



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

State of West Virginia  
**Contract**

Order Date: 07-02-2024

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 7	<b>Procurement Folder:</b>	1214357
<b>Document Name:</b>	EOI: Engineering Project Management Advisor Services	<b>Reason for Modification:</b>	Change Order 4 To increase and 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>	2024-12-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VC0000080982	<b>Requestor Name:</b>	Robert P Kilpatrick
SMC HOME INSPECTIONS LLC 1010 1ST AVE		<b>Requestor Phone:</b>	304-352-5491
CHARLESTON WV 25302		<b>Requestor Email:</b>	robert.p.kilpatrick@wv.gov
US			
<b>Vendor Contact Phone:</b>	304-345-6429	<b>Extension:</b>	
<b>Discount Details:</b>			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

**2025**  
 FILE LOCATION \_\_\_\_\_

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

7/12/24 6L

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

WUP 07/11/2024

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara [Signature]</i> 7/12/2024 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray [Signature]</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>[Signature]</i> 7/16/24 ELECTRONIC SIGNATURE ON FILE
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7/15/2024

**Extended Description:**

Change Order

Change Order No. 4 is issued to extend and increase the original contract to December 31, 2024 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to complete originally contracted projects.

Effective date of change August 2, 2024.

Extend contract from: August 2, 2024  
to: December 31, 2024

Original Contract Price : \$145,600.00  
Change Order 1 : \$ 58,800.00  
Change Order 4 increase : \$145,600.00  
New Contract Total : \$350,000.00

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	2024-12-31				

**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:**

6/6/2024

STATE OF WEST VIRGINIA/GSD

To:

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

**CONTRACT NUMBER:**

CCT 0211 4070 GSD2300000008 1

Dear Sir,

I would like to request an extension to my current contract. This change order would extend the contract to 12/31/24. The hours allocated are as outlined below.

Building 1 FC Replacement Phase 4- **340 Hours**  
Extended period for construction administration.

Building 1 FC Replacement Phase 5- **600 Hours**  
Expanded scope of work to include law library.

Building 1 West Wing (WB-1) Phase 6-**100 Hours**  
New Office Space.

Total hours requested this period 1040 Hours.

*F. Scott Mason PE*

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 and increase of contract. The increase will be for a total of \$145,600.00, and a total of 1040 hours.

*James R Jones*

APPROVED  
*[Signature]*  
7/11/24

**General Services  
Division**

# Memo

**To:** Melissa Pettrey, Senior Buyer, Purchasing Division  
**From:** James R. Jones, Procurement Administrator *James R Jones*  
**Date:** July 2, 2024  
**Re:** CCT 0211 GSD2300000008: Engineering Project Management Advisor Services - Extension and Increase Request

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Melissa,

Please accept this memorandum as explanation and justification for our Agency's request to extend the subject contract for 153 days, to December 31, 2024. In addition, we are requesting an increase in the total hours. Delays in equipment deliveries for the projects being administered by this position are resulting in our need to extend the contract.

As projects have progressed, an additional phase of work was required in order to complete one of the initial scope of work projects included in the original contract. In preparation for Phase 5 of the various Fan Coil projects taking place in the Capitol, there was need for some demolition and electrical work to be performed. Delays in getting approvals from the WV Supreme Court on the designs for Phase 5 have led to the need to get work performed in advance resulting in Phase 6 work.

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!

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>07/03/2024</u>	Agency: General Services Division
Solicitation No. _____	Procurement Officer Submitting Requisition: Jamie Jones
_____	Requisition No. _____
_____	PF No.: 1214357

C/O 4

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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7/3/2024  
MKP

*\*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

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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.*

### 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 Servies - Professional, Scientific and Technical Servies - 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>	<a href="#">x Close</a>
<b>At Will Term</b>	T
<b>At Will Term Years</b>	20
<b>Authorized Shares</b>	Young Entrepreneur Not Specified

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## Addresses

Type	Address
<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
Type	Address

## Officers

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

## Annual Reports

### Filed For

2024  
2023  
2022  
2021  
2020  
2019  
2018

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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.

Tuesday, July 2, 2024 — 9:59 AM

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Mar 1, 2024



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May 21, 2024



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All Words

e.g. 1606N020Q02



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Disaster Response Registry

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- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"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 ∧

- Active
- Inactive

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