



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: 05-29-2025

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 GSD2300000019 11	Change Order No:	6	Procurement Folder:	1195851
Document Name:	Building 1, East Wing Fan Coil Replacement Project - Phase 4			Reason for Modification: Change Order 6 To extend the contract.	
Document Description:	Building 1, East Wing Fan Coil Replacement Project - Phase 4				
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2023-06-09
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-12-19

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000174873 DOUGHERTY CO INC PO BOX 1828  CHARLESTON WV 25327-1828 US <b>Vendor Contact Phone:</b> 304-925-6664 <b>Extension:</b>  <b>Discount Details:</b> <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			<b>Requestor Name:</b> David K Parsons <b>Requestor Phone:</b> 304-352-5486 <b>Requestor Email:</b> 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
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE  BLDG 4, 6TH FLOOR  CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 1  1900 KANAWHA BLVD E  CHARLESTON WV 25305 US

CR 6-6-25

Total Order Amount: \$4,790,130.53

Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: 6/6/25 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: 6/13/2025 ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: 6-16-25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order.

Change Order No.6 is issued to extend the original contract to June 30, 2025 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: 5/29/2025

Extend Contract From: 7/1/2025  
To: 12/19/2025

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	2025-12-19				

**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	2025-12-19				

**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	2025-12-19				

**Commodity Line Description:** Change Order 3

**Extended Description:**

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

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72151206	0.00000		0.000000	129959.96
Service From	Service To	Manufacturer		Model No	
2023-06-09	2025-12-19				

**Commodity Line Description:** Change Order 5

**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

May 28<sup>th</sup> 2025

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 172 day extension due to unplanned stoppages and unknown pauses created by the House and Senate. We are requesting the 172 day extension be added to the June 30<sup>th</sup> 2025 completion date. If this extension is approved the new completion date would be December 19<sup>th</sup> 2025. We thank you for your time and truly appreciate your consideration.

Very truly yours,

**DOUGHERTY COMPANY, INC.**



Tommy Campbell  
Project Manager

The General Services Division is in agreement with this extension request.





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

Eric L. Householder  
Cabinet Secretary

Bob Kilpatrick  
Director

**MEMORANDUM**

**To:** Tara Lyle, Buyer Supervisor, State Purchasing Division

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

**Date:** May 29, 2025

**Ref:** Change Order # 6 – CPO 0211 GSD2300000019 – Bldg. 1 E. Wing Fan Coil Replacement Project – Phase 4

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Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order #6 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 172 days. The new end date for this project will be December 19, 2025.

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.

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 Morrissey 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.

CCT GSD2400000005 Ch#2 Design of Cooling Tower Replacements

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

  
Agency Head: Robert Kilpatrick, Director, GSD  
  
Cabinet Secretary/Department Head

5/28/25  
Date  
5/29/25  
Date

Governor's Office Representative

Date

**Total Cost:**

Change Order amount = \$80,288.00; Total Contract amount = \$336,918.00

**Award/Requisition Document Number:**

CCT GSD2400000005, Change Order #2

**Description of Action/Purpose of Procurement**

Requesting approval for Change Order #2 to the GSD's existing contract with RMF Engineering, an increase of \$80,288.00, from the current contract value of \$256,630.00 to a new value of \$336,918.00, as Additional Services to design and administer the construction project (estimated to cost approximately \$1,000,000 - a more precise estimate is to be provided as part of these services) to replace the two (2) 600-ton cooling towers serving the Central Chilled Water Plant.

Based on the assessment previously performed under this contract by RMF, both towers have outlived their useful life. Cost benefit of replacement versus retrofit was undertaken, but replacement option was determined to be most effective.

Design will take approximately 4 months after this change order's approval, with the project to perform the replacement being bid in the Fall of 2025, and completed by the Summer of 2026.

Funding: Appropriated General Revenue (capital outlay).

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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.*

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

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

Annual Reports	
<b>Filed For</b>	



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

Friday, June 6, 2025 — 11:53 AM

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Simple Search

Search Editor

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Location ▼

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>0517</u> Date: <u>6/6/20</u>  Solicitation No. <u>C04 6</u>  <u>Extend</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No.  PF No.: 1195851
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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"/>	N/A
<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"/>	N/A
<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: Tara