



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: 02-29-2024

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

Order Number:	CPO 0211 4001 GSD2200000027 6	Procurement Folder:	1017536
Document Name:	Building 1, West Wing Fan Coil Replacement Project - Phase 3	Reason for Modification:	Change Order No. 4 - to extend the contract.
Document Description:	Building 1, West Wing Fan Coil		
Procurement Type:	Central Purchase Order		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-07-08
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-05-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000174873	Requestor Name:	David K Parsons
DOUGHERTY CO INC PO BOX 1828		Requestor Phone:	304-352-5486
CHARLESTON WV 25327-1828		Requestor Email:	david.k.parsons@wv.gov
US			
Vendor Contact Phone:	304-925-6664	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#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

3-1-24 66

Total Order Amount: \$1,864,952.64

Purchasing Division's File Copy

MKP 02/29/2024

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara K...</i> 2/29/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>John S. Gray</i> 3-13-24 ELECTRONIC SIGNATURE ON FILE
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3/12/2024

Extended Description:

Change Order

Change Order No. 4 - To extend the original contract according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders, to allow for completion of the contract, per the attached documentation.

No change in contract total.

Effective date of change: 02/09/2024

Effective date of extension 03/02/2024 through 05/30/2024

All provisions of the original Contract and subsequent change orders not modified herein shall remain in full force and effect.

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	2024-05-30				

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	2024-05-30				

Commodity Line Description: Alternate 1

Extended Description:

Per attached Project Plans

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72151206	0.00000		0.000000	14952.64
Service From	Service To	Manufacturer		Model No	
2022-07-08	2024-05-30				

Commodity Line Description: Change Order 3

Extended Description:

Change Order 3

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

February 9th 2024

To: Mr. Dave Parsons

Subject: Capitol FCU Replacement Phase 3 Extension

This proposal letter is to request an extension to our contract for the phase 3 portion of the Fan Coil Replacement Project. We are asking for a 90 day extension due to delays with scheduling and coordinating work in the office spaces of the legislative session members. We will have to wait for the end of session to complete several of the items remaining on this project. The last completion date was set for 3/1/2024 and we are asking to extend the contract to 5/30/2024. We thank you for your time and consideration.

Very truly yours,

DOUGHERTY COMPANY, INC.



Tommy Campbell
Project Manager



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, WV Purchasing Division
FROM: James R. Jones, Procurement Administrator, General Services Division *James R Jones*
DATE: February 9, 2024
REF: CPO GSD2200000027, Bldg. 1 W. Wing Fan Coil Project, Phase 3, CO 4

Melissa,

Please let this memorandum ser as justification for our Change Order #4 request to our contract with Dougherty Co., Inc. This request is for a time extension of 90 days, as a result of delays with scheduling work to be completed during the current legislative session. This will extend the current contract to May 30, 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.

*Extension
approved
JH*

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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 the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

DOUGHERTY COMPANY, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	4/30/2002		4/30/2002	Domestic	Profit				

Organization Information									
Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)			Capital Stock	5000.0000				
Charter County	Kanawha			Control Number	47562				
Charter State	WV			Excess Acres					
At Will Term				Member Managed					
At Will Term Years				Par Value	1.000000				
Authorized Shares	5000			Young Entrepreneur	Not Specified				

Addresses	
Type	Address
Mailing Address	P. O. BOX 1828 CHARLESTON, WV, 25327 USA
Mailing Address	S.M. BOWLING PO BOX 1828 CHARLESTON, WV, 25327 USA
Notice of Process Address	BRIAN W. SMITH P.O. BOX 1828 CHARLESTON, WV, 25327
Principal Office Address	600 50TH STREET SE CHARLESTON, WV, 25304

	USA
Type	Address

Officers	
Type	Name/Address
Director	BRIAN W SMITH 1417 GRASSLICK ROAD RIPLEY, WV, 25271
Director	ERIC M SMITH 10 RALEIGH PLACE CROSS LANES, WV, 25313
Incorporator	S.M. BOWLING PO BOX 1828 CHARLESTON, WV, 25327 USA
President	BRIAN W. SMITH 1417 GRASSLICK ROAD RIPLEY, WV, 25271
Secretary	MARY R. BOWE 5807 CAMPBELL'S CREEK DRIVE CHARLESTON, WV, 25306
Type	Name/Address

Annual Reports	
Filed For	
2023	
2022	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 29, 2024 — 11:18 AM

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Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"dougherty company inc" ×

Entity ▼

Location ▼

Status ▲

Active

Inactive

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No matches found

Your search did not return any results for active records.

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>OS/MP</u> Date: <u>2/29/24</u> Solicitation No. <u>CO# 4</u> <u>Extend contract 90</u> <u>days</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1017536
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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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> N/A
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> ✓
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> N/A
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ✓ N/A
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ✓
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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: _____

Tara Ye