



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

State of West Virginia  
**Purchase Order**

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

Order Date: 12-04-2024

<b>Order Number:</b>	CPO 0211 4086 GSD2400000010 2	<b>Procurement Folder:</b>	1318952
<b>Document Name:</b>	Building 86 Air Makeup Units Replacement	<b>Reason for Modification:</b>	Change Order No. 1 To Issue Notice to Proceed and extend the contract.
<b>Document Description:</b>	Building 86 Air Makeup Units Replacement		
<b>Procurement Type:</b>	Central Purchase Order		
<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>	2024-09-06
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-09-30

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000174873	<b>Requestor Name:</b>	Jeffrey L Gillenwater
DOUGHERTY CO INC PO BOX 1828		<b>Requestor Phone:</b>	304-352-5490
CHARLESTON WV 25327-1828		<b>Requestor Email:</b>	jeffrey.l.gillenwater@wv.gov
US		<div style="font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____	
<b>Vendor Contact Phone:</b>	304-925-6664 Extension:		
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#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 86 1124 SMITH ST CHARLESTON WV 25301 US

*CR 1-2-25*

<b>Total Order Amount:</b>	\$131,875.00
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Purchasing Division's File Copy

*MKP 12/20/2024*

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>12/20/2024</i> 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>1-8-25</i> ELECTRONIC SIGNATURE ON FILE
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*1/6/2025*

**Extended Description:**

Change Order

Change Order No. 1 is issued to establish the effective start and effective end dates, and to issue the Notice to Proceed, and extending the original contract to September 30, 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 to provide vendor time to complete the project only.

Effective date of change: 9/9/2024

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151207	0.00000		0.000000	131875.00
Service From	Service To	Manufacturer	Model No		
2024-09-06	2024-09-30				

**Commodity Line Description:** Building 86 Air Makeup Units Replacement

**Extended Description:**

Building 86 Air Makeup Units Replacement



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

John K. McHugh  
Acting Cabinet Secretary

John K. McHugh  
Director

September 6, 2024

Dougherty Co. Inc.  
PO Box 1828  
Charleston, WV 25327-1828

Attn: Brian Smith

**NOTICE TO PROCEED**

Per issuance of Purchase Order Number CPO GSD240000010, this is your notification to commence work on Friday, September 6, 2024, to provide all equipment, materials and incidentals for services related to Building 86 Air Makeup Unit Replacement, per the bid requirements, terms, and conditions of CRFQ GSD2400000012.

Given the contract's terms and conditions, you have Three (3) calendar days from the issuance of the Notice to Proceed for Final Completion. The contract start date is September 6, 2024, with the effective end date of Monday, September 9, 2024.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5517, or e-mail at [James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov).

Sincerely,

A handwritten signature in cursive script that reads "James R. Jones".

James (Jamie) R. Jones, Procurement Administrator



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

John K. McHugh  
Acting Cabinet Secretary

John K. McHugh  
Director

**MEMORANDUM**

**To:** Melissa Pettrey, Senior Buyer, State Purchasing Division

**From:** James R. Jones, Procurement Administrator

**Date:** December 4, 2024

**Ref:** **Change Order #1 – CPO GSD240000012 – Bldg. 86 Air Makeup Unit Replacement**

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Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#1) to our contract (CPO GSD230000012) with Dougherty Company, Inc. for Building 86 Air Makeup Unit Replacement project. The General Services Division Project Manager failed to inform the Procurement Section that he had given the vendor verbal notification to commence work on Friday, September 6, 2024.

This project was originally let with a 3 day fixed period to complete all work. However, as work commenced the need to extend this project became evident. The Vendor has requested a 21 day extension to Monday, September 30, 2024. The General Services Division is in agreement with granting this extension.

We have counseled the Project Manager on the importance of issuing formal Notice to Proceed letters for all fixed period contracts. In addition, we've discussed the need to allow ample time for all work to be completed.

Please make this increase effective immediately.

If you have any questions or need additional information, please contact me via email at [James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov) or by phone at (304) 352-5517.

# 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

December 4, 2024

CPO GSD2400000010

WV General Services Division - Procurement  
103 Michigan Avenue  
Charleston, WV 25311

Attention: Jamie R. Jones

Subject: **WV Building 86 Makeup Air Units Replacement**

Jamie,

Dougherty Company formally requests a time extension of 21 calendar days from the original effective end date of September 9, 2024, for completion of the Building 86 HVAC unit replacement.

Respectfully,

**DOUGHERTY COMPANY, INC.**

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



Brian Jones  
Project Manager

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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			
<b>Business Purpose</b>	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		<b>Capital Stock</b> 5000.0000
<b>Charter County</b>	Kanawha	<b>Control Number</b>	47562
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<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>	5000	<b>Young Entrepreneur</b>	Not Specified

**Addresses**

Type	Address
<b>Mailing Address</b>	P. O. BOX 1828 CHARLESTON, WV, 25327
<b>Mailing Address</b>	S.M. BOWLING PO BOX 1828 CHARLESTON, WV, 25327 USA
<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**

Filed For

2024
2023
2022
2021
2020
2019
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<b>Date filed</b>

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

Friday, December 20, 2024 — 11:04 AM

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Search



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Select Domain **Entity Information** +

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All Words i

Exact Phrase i

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Entity ▼

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Status ▲



## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search



Lyle, Tara L <tara.l.lyle@wv.gov>

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**Re: CPO GS24\*10 - CO#**

1 message

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Lyle, Tara L <tara.l.lyle@wv.gov>

Mon, Dec 30, 2024 at 11:06 AM

To: "Jones, James R" <james.r.jones@wv.gov>

Cc: Melissa K Pettrey <melissa.k.pettrey@wv.gov>, Cody G Taylor <cody.g.taylor@wv.gov>

I knew the reason for the extension. I just think it needs to be included with the change order document. I'll upload your memo explaining it.

Tara

On Sat, Dec 28, 2024 at 2:02 PM Jones, James R <james.r.jones@wv.gov> wrote:

Tara,

The Notice to Proceed letter indicates the original 3-day timeframe for the work to be completed. The Project Manager for this work failed to let myself, or my staff, know that he had previously given the vendor any indication that work should commence. When our Finance Section went to make the first "progress payment" is the first indication that we had that any work had begun. The Justification letter, that is included in the Procurement Folder provides the justification for the time extension for the completion of the project. If you still want me to change what should have been the original Notice to Proceed to indicate an extension, I will.

Thank you,

*James (Jamie) R. Jones  
Procurement Administrator  
General Services Division  
103 Michigan Avenue  
Charleston, WV 25311  
(P) 304-352-5517  
(C) 304-356-1076  
(F) 304-558-1475*

"Only when the power of love overcomes the love of power will the world know peace." J. Hendrix

**EFT (direct deposit) payments are the safest, quickest way to receive payment!**

Click the link <https://www.wvsao.gov/ElectronicPayments/Default>

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On Thu, Dec 26, 2024 at 4:23 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Good afternoon,

Looking over the CO for the NTP and time extension. Your letter to the vendor still has the 9/9/24 without mention of the extension to 9/30/24. Please update the letter by adding the extension date. If you don't want to change the letter, we'll have to upload the memo explaining the reason for the change. It's back in DRAFT mode.

Thanks,  
Tara



Approved  
TJH

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

John K. McHugh  
Acting Cabinet Secretary

John K. McHugh  
Director

**MEMORANDUM**

**To:** Melissa Pettrey, Senior Buyer, State Purchasing Division

**From:** James R. Jones, Procurement Administrator

**Date:** December 4, 2024

**Ref:** Change Order #1 – CPO GSD240000012 – Bldg. 86 Air Makeup Unit Replacement

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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.

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>12/20/2024</u>  Solicitation No. _____  <div style="font-size: 2em; color: blue; margin-left: 20px;">c/o 1</div>	Agency: General Services Division  Procurement Officer Submitting Requisition: Jamie Jones  Requisition No. _____  PF No.: 1318952
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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
10	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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: Melissa K. Pettrey, Senior Buyer