



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: 05-29-2024

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 GSD2300000019 6	Procurement Folder: 1195851
Document Name: Building 1, East Wing Fan Coil Replacement Project - Phase 4	Reason for Modification: Change Order 4 - to extend the contract
Document Description: Building 1, East Wing Fan Coil Replacement Project - Phase 4	
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: 2023-06-09
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2024-12-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000174873 DOUGHERTY CO INC PO BOX 1828 CHARLESTON WV 25327-1828 US Vendor Contact Phone: 304-925-6664 Extension: Discount Details: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <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			Requestor Name: David K Parsons Requestor Phone: 304-352-5486 Requestor Email: david.k.parsons@wv.gov <div style="text-align: center; font-size: 2em; font-weight: bold; margin: 20px 0;">24</div> <div style="text-align: center; font-weight: bold;">FILE LOCATION _____</div>
#	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

5362466

Purchasing Division's File Copy

Total Order Amount:	\$4,660,170.57
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mep 05/30/2024

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>Tara H 5/30/24</i>	DATE: <i>John & Jay 5/31/2024</i>	DATE: <i>Don Van 5-31-24</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order.

Change Order No.4 is issued to extend the original contract to December 31,2024 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 allow for extended manufacture timeline for required equipment to complete the project.

Effective date of change: 04/30/2024

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151206	0.00000		0.000000	4442000.00
Service From	Service To	Manufacturer		Model No	
2023-06-09	2024-12-31				

Commodity Line Description: HVAC heating system construction service

Extended Description:

Per attached Project Plans, see Exhibit A Pricing Page, Base Bid

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151206	0.00000		0.000000	172383.12
Service From	Service To	Manufacturer		Model No	
2023-06-09	2024-12-31				

Commodity Line Description: Change Order 2

Extended Description:

Per attached Project Plans, see Exhibit A Pricing Page, Base Bid

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72151206	0.00000		0.000000	45787.45
Service From	Service To	Manufacturer		Model No	
2023-06-09	2024-12-31				

Commodity Line Description: Change Order 3

Extended Description:

Per attached Project Plans, see Exhibit A Pricing Page, Base Bid

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

April 30th 2024

To: Mr. Dave Parsons

Subject: **Capitol FCU Replacement Phase 4 Extension**

This proposal letter is to request an extension to our contract for the phase 4 portion of the Fan Coil Replacement Project. We are asking for a 206 day extension due to delays with manufacturing and shipping of the electrical switch gear. The last couple of updates from the manufacturer have consistently shown a delivery date of July. The original completion date for this phase was 6/8/24 and we are requesting a new completion date of 12/31/24. We feel that if the gear arrives as scheduled this is ample time for us to complete the installation of the fan coils on this project. 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, State Purchasing Division

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

Date: May 17, 2024

Ref: Change Order # 4 – CPO 0211 GSD2300000019 – Bldg. 1 E. Wing Fan Coil Replacement Project – Phase 4

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order #4 to our contract (CPO 0211 GSD2300000019) with Dougherty Company, INC. for Building 1 East Wing Fan Coil Replacement Project – Phase 4. Due to manufacturing delays for electrical switchgear included in this project, we are in agreement to allow for an extension of 206 days. The new end date for this project will be December 31, 2024.

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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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	<input type="checkbox"/> Close
At Will Term Years		Pa	
Authorized Shares	5000	Y Entr	Hi, I'm SOLO I'm here to help you launch your new LLC.

Addresses

Type	Address
Mailing Address	S.M. BOWLING PO BOX 1828 CHARLESTON, WV, 25327 USA
Mailing Address	P. O. BOX 1828 CHARLESTON, WV, 25327
Notice of Process Address	BRIAN W. SMITH P.O. BOX 1828 CHARLESTON, WV, 25327
Principal Office Address	600 50TH STREET SE CHARLESTON, WV, 25304
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
Vice-President	ERIC M. SMITH 10 RALEIGH PLACE CROSS LANES, WV, 25313
Type	Name/Address

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

Wednesday, May 29, 2024 — 3:44 PM

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

Simple Search

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>MPH</u> Date: <u>5/29/20</u> Solicitation No. <u>C0# 4</u> <u>Extend</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. <u>CPO ASD 23 # 19</u> PF No.: 1017536 <u>1195851</u>
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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 checked="" type="checkbox"/> <i>ahs</i>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <i>ah</i>
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: *Tung*