



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: 03-21-2025

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 GSD2500000004 4	Change Order No:	Procurement Folder:	1422793
Document Name:	WV State Capitol Exterior Lighting (Phase 3)		Reason for Modification: Change Order No. 3 - To Increase and Extend Contract per the attached documentation.	
Document Description:	WV State Capitol Exterior Lighting (Phase 3)			
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:	2024-09-16
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	2025-12-11

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204212 SPECIALTY GROUPS INC PO BOX 96  BRIDGEPORT WV 26330 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><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  <b>2025</b> FILE LOCATION _____
	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

CR 3-25-25

Total Order Amount: \$7,217,379.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 3/24/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 4/1/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 4-1-25 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 December 11, 2025 (7 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.

Effective Date of Increase: 1/29/2025

Extend Contract from 12/05/2025 to 12/11/2025

Original Contract Price: \$7,187,379.00

Change Order 3 (Increase): \$30,000.00

New Contract Total: \$7,217,379.00

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151501	0.00000		0.000000	7187379.00
Service From		Service To	Manufacturer	Model No	
2024-09-16		2025-12-11			

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	30000.00
Service From		Service To	Manufacturer	Model No	
2024-09-16		2025-12-11			

Commodity Line Description: Change Order 3

**Extended Description:**

Lighting installation services



# Document G701 - 2017

## Change Order

<b>PROJECT: (Name and address)</b> West Virginia Capitol Exterior Lighting Upgrades - Phase 3 Capitol Campus Charleston WV PO # GSD2500000004 1	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: WV PO Date 08-21-2024	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 003  Date: 01-22-2025
<b>OWNER: (Name and address)</b> West Virginia Department of Administration - General Services Division Capitol Complex Building 4 112 California Avenue Charleston, WV 25305	<b>ARCHITECT: (Name and address)</b> Silling Associates, Inc.  405 Capitol Street, Upper Atrium Charleston, WV 25301	<b>CONTRACTOR: (Name and address)</b> 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.)

Provide all labor, material and equipment to furnish and install three Lutron QP3 panels \$30,000

Increase contract time by seven (7) days.

See attached detailed request.

The original Contract Sum was	\$ 7,187,379.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 7,187,379.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 30,000.00
The new Contract Sum including this Change Order will be	\$ 7,217,379.00

The Contract Time will be increased by Seven ( 7 ) days.

The new date of Substantial Completion will be 11-11-2025. Final completion December 11, 2025.

### 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.

  
ARCHITECT (Signature)

BY: Glenn Savage, Construction  
Administrator - Silling Associates, Inc.  
(Printed name, title, and license  
number if required)

JAN 27, 2025  
Date

  
CONTRACTOR (Signature)

BY: Specialty Group, Inc.  
(Printed name and title)

1-27-2025  
Date

  
OWNER (Signature)

BY: WV General Services Division  
(Printed name and title)

3-13-25  
Date



t (304) 346-0585  
e info@silling.com  
w silling.com

January 22, 2025

Mr. Dave Parsons  
WV General Services  
[David.K.Parsons@wv.gov](mailto:David.K.Parsons@wv.gov)

Re: WV Capitol Campus Lighting Phase 3  
Change order for SGI

Dear Mr. Parsons:

Attached is change order No3 for the WV Capitol Lighting PH-3 project. We recommend approval of the change order based on the following.

The contractor (SGI) questioned if the new Lutron QSN panels in Buildings 3, 7, and 9 would need to be hard-wired back to the main Quantum Hub panel in Building 1. The QSN panels provide the DALI control of the pedestrian lights in the area. The drawings show the QSN panels connected to the local network in each building, with the intent of using the campus network to connect them back to the main Quantum Hub. SGI reached out to Lutron locally about 2 weeks ago and did not hear back from them.

Our electrical consultant contacted their local Lutron rep, who has significant expertise in their systems. They stated the QSN panels themselves are not capable of communicating to the main panel without a hard-wire connection. The distance between buildings these panels are installed in is too far for a hard-wire connection.

In order to use the campus local network, we would need to add a QP3 panel in each of those buildings. The QP3 would connect to the local network in the building and have an IP address assigned, which would allow the Quantum Hub in Building 1 to see it and pull it into the overall control system. The Lutron rep stated we would need three QP3 panels, one each for Buildings 3, 7, and 9.

Please contact me if you have any questions.

Sincerely,

Glenn Savage | Associate AIA | CSI-CDT  
Contract Administrator  
Silling Architects

Silling Architects, Inc.  
405 Capitol Street Upper Atrium  
Charleston, WV 25301



## Specialty Groups, Inc.

Electrical Division



FROM: Adam Martin x309

DATE: January 16, 2024

RE: West Virginia State Capitol Exterior Lighting Phase 3  
Additional QP3 Lutron Panels Change Order Request Rev 1

Specialty Groups, Inc. will supply all material, labor, and equipment to install 3 additional Lutron QP3 Panels in Building 6, 3, and 9 to allow local network connectivity and control of light poles. This pricing includes the panel as well as site programming time by Lutron for each building. We will also have installation time and materials to connect the panels to the network points. We are requesting a contract extension of 7 days to allow for added labor time.

Our price for this work is as follows:

Line No.	Item ID & Description	Qty	Unit	Unit Price	Bid Amount
	QP3 Panel Procurement and Install	3	EA		
	Lutron Panel	3	EA	\$ 4,000.00	\$ 12,000.00
	Lutron Programming	3	EA	\$ 2,000.00	\$ 6,000.00
	Installation Labor and Material	3	EA	\$ 4,000.00	\$ 12,000.00
				<b>Total</b>	<b>\$ 30,000.00</b>

Specialty Groups, Inc. quote and the American Subcontractors Association "Addendum to Subcontract" shall be incorporated into the contract documents and their terms and conditions shall take precedence should an award be made.

Thank you for considering our quote for this work. Should you need our scope of work changed please allow us the consideration to re-price the work. If you have any questions or need additional information, please feel free to call me anytime.

Sincerely,

Adam Martin  
Estimator / Sr. 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



## Glenn Savage

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**Subject:** FW: WV State Capitol Phase 3 - additional Lutron panels for remote buildings  
**Attachments:** Change Order Request - QP3 Panels Rev1.pdf

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**From:** Glenn Savage <[gsavage@silling.com](mailto:gsavage@silling.com)>  
**Sent:** Thursday, January 9, 2025 9:16 AM  
**To:** Parsons, David K <[david.k.parsons@wv.gov](mailto:david.k.parsons@wv.gov)>; Adam Martin <[AMartin@SGIWV.com](mailto:AMartin@SGIWV.com)>; Jody Driggs <[jdriggs@silling.com](mailto:jdriggs@silling.com)>  
**Cc:** Mike Eads <[MEads@SGIWV.com](mailto:MEads@SGIWV.com)>  
**Subject:** RE: WV State Capitol Phase 3 - additional Lutron panels for remote buildings

Dave

This is the explanation from Caleb when we asked SGI for pricing in November.

Is it sufficient?

Also I'll get with Randy on the Veterans Memorial issue.

To summarize Mike Ead's question: he was wondering if the new Lutron QSN panels in Buildings 3, 7, and 9 would need to be hard-wired back to the main Quantum Hub panel in Building 1. The QSN panels provide the DALI control to the pedestrian lights in the area. The drawings show the QSN panels connected to the local network in each building, with the intent of using the campus network to connect them back to the main Quantum Hub. Mike reached out to Lutron locally about 2 weeks ago and has not heard back from them yet.

I spoke to my local Lutron rep, who has a lot of expertise in their systems. He said that the QSN panels themselves are not capable of communicating to the main panel without a hard-wire connection. The buildings these are installed in are too far for a hard-wire connection.

In order to use the campus local network, we would need to add a QP3 panel (attached) in each of those buildings. The QP3 would connect to the local network in the building and have an IP addressed assigned, which would allow the Quantum Hub in Building 1 to see it and pull it into the overall control system. My rep estimated the QP3 panel cost at around \$2700. We would need three – one each for Buildings 3, 7, and 9.

Glenn Savage  
Construction Administrator



405 Capitol Street | Upper Atrium  
Charleston, WV 25301  
Office (304) 346-0565  
Direct (304) 721-4604  
Mobile (304) 541-8365



11/11/24



*This e-mail (including any attachments) is confidential and may be legally privileged. If you are not an intended recipient or an authorized representative of an intended recipient, you are prohibited from using, copying or distributing the information in this e-mail or its attachments. If you have received this e-mail in error, please notify the sender immediately by return e-mail and delete all copies of this message and any attachments.*

**From:** Parsons, David K <[david.k.parsons@wv.gov](mailto:david.k.parsons@wv.gov)>  
**Sent:** Thursday, January 9, 2025 8:47 AM  
**To:** Adam Martin <[AMartin@sgiwv.com](mailto:AMartin@sgiwv.com)>; Jody Driggs <[jdriggs@silling.com](mailto:jdriggs@silling.com)>  
**Cc:** Glenn Savage <[gsavage@silling.com](mailto:gsavage@silling.com)>; Mike Eads <[MEads@sgiwv.com](mailto:MEads@sgiwv.com)>  
**Subject:** Re: WV State Capitol Phase 3 - additional Lutron panels for remote buildings

Glenn: I will need an explanation as to why this was not included in the design documents (SBM) and what event/discovery leads to this now? Justification.

Also: I halted the installation of the last pole nearest the Veteran's memorial due to concerns of light bleed over onto the memorial which may impact the lighting effects on that monument. Randy should have a light dispersion simulation for that area on that fixture to see the impact. It is a lot closer than the nearest pole and may have to be a scope deduction. Adam should prepare this with and pending CO also and the Lutron controller amounts will need further breakdown of costs and include the line item on his schedule. Asking for 7 days is a bit early on a project 11 month's from completion

On Thu, Jan 9, 2025 at 7:41 AM Adam Martin <[AMartin@sgiwv.com](mailto:AMartin@sgiwv.com)> wrote:

Glenn,

Please see attached change order request for the QP3 Panels. This includes the Lutron site programming and our install as well.

Thanks,

**Adam Martin**

**Sr. Project Manager**

Specialty Groups, Inc.

PO Box 96

Bridgeport, WV 26330

P:304-623-3844 x309

C:304-516-3396

F:304-623-3843

## INCREASE PENALTY RIDER

Change order number: 2 BOND AMOUNT \$7,187,379.00 BOND NO. 9420296

To be attached and form a part of Bond No. 9420296 dated the 5th Day of August, 2024, executed by Fidelity and Deposit Company of Maryland as surety, on behalf of Specialty Groups, Inc. as current principal of record, and in favor of State of West Virginia Department of Administration Purchasing Division, as Obligee for WV State Capitol Exterior Lighting Upgrades (Phase 3) PO# GSD2500000004 1 - According to Plans and Specifications Increase of \$30,000.00, and in the amount of Seven Million One Hundred Eighty Seven Thousand Three Hundred Seventy Nine Dollars and 00/100 (\$7,187,379.00).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Fidelity and Deposit Company of Maryland hereby consents that effective from the 22nd Day of January, 2025, said bond shall be amended as follows:

### THE BOND PENALTY SHALL BE INCREASED:

FROM: Seven Million One Hundred Eighty Seven Thousand Three Hundred Seventy Nine Dollars and 00/100 (\$7,187,379.00)

TO: Seven Million Two Hundred Seventeen Thousand Three Hundred Seventy Nine Dollars and 00/100 (\$7,217,379.00)

The INCREASE of said bond penalty shall be effective as of the 22nd Day of January, 2025, 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 22nd Day of January, 2025

Specialty Groups, Inc.

PRINCIPAL

BY

James E. Herron, President

Fidelity and Deposit Company of Maryland

SURETY

BY

Kimberly J. Wilkinson  
Kimberly J. Wilkinson, WV Resident Agent, ATTORNEY-IN-FACT

SEAL

A8037

1800

MARYLAND

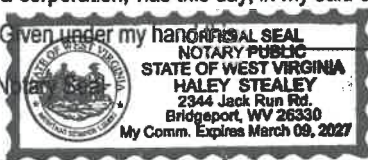


# ACKNOWLEDGMENTS

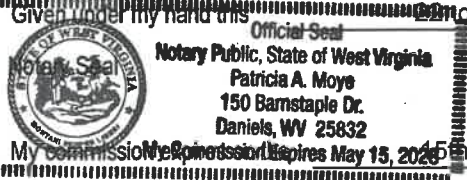
## Acknowledgment by Principal if individual or Partnership

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 \_\_\_\_\_
6. Notary Seal \_\_\_\_\_
7. \_\_\_\_\_  
(Notary Public)
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_

## Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Harrison to-wit: \_\_\_\_\_
11. I, Haley Stealey, a Notary Public in and for the \_\_\_\_\_
12. county and state aforesaid, do hereby certify that James E. Herron
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 22nd day of January 2025
16. Notary Seal  17. Haley Stealey  
(Notary Public)
18. My commission expires on the 9 day of March 2027

## Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Raleigh to-wit: \_\_\_\_\_
21. I, Patricia A. Moyer, a Notary Public in and for the \_\_\_\_\_
22. county and state aforesaid, do hereby certify that Kimberly J. Wilkinson, WV Resident Agent
23. who as, Attorney-in-Fact signed the foregoing writing for
24. Fidelity and Deposit Company of Maryland 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 22nd day of January 2025
26. Notary Seal  27. Patricia A. Moyer  
(Notary Public) Patricia A. Moyer
28. My commission expires on the 15th day of May 2028

## Sufficiency in Form and Manner of Execution Approved

This 1st day of April 2025

By: \_\_\_\_\_

John S. Gray  
Attorney General  
(Deputy Attorney General)

**ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND  
POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That the ZURICH AMERICAN INSURANCE COMPANY, a corporation of the State of New York, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, a corporation of the State of Illinois, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND a corporation of the State of Illinois (herein collectively called the "Companies"), Thomas O. McClellan, Vice President, in pursuance of authority granted by Article V, Section 8, of the By-Laws of said Companies, which are set forth on the reverse side hereof and are hereby certified to be in full force and effect on the date hereof, do hereby nominate, constitute, and appoint Gregory T. GORDON, Kimberly J. WILKINSON, Patricia A. MOYE, Terri L. DODRILL, Jeremy B. STANLEY, all of Charleston, West Virginia, true and lawful agent and Attorney-in-Fact, to make, execute, seal and deliver, for, and on its behalf as surety, and as its act and deed: any and all bonds and undertakings, and the execution of such bonds or undertakings in pursuance of these presents, shall be as binding upon said Companies, as fully and amply, to all intents and purposes, as if they had been duly executed and acknowledged by the regularly elected officers of the ZURICHAMERICAN INSURANCE COMPANY at its office in New York, New York., the regularly elected officers of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at its office in Owings Mills, Maryland., and the regularly elected officers of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at its office in Owings Mills, Maryland, in their own proper persons.

The said Vice President does hereby certify that the extract set forth on the reverse side hereof is a true copy of Article V, Section 8, of the By-Laws of said Companies, and is now in force.

IN WITNESS WHEREOF, the said Vice-President has hereunto subscribed his/her names and affixed the Corporate Seals of the said **ZURICH AMERICAN INSURANCE COMPANY, COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and FIDELITY AND DEPOSIT COMPANY OF MARYLAND**, this 31st day of January, A.D. 2025.



**ZURICH AMERICAN INSURANCE COMPANY  
COLONIAL AMERICAN CASUALTY AND SURETY COMPANY  
FIDELITY AND DEPOSIT COMPANY OF MARYLAND**

*Thomas O. McClellan*

By: **Thomas O. McClellan**  
Vice President

*Dawn E. Brown*

By: **Dawn E. Brown**  
Secretary

**State of Maryland  
County of Baltimore**

On this 31st day of January A.D. 2025, before the subscriber, a Notary Public of the State of Maryland, duly commissioned and qualified, **Thomas O. McClellan, Vice President and Dawn E. Brown, Secretary** of the Companies, to me personally known to be the individuals and officers described in and who executed the preceding instrument, and acknowledged the execution of same, and being by me duly sworn, depose and saith, that he/she is the said officer of the Company aforesaid, and that the seals affixed to the preceding instrument are the Corporate Seals of said Companies, and that the said Corporate Seals and the signature as such officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Corporations.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my Official Seal the day and year first above written.

*Genevieve M. Maison*

**Genevieve M. Maison**  
Notary Public  
My Commission Expire January 27, 2029



## EXTRACT FROM BY-LAWS OF THE COMPANIES

"Article V, Section 8, Attorneys-in-Fact. The Chief Executive Officer, the President, or any Executive Vice President or Vice President may, by written instrument under the attested corporate seal, appoint attorneys-in-fact with authority to execute bonds, policies, recognizances, stipulations, undertakings, or other like instruments on behalf of the Company, and may authorize any officer or any such attorney-in-fact to affix the corporate seal thereto; and may with or without cause modify or revoke any such appointment or authority at any time."

### CERTIFICATE

I, the undersigned, Vice President of the ZURICH AMERICAN INSURANCE COMPANY, the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY, and the FIDELITY AND DEPOSIT COMPANY OF MARYLAND, do hereby certify that the foregoing Power of Attorney is still in full force and effect on the date of this certificate; and I do further certify that Article V, Section 8, of the By-Laws of the Companies is still in force.

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the ZURICH AMERICAN INSURANCE COMPANY at a meeting duly called and held on the 15th day of December 1998.

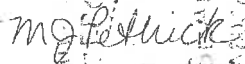
RESOLVED: "That the signature of the President or a Vice President and the attesting signature of a Secretary or an Assistant Secretary and the Seal of the Company may be affixed by facsimile on any Power of Attorney...Any such Power or any certificate thereof bearing such facsimile signature and seal shall be valid and binding on the Company."

This Power of Attorney and Certificate may be signed by facsimile under and by authority of the following resolution of the Board of Directors of the COLONIAL AMERICAN CASUALTY AND SURETY COMPANY at a meeting duly called and held on the 5th day of May, 1994, and the following resolution of the Board of Directors of the FIDELITY AND DEPOSIT COMPANY OF MARYLAND at a meeting duly called and held on the 10th day of May, 1990.

RESOLVED: "That the facsimile or mechanically reproduced seal of the company and facsimile or mechanically reproduced signature of any Vice-President, Secretary, or Assistant Secretary of the Company, whether made heretofore or hereafter, wherever appearing upon a certified copy of any power of attorney issued by the Company, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

IN TESTIMONY WHEREOF, I have hereunto subscribed my name and affixed the corporate seals of the said Companies, this 22nd day of January, 2025



  
Mary Jean Pethick  
Vice President

**TO REPORT A CLAIM WITH REGARD TO A SURETY BOND, PLEASE SUBMIT A COMPLETE DESCRIPTION OF THE CLAIM INCLUDING THE PRINCIPAL ON THE BOND, THE BOND NUMBER, AND YOUR CONTACT INFORMATION TO:**

Zurich Surety Claims  
1299 Zurich Way  
Schaumburg, IL 60196-1056  
[reportsfclaims@zurichna.com](mailto:reportsfclaims@zurichna.com)  
800-626-4577

**Authenticity of this bond can be confirmed at [bondvalidator.zurichna.com](http://bondvalidator.zurichna.com) or 410-559-8790**



APPROVED  
Jub W. Whitte  
3/21/25

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

Eric L. Householder  
Cabinet Secretary

Bob Kilpatrick  
Acting Director

**MEMORANDUM**

**To:** Tara Lyle, Buyer Supervisor, State Purchasing Division  
**From:** Cody Taylor, Procurement Specialist, General Services Division  
**Date:** January 29, 2025  
**Ref:** Change Order # 3 – CPO GSD2500000004 – WV Capitol Exterior Lighting (Phase 3)

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Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order #2 to our contract (CPO GSD2500000004) with Specialty Group, Inc. for West Virginia Capitol Exterior Lighting (Phase 3). The original design called for QSN Panels in Building 3, 7, and 9 that would need to be hard-wired back to the main Quantum Hub (in Building 1). It was discovered that the distance between the buildings these panels are installed in is too far for a hard-wired connection of said QSN Panels. To still be able to connect to the Quantum Hub, a different kind of Panel (QP3) would be needed. A QP3 Panel would connect to the local network in the building it is in and have an IP address assigned, which would allow for the Quantum Hub (in Building 1) to communicate with the Panels. The additional equipment and work will have a cost of \$30,000.00 and require an extension of 7 days.

Original Contract Price: \$7,187,379.00  
Change Order 2 (Increase): \$ 30,000.00  
New Contract Total: \$7,217,379.00

Current Final Completion Date: December 4<sup>th</sup>, 2025  
New Final Completion Date: December 11<sup>th</sup>, 2025

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.

ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing *SW*  
Date: January 23, 2025  
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CPO 0211 GSD2500000004 WV Capitol Exterior Lighting (Phase 3) - CO#3

The Accompanying Request has been reviewed and approved by the following:

*[Signature]*  
Agency Head

*[Signature]*  
Cabinet Secretary/Department Head

*2/3/2025*  
Date

*3/5/25*  
Date

Governor's Office Representative

Date

**Total Cost:**

Original = \$7,187,379.00, CO#3 = \$30,000.00, New Total = \$7,217,379.00

**Award/Requisition Document Number:**

CPO 0211 GSD2500000004, Change Order #3

**Description of Action/Purpose of Procurement**

Change Order 3, which increases the contract for the WV Capitol Exterior Lighting Project (Phase 3) by \$30,000.00, to add three (3) network-capable lighting control panels to Building 3, 7 and 9 when it was discovered, after contract award, that hard-wiring the controls back to the lighting control hub in Building 1 (Main Capitol) would not be possible. The total amount includes providing and installing devices and programming the panels into service in coordination with GSD and the WV Office of Technology (across the State network).

To accomplish the additional work, the contract's duration is also being extended seven (7) calendar days, from 10 December 2025 to 17 December 2025, as part of the change order.

General Service Division project manager is David Parsons (Energy Manager); procurement officer is Cody Taylor.

Project: WV Capitol Exterior Lighting (Phase 3)

Funding: Appropriated Special Revenue



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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

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

## Addresses

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

## Officers

Type	Name/Address
<b>Director</b>	JAMES E. HERRON P.O. BOX 96 BRIDGEPORT, WV, 26330
<b>Incorporator</b>	JAMES E. HERRON PO BOX 96 BRIDGEPORT, WV, 26330 USA
<b>President</b>	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
<b>4/19/1993</b>	CHANGE OF NAME FROM CLARKSBURG JIMBO & ASSOCIATES, INC. TO SPECIALTY GROUPS, INC.

Date

Amendment

## Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

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1998

Date filed

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

Friday, March 21, 2025 — 12:44 PM

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## Filter By

### Keyword Search

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

#### Simple Search

#### Search Editor

- ☐ Any Words <sup>i</sup>
- ☐ All Words <sup>i</sup>
- ☐ Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"SPECIALTY GROUPS INC" ×

Entity

Location

Status

- ☒ Active
- ☐ Inactive

Reset 

Entity Information 



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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Search Inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TL</u> Date: <u>3/2/25</u> Solicitation No. <u>Increase / extend</u> <u>Cost 3</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD250000004 PF No.: 1422793
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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 checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: 