



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: 06-06-2025

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 5	Change Order No:	4	Procurement Folder:	1422793
Document Name:	WV State Capitol Exterior Lighting (Phase 3)			Reason for Modification:	Change Order No. 4 - 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:	2026-01-16

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:	Requestor Name: David K Parsons Requestor Phone: 304-352-5486 Requestor Email: david.k.parsons@wv.gov  <b>2025</b> FILE LOCATION																				
<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			
	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 6-9-25

Total Order Amount: \$7,274,139.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 6/9/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 6/13/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 6-16-25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

## Change Order

Change Order No. 4 is issued to extend and increase the current contract to January 16, 2026 (30 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 per the attached documentation.

Effective Date of Increase: 5/29/2025

Extend Contract from 12/12/2025 to 1/16/2026

Original Contract Price: \$7,187,379.00

Change Order 1 - NTP

Change Order 2 - Admin change

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

Change Order 4 (Increase): \$56,760.00

New Contract Total: \$7,274,139.00

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	2026-01-16				

**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	2026-01-16				

**Commodity Line Description:** Change Order 3

**Extended Description:**

Lighting installation services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72151501	0.00000		0.000000	56760.00
Service From	Service To	Manufacturer		Model No	
2024-09-16	2026-01-16				

**Commodity Line Description:** Change Order 4

**Extended Description:**

Lighting installation services



# Document G701 - 2017

## Change Order

**PROJECT: (Name and address)**  
West Virginia Capitol Exterior Lighting  
Upgrades - Phase 3 Capitol Campus  
Charleston, WV PO#GSD2500000004 1

**CONTRACT INFORMATION:**  
Contract For: General Construction  
Date: WV PO Date 08-21-2024

**CHANGE ORDER INFORMATION:**  
Change Order Number: 04  
Date: 04-30-2025

**OWNER: (Name and address)**  
WV General Services Division  
Capitol Complex Building 4  
112 California Ave.  
Charleston, WV 25305

**ARCHITECT: (Name and address)**  
Silling Associates, Inc.  
405 Capitol Street, Upper Atrium  
Charleston, WV 25301

**CONTRACTOR: (Name and address)**  
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 complete the work detailed in the attached descriptions \$56,760.00

Increase contract time by 30 days.

See attached detailed request.

The original Contract Sum was	\$ 7,187,379.00
The net change by previously authorized Change Orders	\$ 30,800.00
The Contract Sum prior to this Change Order was	\$ 7,217,379.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 56,760.00
The new Contract Sum including this Change Order will be	\$ 7,274,139.00

The Contract Time will be increased by Thirty ( 30 ) days.

The new date of Substantial Completion will be December 17, 2025 and Final Completion January 16, 2026.

### 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  
Manager - Silling Associates, Inc.

(Printed name, title, and license  
number if required)

4-30-2025

Date

  
CONTRACTOR (Signature)

Adam Martin - Sr. Project Manager  
BY: Specialty Group, Inc.

(Printed name and title)

4-30-2025

Date

  
OWNER (Signature)

BY: WV General Services Division

(Printed name and title)

5/12/25

Date



t (304) 346-0565  
e info@silling.com  
w silling.com

April 30, 2025

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

Re: WV Capitol Campus Lighting Phase 4  
Change order for SGI

Dear Mr. Parsons:

Attached is change order No.4 for the WV Capitol Lighting PH-3 project. We recommend approval of the change order based on the following.

There is an existing fresh air duct that interferes with the locations of Vaults VB-115 and VB-116. It is thought this pipe/duct supplies air to a generator in the basement. This existing duct does not allow for the full depth light vault to be installed. The solution is to modify/cut the bottom of the vaults and add a clean gravel drainage field in front of the vaults. See attached drawing E1.1

There is an existing elevator shaft cover that is structurally unsound and unsafe for pedestrians on the east lawn. The existing cover and frame needs to be restored and rebuilt to be safe and function properly. See attached drawing E1.1

The grating over the large equipment ventilation vault on the north side of the east lawn visitor entrance was not noted to be replaced with new matching rod bar grating. After further review this grating should be replaced in the same manner as on the south side of the east lawn visitor entrance. Lights VB-113 and VB-114 shall be mounted inside the existing vault. See attached drawing E1.1.

Add four SC-1 poles along the building 9 parking loop. These poles will complete the replacement of all poles in this area. This will require new pole foundations, pole relocation, conduit, and wire to allow for this added work. See attached ES.2

Delete two SC-2 poles (P-30 and P-31) near the war memorial due to predicted interference with the existing memorial lighting. A credit is provided for deducting the labor to install 2 SC-2 foundations and poles. The Owner will retain the poles and luminaires so those costs are still included. See attached ES.2

Acubright approached SGI about modifying the RC post lights due to severe rusted metal. They are estimating there has been previous modifications over the past decades, and it likely caused severe rust damage. The cost is for additional labor required to restore these damage fixtures. See attached Acubright letter.

Please contact me if you have any questions.

Sincerely,

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

100+

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



**Specialty Groups, Inc.**  
**Electrical Division**



FROM: Adam Martin x309  
DATE: April 18, 2025

RE: **West Virginia State Capitol Exterior Lighting Phase 3**  
**Added Work Change Order Request Rev 2**

Specialty Groups, Inc., will supply all material, labor, and equipment to provide the following added work.

1. Vault VB-115 and VB-116 have interference with an existing fresh air duct pipe going to a generator in the basement. There will not be enough room or elevation to in the vault to install the designed drainage. We propose to cut off the bottom of the vaults and then add a clean gravel drainage field beside vaults. See attached drawing E1.1
2. The existing elevator shaft covers are structurally unsound and unsafe for pedestrians on the east lawn. We propose to restore and rebuild the existing elevator shaft lids and frames on east lawn to be safe and function. See attached drawing E1.1
3. The grating over the large equipment ventilation vault on the north side of the East lawn visitor entrance was left off the plans to be replaced with new matching rod bar grating. We propose to install VB-113 and VB-114 inside the vault and replace the grating to match the light vaults. See attached drawing See attached drawing E1.1
4. Four SC-1 poles were left off the plans along the building 9 parking loop. We propose to increase foundations, pole relocation, conduit, and wire to allow for this added work. See attached ES.2
5. SC-2 pole P-30 and P-31 near the war memorial are predicted to interfere with the existing lighting. We are deducting the labor to install 2 SC-2 foundations and poles. The Owner will retain the poles and luminaires so that cost is still included. See attached ES.2
6. Acubright approached SGI about modifying the RC post lights due to severe rusted metal. They are estimating they have been modified in the past couple of decades, and it caused severe rust damage. See attached Acubright letter

We are requesting a contract extension of 30 days to allow for added labor time.

Our price for this work is as follows:



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





# **Specialty Groups, Inc.** Electrical Division



Line No.	Item ID & Description	Qty	Unit	Unit Price	Bid Amount
1	Vault SB Cut Off and Drainage Stone	2	EA	\$ 1,300.00	\$ 2,600.00
2	Elevator Cover Renovation	1	LS	\$ 6,000.00	\$ 6,000.00
3	East Wing North Side Grating	1	LS	\$ 6,000.00	\$ 6,000.00
4A	Light Pole SC-1 Foundation	4	EA	\$ 2,440.00	\$ 9,760.00
4B	Light Pole SC-1 with new LED	4	EA	\$ 4,640.00	\$ 18,560.00
4C	Light Pole Cable	500	LF	\$ 2.84	\$ 1,420.00
4D	Light Pole Conduit	100	LF	\$ 49.00	\$ 4,900.00
5A	Light Pole SC-2 Foundation Deduct	-2	EA	\$ 2,440.00	\$ (4,880.00)
5B	Light Pole SC-2 Deduct less pole and Luminaire	-2	EA	\$ 1,000.00	\$ (2,000.00)
6	Acubright Modification to RC Post Lights	4	EA	\$ 3,600.00	\$ 14,400.00
				<b>Total</b>	<b>\$56,760.00</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



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Equal Opportunity Employer









**Keith Campbell Jr**  
**Acu-Bright, Inc.**  
**2/21/2025 | 12 Photos**



# **Lamp Post Damage And Fixes**

## Disassembly & Assessment

Fixture #1 - When received the lamp post, the main support pipe had rusted through/broken off.

1



Fixture before removal

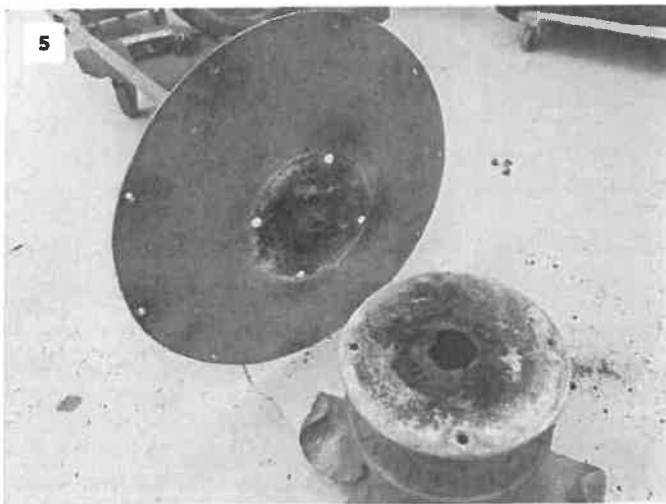
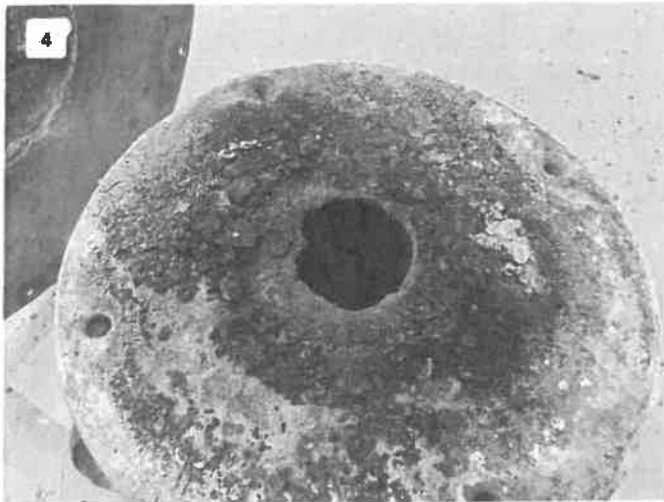
2



Upper section where main support pipe rusted through

3





6

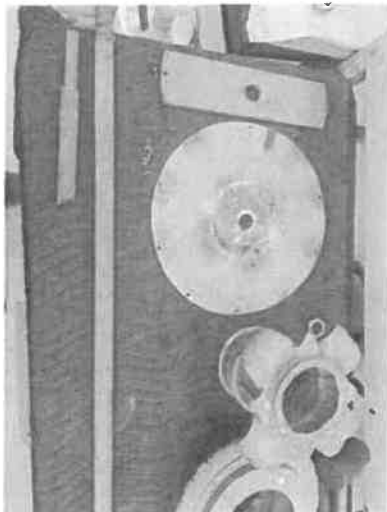


The water has rusted through both the original 1" black iron pipe as well as a 1/2" pipe that was run inside the original 1" pipe.

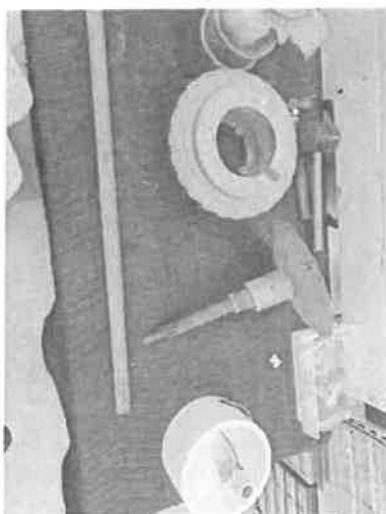
7



8



9



10



This open area is where the water is entering and causing issues.

11



Current setup appears to have a more modern globe mount slid over the main pipe. However this change left a large gap where water and debris can accumulate, and deteriorate the steel inner pipes.

12



Original setup would be something like this and would keep the interior of the fixture sealed from the elements.

We propose using a new globe with a custom fitter that would allow the globe to be mounted to the fixture as originally intended.



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Lighting Experts: Cleaning. Restoration. Preservation.

**Change Order**

Specialty Groups, Inc. - WV State Capital  
Job: 2738 PO: 11322

**Damage Assessment:**

Inspection of the lamppost fixtures after careful disassembly revealed severe rusting of the central and inner pipes due to water intrusion through a gap between the original bronze fixture and the retrofitted globe mount. Fixture #2 had completely rusted-through pipes, while Fixtures #3 and #4 had partial corrosion. The wiring also deteriorated beyond safe use, and the lighting components were inconsistent; two fixtures use a 165W Philips QL Induction system with an external generator, the other has a single E26 ceramic socket. The existing plastic globes have also noticeably yellowed with age. Finish variations were noted across the fixtures, ranging from dark antique bronze to slightly aged golden bronze with some areas of green patina. This indicates they may have been refinished at different times and potentially utilizing different methods.

**Repair Recommendations:**

- **Globe Mount Modification:** Remove retrofit mounts and create a new custom fitter to attach globes directly to the fixtures to prevent water intrusion and bird nesting.
- **Custom Pipe Replacement:** Remove deteriorated pipes, redrill and install custom galvanized pipes to prevent future rusting.
- **Electrical Upgrade:** Replace deteriorated wiring and convert QL Induction lighting to E26 or E39 sockets for easier maintenance and compatibility with LED lamppost bulbs.
- **Globe Replacement:** Use new 22" UV-resistant acrylic globes to prevent yellowing.
- **Finish Restoration:** Standardize refinishing; sample finishes will be provided for approval after we have evaluated the best options.

These repairs will enhance the safety, aesthetic, and longevity of the lampposts. The recommended repairs outside of the originally quoted work are outlined and priced below. Acu-Bright will need approval for this change order to add the recommended steps for restoration.

## INCREASE PENALTY RIDER

BOND AMOUNT \$7,217,379.00 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 \$56,760.00, and in the amount of Seven Million Two Hundred Seventeen Thousand Three Hundred Seventy Nine Dollars and 00/100 (\$7,217,379.00).

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 30th Day of April, 2025, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

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

TO: Seven Million Two Hundred Seventy Four Thousand One Hundred Thirty Nine Dollars and 00/100 (\$7,274,139.00)

The INCREASE of said bond penalty shall be effective as of the 30th Day of April, 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 30th Day of April, 2025.

**Specialty Groups, Inc.**

**PRINCIPAL**

BY

**Fidelity and Deposit Company of Maryland**

**SURETY**

BY

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

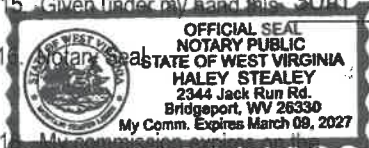


# ACKNOWLEDGMENTS

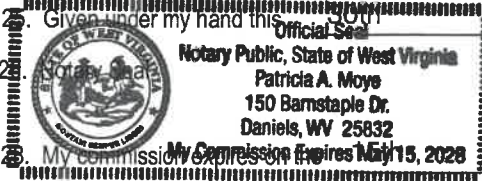
## Acknowledgment by Principal if individual or Partnership

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 \_\_\_\_\_ 20 \_\_\_\_\_
6. Notary Seal \_\_\_\_\_ 7: \_\_\_\_\_  
(Notary Public)
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## 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, principal 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 30th day of April 20 25
16.  17: Haley Stealey  
(Notary Public)
18. My commission expires on the 9 day of March 20 27

## Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Raleigh to-wit: \_\_\_\_\_
21. I, Patricia A. Moye, 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 30th day of April 20 25
26.  27: Patricia A. Moye  
(Notary Public)
28. My commission expires on the 15 day of May 20 28

## Sufficiency in Form and Manner of Execution Approved

This 13th day of June 20 25

By: John S. Gray  
(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.



**ATTEST:  
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 30th day of April, 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

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 *SLW*

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.

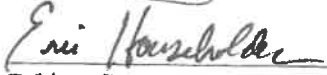
Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

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#4

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

  
Agency Head

  
Cabinet Secretary/Department Head

*5/22/25*  
Date

*5/27/25*  
Date

~~Governor's Office Representative~~

~~Date~~

**Total Cost:**

Change Order 4 = \$56,760.00 (New) Contract total = \$7,274,139.00

**Award/Requisition Document Number:**

CPO 0211 GSD250000004, Change Order #4

**Description of Action/Purpose of Procurement**

Request for approval to submit Change Order #4 to CPO 0211 GSD2500000004, the contract for the WV Capitol Exterior Lighting Project, an increase of \$56,760.00 and an extension of 30 days to the overall construction contract duration, to cover the following unforeseen scopes of work:

- It was discovered in vaults VB-115 and VB-116, that there was interfering fresh air duct leading to the generator in the basement of Building 1. There will now not be enough room or elevation in the vaults to install the designed drainage. Proposed correction to cut off bottom of the vault and add a clean gravel drainage field beside the vault. (\$2,600.00)
- While working in the lawn area it was discovered that the old, unused agricultural elevator shaft covers are structurally unsound and unsafe for pedestrian traffic. This is a health and safety issue that needs addressed. SGI will restore and rebuild the elevator shaft lids and frames on the East Lawn. (\$6,000.00)
- Design oversight left the grating off the ventilation vaults, this change addressed the issue by installing matching grating to the other vaults. (\$6,000.00)
- Design oversight left four SC-1 poles off the plans along the Building 9 parking loop. This work adds the lighting as intended. (\$34,640.00)
- SC-2 pole and P-30 and P-31 near the War Memorial are to be removed as their lighting interferes with existing War Memorial Lighting. The Agency has decided to remove this work from the project for a net deduct. (-\$6,880.00)
- It was discovered that some post lighting has severely rusted. This rust needs to be addressed to stop further damage to the lighting system. (\$14,400.00)

The additional equipment and work will have a cost of \$56,760.00 and require an extension of 30 days.

Original Contract Price:	\$7,187,379.00
Change Order 1	Notice to Proceed
Change Order 2	Administrative Correction
Change Order 3 (Increase):	\$ 30,000.00
Change Order 4 (Increase):	\$ 56,760.00
New Contract Total:	\$7,274,139.00

Funding: Appropriated Special Revenue (Fund 2462)



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 *Cody Taylor*

**Date:** May 5, 2025

**Ref:** Change Order # 4 – CPO GSD2500000004 – WV Capitol Exterior Lighting (Phase 3)

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Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order #4 to our contract (CPO GSD2500000004) with Specialty Group, Inc. for West Virginia Capitol Exterior Lighting (Phase 3). The following will be addressed in this change order:

1. It was discovered in vaults VB-115 and VB-116, that there was interfering fresh air duct leading to the generator in the basement of Building 1. There will now not be enough room or elevation in the vaults to install the designed drainage. Proposed correction to cut off bottom of the vault and add a clean gravel drainage field beside the vault. (\$2,600.00)
2. While working in the area it was discovered that the elevator shaft covers are structurally unsound and unsafe for pedestrian traffic. This is a health and safety issue that needs addressed. SGI will restore and rebuild the elevator shaft lids and frames on the East Lawn. (\$6,000.00)
3. Design oversight left the grating off the ventilation vaults, this change addressed the issue by installing matching grating to the other vaults. (\$6,000.00)
4. Design oversight left four SC-1 poles off the plans along the Building 9 parking loop. This work adds the lighting as intended. (\$34,640.00)
5. SC-2 pole and P-30 and P-31 near the War Memorial are to be removed as their lighting interferes with existing War Memorial Lighting. The Agency has decided to remove this work from the project for a net deduct. (-\$6,880.00)
6. It was discovered that some RC post lighting has severely rusted. This rust needs to be addressed to stop further damage to the lighting system. (\$14,400.00)

The additional equipment and work will have a cost of \$56,760.00 and require an extension of 30 days.



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

Eric L. Householder  
Cabinet Secretary

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Acting Director

Original Contract Price: \$7,187,379.00  
Change Order 3 (Increase): \$ 30,000.00  
Change Order 4 (Increase): \$ 56,760.00  
New Contract Total: \$7,274,139.00

Current Final Completion Date: December 11<sup>th</sup>, 2025  
New Final Completion Date: January 16<sup>th</sup>, 2026

If you have any questions, or need additional information, please contact me via email at  
Cody.G.Taylor@wv.gov or by phone at (304) 352-5531.

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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

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1998

**Date filed**

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

Wednesday, January 29, 2025 — 3:02 PM

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- ☐ Any Words ⓘ
- ☐ All Words ⓘ
- ☐ Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"SPECIALTY GROUPS, INC."



Classification



Excluded Individual



Excluded Entity



Federal Organizations



Exclusion Type



Exclusion Program



Location



Dates



Reset



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Feedback

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>OS 12</u> Date: <u>6/16/25</u>  Solicitation No. <u>CO# 4</u> <u>Increase &amp;</u> <u>Extend</u>	Agency: West Virginia General Services Division <hr/> Procurement Officer Submitting Requisition: Cody Taylor <hr/> Requisition No. CPO GSD250000004 <hr/> 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: Tara