



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: 03-20-2024

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 GSD2300000005 5	Procurement Folder:	1081287
Document Name:	WV State Capitol Exterior Lighting Upgrades West Lawn	Reason for Modification:	Change Order 4 To extend contract.
Document Description:	WV State Capitol Exterior Lighting Upgrades West Lawn		
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:	2022-10-07
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-05-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000204212			Requestor Name:	David K Parsons
SPECIALTY GROUPS INC				Requestor Phone:	304-352-5486
PO BOX 96				Requestor Email:	david.k.parsons@wv.gov
BRIDGEPORT	WV	26330		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION</div>	
US					
Vendor Contact Phone:	999-999-9999	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#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

2-21-24 66

Total Order Amount:	\$1,186,600.00
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Purchasing Division's File Copy

MRP 03/20/2024

PURCHASING DIVISION AUTHORIZATION DATE: <i>1/24/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>3/21/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>3-21-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 4 is issued to extend the original contract to May 30, 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 provide the vendor time to complete work in as a result of delays from a separate project.

Effective Date of Change: March 1, 2024

Extend Contract from March 3, 2024 to May 30, 2024.

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	2024-05-30				

Commodity Line Description: Lighting installation services

Extended Description:

Lighting installation services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151501	0.00000		0.000000	387000.00
Service From	Service To	Manufacturer		Model No	
2022-10-07	2024-05-30				

Commodity Line Description: Change Order 3

Extended Description:

Lighting installation services



Specialty Groups, Inc.
Electrical Division



TO: WV State Capitol General Services Division
FROM: Adam Martin
DATE: February 29, 2024

RE: WV State Capitol Exterior Lighting Upgrade – West Lawn
Contract Extension Request 2

Specialty Groups, Inc. requests the following contract extension for your approval. We are requesting a contract extension due to a conflicting project delays of 90 days.

- The roof access tunnel construction has inhibited progress on the drainage and lighting installation.

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
Equal Opportunity Employer





Approved
3/20/24

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: James R. Jones, Procurement Administrator, General Services Division *James R Jones*

Date: March 1, 2024

Ref: GSD1081287, Change Order #4 Justification

Melissa:

Please allow this memorandum to serve as written explanation and justification for our request for Change Order #4 to extend CPO 0211 GSD2300000005, with Specialty Group, Inc., for the WV State Capitol Lighting Upgrades West Lawn Project, for ninety (90) days, to a new Substantial Completion date of April 30, 2024 (new Final Completion date of May 30, 2024) per the attached documentation and the explanation given below.

We are requesting an extension of ninety (90) days, due to the delays caused by the Crossover Project of the Legislature.

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

If you have any questions or need additional information, please contact me via email at James.R.Jones@wv.gov or by phone at (304) 352-5517.

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West Virginia Secretary of State — Online Data Services

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.

SPECIALTY GROUPS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/7/1981		5/7/1981	Domestic	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	Capital Stock	10000.0000
Charter County	Harrison	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	10000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	10771 BUCKHANNON PIKE LOST CREEK, WV, 26385
Mailing Address	PO BOX 96 BRIDGEPORT, WV, 26330 USA
Notice of Process Address	JAMES E. HERRON P. O. BOX 96 BRIDGEPORT, WV, 26330
Principal Office Address	10771 BUCKHANNON PIKE LOST CREEK, WV, 26385 USA
Type	Address

Officers	
Type	Name/Address
Director	JAMES E. HERRON P.O. BOX 96 BRIDGEPORT, WV, 26330
Incorporator	JAMES E. HERRON PO BOX 96 BRIDGEPORT, WV, 26330 USA
President	JAMES E. HERRON P. O. BOX 96 BRIDGEPORT, WV, 26330
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
ADVANCED COATINGS	TRADENAME	4/21/1993	
SPECIALTY PAINTING SYSTEMS	TRADENAME	4/21/1993	
SPECIALTY SUPPLY AND EQUIPMENT	TRADENAME	8/4/1999	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
4/19/1993	CHANGE OF NAME FROM CLARKSBURG JIMBO & ASSOCIATES, INC. TO SPECIALTY GROUPS, INC.

Date

Amendment

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

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2012

2011

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2009

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1998

Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, March 20, 2024 — 3:40 PM

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Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"specialty groups inc" ×

Entity ▼

Location ▼

Status ▲

- Active
- Inactive

Reset 



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?

Search inactive

Go back

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>MP HL</u> Date: <u>3/20/24</u> Solicitation No. <u>CCT#4 extend</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1081287
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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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 checked="" type="checkbox"/> n/a extend
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 checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: Tanya