighting Upgrades West Lawn	<b>Reason for Modification:</b>	Change Order No. 2  To Extend Contract
<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>	2023-10-31

VENDOR		DEPARTMENT CONTACT																					
<b>Vendor Customer Code:</b>	000000204212	<b>Requestor Name:</b>	David K Parsons																				
SPECIALTY GROUPS INC PO BOX 96		<b>Requestor Phone:</b>	304-352-5486																				
BRIDGEPORT WV 26330 US		<b>Requestor Email:</b>	david.k.parsons@wv.gov																				
<b>Vendor Contact Phone:</b>	999-999-9999 Extension:	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION</div>																					
<b>Discount Details:</b>																							
	<table border="1" style="width: 100%;"><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>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		
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#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

4-18-23 Bot

<b>Total Order Amount:</b>	\$799,600.00
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Purchasing Division's File Copy

ENTERED

MKP 04/17/2023

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tanya 4/17/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John D. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Beverly Toler 4/20/23</i> ELECTRONIC SIGNATURE ON FILE
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4/19/2023

**Extended Description:**

Change Order 2

Change Order No.2 is issued to extend the original contract to (October 31, 2023) 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, or for payment purposes) only.

Effective date of change: Immediately

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151501	0.00000		0.000000	799600.00
Service From	Service To	Manufacturer	Model No		
2022-10-07	2023-10-31				

**Commodity Line Description:** Lighting installation services

**Extended Description:**

Lighting installation services



# Document G701<sup>®</sup> - 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> West Virginia State Capitol Exterior Lighting Upgrades - West Lawn Capitol Campus, Charleston WV P.O. # GSD230000005	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: WV PO Date 9.20.22	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 02  Date: 03/22/2023
<b>OWNER:</b> <i>(Name and address)</i> WV General Services Division Capitol Complex Building 4 112 California Avenue Charleston, WV 25305	<b>ARCHITECT:</b> <i>(Name and address)</i> Silling Associates, Inc. 405 Capitol Street, Upper Atrium Charleston, WV 25301	<b>CONTRACTOR:</b> <i>(Name and address)</i> Specialty Group, Inc. P.O. Box 96 Bridgeport, WV 26330

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

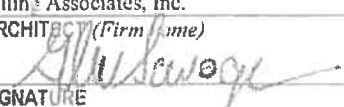
Increase contract time by 180 days.  
See attached detailed request.

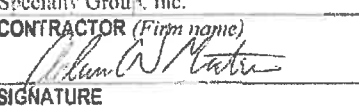
The original Contract Sum was	\$	799,600.00
The net change by previously authorized Change Orders	\$	00
The Contract Sum prior to this Change Order was	\$	799,600.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$	0.00
The new Contract Sum including this Change Order will be	\$	799,600.00

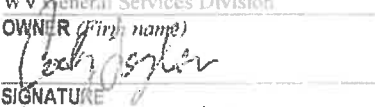
The Contract Time will be increased by one hundred eighty (180) days.  
The new date of Substantial Completion will be October 1, 2023 and Final completion will be October 31, 2023

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

### NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

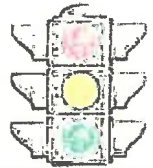
Silling Associates, Inc.  
 ARCHITECT *(Firm name)*  
  
 SIGNATURE  
 Glenn Savage, Construction  
 Administrator  
 PRINTED NAME AND TITLE  
 03/22/2023  
 DATE

Specialty Group, Inc.  
 CONTRACTOR *(Firm name)*  
  
 SIGNATURE  
 Adam Martin Project Manager  
 PRINTED NAME AND TITLE  
 3/31/2023  
 DATE

WV General Services Division  
 OWNER *(Firm name)*  
  
 SIGNATURE  
 Josh Taylor Procurement Specialist  
 PRINTED NAME AND TITLE  
 4/11/23  
 DATE



**Specialty Groups, Inc.**  
**Electrical Division**



**TO:** WV State Capitol General Services Division  
**FROM:** Adam Martin  
**DATE:** March 24, 2024

**RE:** WV State Capitol Exterior Lighting Upgrade – West Lawn  
Contract Extension Request

Specialty Groups, Inc. requests the following contract extension for your approval. We are requesting a contract extension for material engineering delays of at least 180 days.

- Issues with north courtyard flood lights, have caused a stop work on the current West Lawn project.
- Shop drawings for the below grade flood lights have been delayed due to concerns of being weatherproof.

Sincerely,

Adam W. Martin  
Project Manager



WV 005768  
PO Box 96 Bridgeport, WV 26330  
Phone (304) 623-3844 Fax (304) 623-3843  
[www.SpecialtyGroups.com](http://www.SpecialtyGroups.com)  
Equal Opportunity Employer



Approved  
Type 4/14/23

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

Mark D. Scott  
Cabinet Secretary

John McHugh  
Director

**MEMORANDUM**

**To:** Melissa Pettrey, Senior Buyer, State Purchasing Division  
**From:** Cody Taylor, Procurement Specialist, General Services Division  
**Date:** April 4, 2023 *Received 04/11/2023 MF*  
**Ref:** GSD1081287, Change Order #2 Justification



Melissa:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #2 to extend CPO 0211 GSD2300000005, with Specialty Group, Inc., for the WV State Capitol

Lighting Upgrades West Lawn Project, for one hundred and Eighty (180) days, to a new Substantial Completion date of October 1, 2023 (new Final Completion date of October 31, 2023) per the attached documentation and the explanation given below.

We are requesting an extension of one hundred and Eighty days (180), due to engineering delays as well as materials issues. There is no price increase in this change order.

The Agency made the determination that these changes were warranted and approves the contract to be increased as detailed below:

Original Contract Amount	=	\$799,600.00
Change Order #1 (NTP)	=	N/A
Change Order #2 (Extension Only)	=	N/A
Revised Contract Amount	=	\$799,600.00

The net change to-date to this contract, by change order, including this request, is \$0.00, or 0% of the original contract award value.

If you have any questions or need additional information, please contact me via email at [Cody.G.Taylor@wv.gov](mailto:Cody.G.Taylor@wv.gov) or by phone at (304) 352 - 5531.