



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Contract**

Order Date: 11-14-2024

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CCT 0211 4070 GSD2300000008 8	<b>Procurement Folder:</b>	1214357
<b>Document Name:</b>	EOI: Engineering Project Management Advisor Services	<b>Reason for Modification:</b>	Change Order 5 To extend the contract.
<b>Document Description:</b>	EOI: Engineering Project Management Advisor Services		
<b>Procurement Type:</b>	Central Contract - Fixed Amt		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-06-01
<b>Free on Board:</b>		<b>Effective End Date:</b>	2025-12-31

VENDOR		DEPARTMENT CONTACT																
<b>Vendor Customer Code:</b>	VC0000080982	<b>Requestor Name:</b>	Robert P Kilpatrick															
SMC HOME INSPECTIONS LLC 1010 1ST AVE  CHARLESTON WV 25302 US		<b>Requestor Phone:</b>	304-352-5491															
<b>Vendor Contact Phone:</b>	304-345-6429	<b>Requestor Email:</b>	robert.p.kilpatrick@wv.gov															
<b>Discount Details:</b>		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>																
	<table border="1"> <thead> <tr> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1 No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2 Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#3 Not Entered</td> <td></td> <td></td> </tr> <tr> <td>#4 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
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES 103 MICHIGAN AVENUE CHARLESTON WV 25305-0123 US

*CR 11-18-24*

<b>Total Order Amount:</b>	\$350,000.00
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Purchasing Division's File Copy

*MKP 11/15/2024*

<b>PURCHASING DIVISION AUTHORIZATION</b>  DATE: <i>Tara K...</i> 11/15/24 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>  DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b>  DATE: <i>Cady...</i> 11-20-24 ELECTRONIC SIGNATURE ON FILE
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*11/20/2024*

**Extended Description:**

Change Order

Change Order No. 5 is issued to extend the original contract to December 31, 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 complete originally contracted projects.

Effective date of change November 14,2024.

Extend contract from: January 1,2025 to December 31, 2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$350,000.00
Service From	Service To	Manufacturer	Model No		
2023-06-01	2025-12-31				

**Commodity Line Description:** EOI: Engineering Project Management Advisor Services

**Extended Description:**

\$140.00/hour for the indicated project hours (totals by project):

- Building 1 FC Replacement, Phase 2: 180 hours
- Building 1 FC Replacement, Phase 3: 200 hours
- Building 1 FC Replacement, Phase 4: 260 hours
- Building 1 FC Replacement, Phase 5: 620 hours
- Main Capitol and Capitol Exterior Lighting Upgrade Projects: 80 hours
- Capitol Complex Chilled Water Systems Modifications Project: 120 hours
- Building 1 House/Senate Air Handler Modifications Project: 0 hours

SMC HOME INSPECTIONS LLC.  
1010 1<sup>st</sup> Avenue  
Charleston, West Virginia 25302

DATE:  
11/12/2024

TO: Department of Administration  
General Services Division  
103 Michigan Avenue  
Charleston, West Virginia  
25302-0123

CUSTOMER ID:  
CCT 0211 4070 GSD2300000008 1

Dear Sir,

I would like to request a one year (365) day extension to my current contract as requested

Sincerely,

F. Scott Mason PE



Thank you for your business!

SMC HOME INSPECTIONS LLC | 1010 1<sup>st</sup> AVENUE, CHARLESTON, WV 25302 | PHONE: 304-345-6429  
SCOTT.MASON@SUDDENLINK.NET

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



Procurement Administrator

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>11/15/2024</u>  Solicitation No. _____  <div style="font-size: 2em; font-family: cursive;">C/05</div>	Agency: General Services Division  Procurement Officer Submitting Requisition: Jamie Jones  Requisition No. _____  PF No.: 1214357
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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 type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>

*Handwritten:* MJP 11/15/2024

\*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: *Melissa K. Petrey, Senior Buyer*

**General Services  
Division**

# Memo

**To:** Melissa Pettrey, Senior Buyer, Purchasing Division  
**From:** James R. Jones, Procurement Administrator *James R Jones*  
**Date:** November 14, 2024  
**Re:** CCT 0211 GSD2300000008: Engineering Project Management Advisor Services - Extension

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Melissa,

Please accept this memorandum as explanation and justification for our Agency's request to extend the subject contract for 365 days, to December 31, 2025.

Projects have been delayed for various reasons resulting in delays in the construction administration duties resulting from the projects covered by this contract to not be required until later dates. One of the projects is currently out to bid, with an expected contract award in January.

If you have any questions please feel free to contact me at [James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov), or by phone at 304-352-5517.

Thank you!

**APPROVED**

BY: *[Signature]* DATE: *11/15/24*

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### Business Organization Detail

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### SMC HOME INSPECTIONS LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	5/17/2010		5/17/2010	Domestic	Profit		5/17/2030	

Organization Information			
<b>Business Purpose</b>	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	T	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>	20	<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	1010 1ST AVE CHARLESTON, WV, 25302
<b>Mailing Address</b>	1010 1ST AVE CHARLESTON, WV, 25302 USA
<b>Notice of Process Address</b>	FRED MASON 1010 1ST AVE N/A CHARLESTON, WV, 25302
<b>Principal Office Address</b>	1010 1ST AVE CHARLESTON, WV, 25302 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Member</b>	FRED SCOTT 1010 1ST AVE CHARLESTON, WV, 25302
<b>Organizer</b>	FRED MASON 1010 1ST AVE CHARLESTON, WV, 25302
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2024	
2023	
2022	
2021	
2020	
2019	
2018	



2017
2016
2015
2014
2013
2012
2011
<b>Date filed</b>

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

Thursday, November 14, 2024 — 10:44 AM

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Entities

Disaster Response Registry

Responsibility / Qualification

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All Words <sup>i</sup>

Exact Phrase <sup>i</sup>

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"Dougherty Co." ×

"SMC Home Inspections" ×

Entity ∨

Location ∧

### Zip Code

e.g. 20001

### State / Territory

Select State / Territory ▼

West Virginia ×

### City

Select State (Optional) ▼

Select City ▼

### Country

Select Country ▼

Status ∧

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- Inactive

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