



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: 01-11-2024

<b>Order Number:</b>	CPO 0211 4001 GSD2200000021 5	<b>Procurement Folder:</b>	1011090
<b>Document Name:</b>	Building 1, West Wing Fan Coil Replacement Project - Phase 2	<b>Reason for Modification:</b>	Change Order 3 To extend and increase the contract
<b>Document Description:</b>	Bldg 1 West Wing Fan Coil Replacement Project		
<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>	2022-05-18
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-02-20

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		<b>Requestor Email:</b>	david.k.parsons@wv.gov
US			
<b>Vendor Contact Phone:</b>	304-925-6664		
<b>Extension:</b>			
<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		

**24**  
 FILE LOCATION \_\_\_\_\_

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

1-17-2466

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$1,048,276.32
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<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tanahe 1/16/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>1/22/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Jan 23-24</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 3 is issued to extend and increase the original contract to February 20, 2024 (60 Days), 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 provide the vendor time for the additional work and delays in Change Order 3.

Effective Date of Increase: December 23, 2023

Extend Contract from December 23, 2023 to February 20, 2024.

Original Contract Price: \$ 896,000.00  
Change Order 2 Increase: \$109,940.96  
Change Order 3 Increase: \$42,335.36  
New Contract Total: \$1,048,276.32

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151206	0.00000		0.000000	896000.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-05-18	2024-02-20				

**Commodity Line Description:** Building 1, West Wing Fan Coil Replacement Project

**Extended Description:**

Per attached Project Plans

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151206	0.00000		0.000000	109940.96
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-05-18	2024-02-20				

**Commodity Line Description:** Building 1, W. Wing Fan Coil - Change Order 2

**Extended Description:**

Change Order 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72151206	0.00000		0.000000	42335.36
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2022-05-18	2024-02-20				

**Commodity Line Description:** Building 1, W. Wing Fan Coil - Change Order 3

**Extended Description:**

Change Order 2

# 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

November 28, 2023

To: Mr. Dave Parsons

Subject: **Capitol FCU Replacement Phase 2 Extension**

This proposal letter is to ask for an extension to our contract for the phase 2 portion of the Fan Coil Replacement Project. We are asking for a 60 day extension due to conflicts with scheduling and coordinating work on other phases that actually affect the timing of Phase 2. The last completion date was set for 12/22/23 and we are asking to extend the contract to 2/20/24. We thank you for your time and efforts that greatly help the outcome of these projects.

Very truly yours,

**DOUGHERTY COMPANY, INC.**



Tommy Campbell  
Project Manager

General Services Division agrees with  
this time extension request.



# 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

December 14, 2023

To: Mr. Dave Parsons

Subject: Capitol FCU Replacement Phase 2 COPR #3

This proposal letter is to identify the work requested by Mr. Parsons, his engineer team, the auditors office, and looked over by Patrick O'Neill to re-route the supply piping feeding the new Liebert Units. As requested we will provide a new hot tap that feeds from the discharge side of the pumps in the basement. We will also add thermometers, gauges, and balance valves to each of the units fed from this header. There are additional costs included in this COPR which will cover additional work to tie in the existing leak detectors to the control system, and add twistlock plugs, raceways, junction boxes and breakers to the Auditors Office in the basement of the West Wing. Thank you for your consideration and assistance with 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

To (A/E): **State of West Virginia**  
**Dave Parsons**

Project Name: **Building #1 Phase II FCU Replacement Project**  
 Job No.: **22-24**  
 Date: **12/13/23**  
 General Contractor: **Dougherty Company, Inc.**

### Proposal Request #5

Description and Authorization of Change Request:

As requested by Mr Parsons, his engineer team, the auditors office and looked over by Patrick O'Neil, this proposal request will cover costs to re-route the supply piping feeding the new Leibert Units. Also as requested by the auditors office we will add thermometers, gauges, and balance valves to each of the Leibert Units. A new hot tap will be provided to feed chilled water from the discharge side of the pumps in the basement. There will be costs from Trane included to tie the leak detectors into the existing communication system, along with costs from Cornerstone to add twistlock plugs, raceways, junction boxes and breakers for the Auditors office in basement of the West Wing.

**COST BREAKDOWN**

Description of Item	Labor					Material			Equipment	Sub	Other	Fee	WV State Sales Tax	TOTAL COST
	Qty	Wages	Frings	Burden	Cost	Qty	Unit Cost	Cost						
Hot Tap Contractor										\$ 4,823.00				\$4,823.00
Electrical Subcontractor										\$3,175.00				\$3,175.00
Controls Contractor										\$975.00				\$975.00
Supervision/Coordination	20	\$960.00	\$483.42	\$303.55	\$1,746.97									\$1,746.97
TAB Agent										\$1,450.00				\$1,450.00
Consumables								\$500.00						\$500.00
Installation/cleanup	120	\$3,916.80	\$2,053.20	\$1,238.49	\$7,208.49			\$8,235.06				\$494.10		\$15,937.66
Insulator										\$7,558.00				\$7,558.00
					\$8,955.46			\$8,735.06		\$17,981.00			\$494.10	

<b>Sub Total</b>	\$36,165.63
<b>Overhead on Dougherty Company Costs</b>	\$2,727.69
<b>Overhead on Subcontractor Costs</b>	\$1,798.10
<b>Bond &amp; Insurance Costs</b>	\$813.83
<b>B&amp;O Taxes</b>	\$830.11
<b>Total Amount of Change Order</b>	\$42,335.36

Signed: Tommy Campbell \_\_\_\_\_

Title: PM \_\_\_\_\_

Date: 12/13/23 \_\_\_\_\_



Quotation

043 HAJOCA CHARLESTON
701 W WASHINGTON ST
CHARLESTON WV 25302-1803
304-344-2556 Fax 304-343-4517

Table with quote details: QUOTE DATE (12/12/23), QUOTE NUMBER (S032613867), QUOTED BY (043 HAJOCA CHARLESTON), and PAGE NO (1 of 2).

Printed : 13:21:16 12 DEC 2023

QUOTE TO:
DOUGHERTY CO
PO BOX 1828
CHARLESTON, WV 25327-1828

SHIP TO:
DOUGHERTY CO
PO BOX 1828
CHARLESTON, WV 25327-1828

304-925-6664

Main quotation table with columns: QUOTED FOR, CUSTOMER PURCHASE ORDER NUMBER, CUSTOMER RELEASE NUMBER, SALES PERSON, QUOTE QTY, DNR PART#, DESCRIPTION, NET PFC, and EXT PFC. Includes items like RW 5800L 4 CI FLG FP LEVER BALL VLV and 4 A53B STD BLK ERW PE STL PIPE.

\*\*\* Continued on Next Page \*\*\*



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Printed : 13:21:16 12 DEC 2023

QUOTE TO:  
DOUGHERTY CO  
PO BOX 1828  
CHARLESTON, WV 25327-1828

SHIP TO:  
DOUGHERTY CO  
PO BOX 1828  
CHARLESTON, WV 25327-1828

304-925-6664

QUOTED FOR	CUSTOMER PURCHASE ORDER NUMBER	CUSTOMER RELEASE NUMBER	SALESPERSON	
TOM	CAPITOL PHASE II CH		House	
WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT ALLOWED
Harley Kessell	WC WILL CALL	2% 10TH PROX NET 25TH	01/26/24	No
QUOTE QTY	DWG PART#	DESCRIPTION	NET PPS	EXT PPS
4ea	1213350	LEGEND 101-008NL P-200 2 PRESS LEGEND-PRESS FORGED BRASS FP BALL VLV LEAD FREE	163.520/ea	654.08
2ea	746751	GRUVLOK 100Z TUBE EXTREME TEMP LUBE TAXES NOT INCLUDED	76.563/ea	153.13
			<b>Subtotal</b>	<b>8235.06</b>
			<b>Bid Total</b>	<b>8235.06</b>

Prices contained in this quote are the prices in effect at the time of quotation, and are subject to change at any time. We are not responsible for inaccurate quantity descriptions. Quantities should be checked against plans and specifications for accuracy. Special order material is non-cancellable. We are not responsible for delays not within our control.

C & T Enterprises  
 P. O. Box 7208  
 Cross Lanes, WV 25356

# Estimate

Date	Estimate #
12/11/2023	349

Name / Address
Dougherty Company, Inc Tom Campbell P.O. Box 1828 Charleston, WV 25327

Project

Description	Qty	Rate	Total
4" Tap on 4" Steel	1	4,550.00	4,550.00T

Please contact Wesley Burns with any questions about quote. Cell:(304)545-5986 wburns96@yahoo.com	<b>Subtotal</b>	\$4,550.00
	<b>Sales Tax (6.0%)</b>	\$273.00
	<b>Total</b>	\$4,823.00





# PROPOSED CHANGE ORDER

DATE:12-11-2023

- PROJECT: WV GSD B1 Phase 2
- MONITORING OF WATER SENSORS IN LIEBERT ROOM

TO: DOUGHERTY  
ATTENTION: TOMMY CAMPBELL

### SCOPE OF WORK #1

This proposed change order is for the addition of 1) UC210e BACnet controller to monitor existing floor water sensor.

#### UC210e. Typical for 1

- Provide and install uc210 controllers with IP communications.
- UC210 enclosure rating
- 24v Power
- The owner is providing the network drops at the Liebert units and water level controller.
- Install 1) relay at the existing water sensor control cabinet.
- Monitor the new relay for alarm status.
- Program alarm in Tracer Ensemble critical alarm class.
- Verify proper operation.

**COMPENSATION-Trane will complete the above-described Scope of Work for the lump sum of \$975.00.**

We look forward to successfully delivering these services to you. Thank you for giving us this opportunity. If you have any questions or concerns, please call me at (423-794-6334).

Best regards,

Proposal accepted:

Authorized by: _____	Date: _____
Title: _____	PO / Contract #: _____

Terms and Conditions of the original agreement between Customer and Trane are incorporated into this Change Order.



Date: December 11, 2023  
Re: WV State Capital Building #1 Fan Coil Project Phase 2  
Charleston, WV  
Change Order: Piping Corrections

We are pleased to quote a firm bid to furnish all labor, material, supervision, tools and equipment for the Mechanical Insulation work on the above referenced job as described below. Price is based on insulating with 2" thick fiberglass pipe covering and white PVC jacketing.

<b>Scope:</b>	4' of 6" Pipe and 1 Tee	
	40' of 4" Pipe, 8 Vic 90s, 4 Vic 45s, and 1 Flanged Valve	
	40' of 2" Pipe, 16 Tee, and 4 Valves	
	<u>PVC Jacketing</u>	<u>\$7,558.00</u>
	<b>Change Order Pricing:</b>	<b>\$7,558.00</b>

**Clarifications:**

- 1) Bid does not include underground, painting, or fire stopping.
- 2) Price is based on working a straight-time, forty hour work week.
- 3) Price includes all Federal, State and Local taxes.
- 4) Contractors License #WV023110
- 5) Bid price is valid for 30 days.

Thank you for the opportunity of quoting this work. If you have any questions or should need further assistance, please do not hesitate to contact me.

Very Truly Yours,

Justin Tackett



WV Contractor No WV056218

Proposal Date: December 11, 2023

(Valid 60 days from above date)

Proposal Amount \$1,450.00

## Testing & Balancing Proposal

Project Information **WV Capitol Liebert Unit Balance**  
 Charleston, WV

We are pleased to present you our proposal for the testing, adjusting and balancing of the project listed above. HABCO uses the standards and procedures as set forth by the Testing, Adjusting and Balancing Bureau (TABB) and SMACNA. The following pricing is based on contract documents dated : Via Phone Conversation

Scope of Work: 4 Liebert Units w/4 Coils

Base Proposal	\$1,450.00
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<b>Break-Out Pricing</b>
None

**Exclusions and Additions:**

Access to roof and equipment above 10' is the responsibility of others. Sheaves, belts, scaffold and lifts are excluded. HABCO has some controls programs but not all. We may require assistance or access to some control systems and is not included in this proposal. Additional trips due to down equipment, incomplete systems, filtration, incomplete controls systems and changes to the system that differ from the drawing date above shall be charged at the daily rate and travel expense for these trips.

If this proposal is accepted, there will be an equipment checklist provided upon receipt of a PO to ensure that all systems are ready for balancing to begin. This is to keep added fees to you at a minimum.

Payments: All invoicing is required to be paid net 30 days from the date the invoice was sent. On smaller projects, invoices may be sent upon starting the project. Discounts are available. Please correspond for further information.

This project qualifies for up to 5% off for same day payments.

**Acceptance:**

To accept this proposal, you have **60 days** from the date listed in the top right of this form. Please fill the following data in and return to habco@mail.com or attach this proposal to any sub-contract you may use. Updated pricing request required if this proposal is more than 60 days old. All submittals, up to date drawings and sketches required when accepted.

Company Information	
Name:	
Address	
Email for invoicing:	

\_\_\_\_\_  
 Authorizing Representative

\_\_\_\_\_  
 Purchase Order No.

# Cornerstone Electric LLC

1956 Lens Creek Road  
Hernshaw, WV 25107

WV040693

Office 304-949-9550  
Fax 304-949-9552

December 12, 2023

## Electrical Proposal Change Order

Attention: Tommy Campbell  
Dougherty Company

Regarding: Capital CO  
Auditor's Office

Mr. Campbell,

It is our privilege to offer you the following electrical proposal:

### **Proposal Includes:**

Labor, Materials & Equipment for the electrical portion of the change order request.

- Installation of (2) Twist-lock Receptacles
  - Raceway, Junction Boxes, Conductors, Final Connections
  - (2) Breakers
- Intercept electrical feed for shredder
  - Raceway, Junction Boxes, Conductors, Final Connections
  - (1) Breaker

### **Proposal Excludes:**

Unforeseen Conditions

Electrical ..... \$ 3,175.00

***Proposal is valid for a period of 30 days.***

We thank you for this opportunity and look forward to working with you.

**David A. Peters**

The STONE that the builders rejected has now become the CORNERSTONE.  
Psalm 118:22

# INCREASE PENALTY RIDER

BOND AMOUNT \$1,005,940.96 BOND NO. 219786K

To be attached and form a part of Bond No. 219786K dated the 13th Day of April, 2022, executed by Ohio Farmers Insurance Company as surety, on behalf of Dougherty Company, Inc. as current principal of record, and in favor of State of West Virginia Department of Administration Purchasing Division, as Obligee for CRFQ GSD220000036- Bldg 1 West Wing Fan Coil Replacement Project-Phase 2 - According to Plans & Specifications, and in the amount of One Million Five Thousand Nine Hundred Forty Dollars and 96/100 (\$1,005,940.96).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Ohio Farmers Insurance Company hereby consents that effective from the 14th Day of December, 2023, said bond shall be amended as follows:

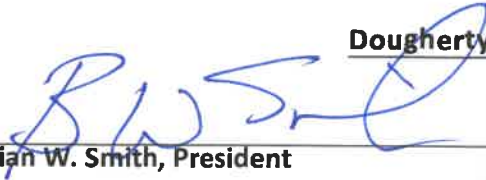
THE BOND PENALTY SHALL BE INCREASED:


FROM: One Million Five Thousand Nine Hundred Forty Dollars and 96/100 (\$1,005,940.96)

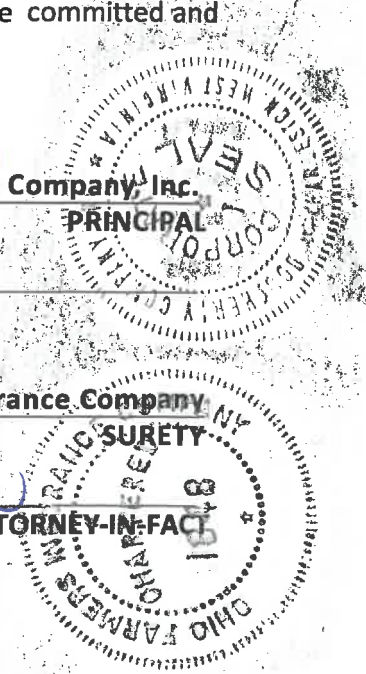
TO: One Million Forty Eight Thousand Two Hundred Seventy Six Dollars and 32/100 (\$1,048,276.32)

The INCREASE of said bond penalty shall be effective as of the 14th Day of December, 2023, and does hereby agree that the continuity of protection under said bond subject to changes in penalty shall not be impaired hereby, provided that the aggregate liability of the above mentioned bond shall not exceed the amount of liability assumed by it at the time the act and/or acts of default were committed and in no event shall such liability be cumulative.

Signed, sealed and dated this 14th Day of December, 2023

BY   
Brian W. Smith, President  
Dougherty Company, Inc.  
PRINCIPAL

BY   
Kimberly J. Wilkinson, WV Resident Agent, ATTORNEY-IN-FACT  
Ohio Farmers Insurance Company  
SURETY

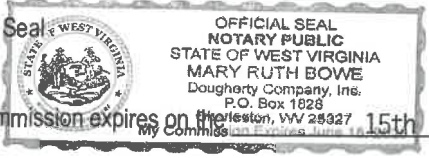
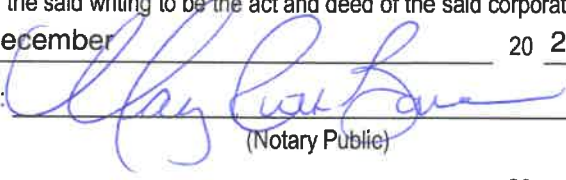


# ACKNOWLEDGMENTS


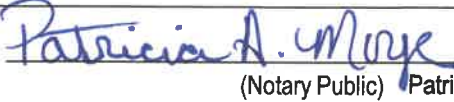
## Acknowledgment by Principal if individual or Partnership

1. STATE OF \_\_\_\_\_  
2. County of \_\_\_\_\_ to-wit:  
3. I, \_\_\_\_\_, a Notary Public in and for the  
4. county and state aforesaid, do hereby certify that \_\_\_\_\_  
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.  
5. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
6. Notary Seal \_\_\_\_\_ 7: \_\_\_\_\_  
(Notary Public)  
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## Acknowledgment by Principal if Corporation

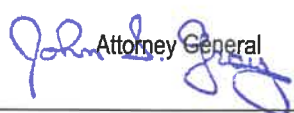
9. STATE OF West Virginia  
10. County of Kanawha to-wit:  
11. I, Mary Ruth Bowe, a Notary Public in and for the  
12. county and state aforesaid, do hereby certify that Brian W. Smith  
13. who as, President signed the foregoing writing for  
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.  
15. Given under my hand this 14th day of December 20 23  
16. Notary Seal  17:  (Notary Public)  
18. My commission expires on the \_\_\_\_\_ day of JUNE 20 25

## Acknowledgment by Surety

19. STATE OF West Virginia  
20. County of Kanawha to-wit:  
21. I, Patricia A. Moyo, a Notary Public in and for the  
22. county and state aforesaid, do hereby certify that Kimberly J. Wilkinson  
23. who as, Attorney-in-fact and WV Resident Agent signed the foregoing writing for  
24. Ohio Farmers Insurance Company a corporation,  
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.  
25. Given under my hand this 14th day of December 20 23  
26. Notary Seal  27:  (Notary Public) Patricia A. Moyo  
28. My commission expires on the \_\_\_\_\_ day of May 20 28

Sufficiency in Form and Manner  
of Execution Approved

This 22nd day of January 20 24

By:  Attorney General  
(Deputy Attorney General)

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 10/03/22, FOR ANY PERSON OR PERSONS NAMED BELOW.

POWER NO. 4752152 06

General Power of Attorney

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint GREGORY T. GORDON, KIMBERLY J. WILKINSON, PATRICIA A. MOYE, JEREMY B. STANLEY, TERRI L. DODRILL, JOINTLY OR SEVERALLY

of CHARLESTON and State of WV its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship in any penal limit.

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact. may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 03rd day of OCTOBER A.D., 2022 .

Corporate Seals Affixed



WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

[Handwritten signature]

By: Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio County of Medina ss.:

On this 03rd day of OCTOBER A.D., 2022 , before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



[Handwritten signature of David A. Kotnik]

State of Ohio County of Medina ss.:

David A. Kotnik, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 14th day of December A.D., 2023



[Handwritten signature of Frank A. Carrino]

Frank A. Carrino, Secretary

APPROVED  
1/5/24  
*[Signature]*



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

Mark D. Scott  
Cabinet Secretary

John K. McHugh  
Director

**MEMORANDUM**

**To:** Melissa Pettrey, Senior Buyer, State Purchasing Division

**From:** Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*

**Date:** December 14, 2023

**Ref:** Change Order # – CPO 0211 GSD2200000021 – Building 1 West Wing Fan Coil Replacement Project – Phase 2

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#3) to our contract (CPO 0211 GSD2200000021) with Dougherty Company, INC. for Building 1 West Wing Fan Coil Replacement Project – Phase 2. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$42,335.36, to cover a hot tap which will allow for chilled water from the discharge side of the chilled water pumps. This hot tap was let off the initial design (design oversight by the Agency). Without this tap, there will be inadequate cooling to the Auditors Office server room, not correcting this will cause a failure in the server rooms equipment which risks shutting down WV Oasis. This is along with CO#2 increase to the total of the contract by 17% (Change order 2 accounts for 12% of the total change. This change order would account for an additional 4%).

We are also asking to extend the contract sixty (60) days until February 20, 2024 to give additional time for the above and for additional time that was needed due to delays with coordination of access to workspaces by the tenant (WV Auditors Office).

Original Contract Award Amount =	\$896,000.00
Change Order #1 NTP =	\$0.00
Change Order #2 Increase =	\$109,940.96
Change Order #3 Increase =	\$42,335.36
New Contract Amount =	\$1,048,276.32

Please make this increase effective immediately.



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.

Telephone: (304) 558-2317

**E.E.O./AFFIRMATIVE ACTION EMPLOYER**

Fax: (304) 558-2334

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>31 - M. Petrey</u> Date: <u>12/12/2023</u>  Solicitation No. _____  C/O 3	Agency: General Services Division Procurement Officer Submitting Requisition: James Jones Requisition No. _____ PF No.: 1011090
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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input 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 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 checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<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: Melissa K. Pittney, Senior Buyer