



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: 09-20-2024

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>	CPO 0211 4001 GSD2400000015 3	<b>Procurement Folder:</b>	1385978
<b>Document Name:</b>	Building 1, West Wing HVAC and Demolition (Phase 6)	<b>Reason for Modification:</b>	Change Order 2 To extend the contract
<b>Document Description:</b>	Building 1, West Wing HVAC and Demolition (Phase 6)		
<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>	2024-05-08
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-01-10

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000174873	<b>Requestor Name:</b>	David K Parsons
DOUGHERTY CO INC PO BOX 1828  CHARLESTON WV 25327-1828 US		<b>Requestor Phone:</b>	304-352-5486
<b>Vendor Contact Phone:</b>	304-925-6664	<b>Requestor Email:</b>	david.k.parsons@wv.gov
<b>Discount Details:</b>		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<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 1  1900 KANAWHA BLVD E  CHARLESTON WV 25305  US

9-30-24 CR

<b>Total Order Amount:</b>	\$324,930.00
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Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara H. 9/30/24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray 10/7/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Colleen 10-7-24</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 2 is issued to extend the original contract to January 10, 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 provide to complete the project due to extended lead times for project materials only.

Effective date of change September 20, 2024.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151206	0.00000		0.000000	324930.00
Service From	Service To	Manufacturer		Model No	
2024-05-08	2025-01-10				

**Commodity Line Description:** Building 1, West Wing HVAC and Demolition (Phase 6)

**Extended Description:**

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

# DOUGHERTY COMPANY, INC.

Heating, Ventilating, Plumbing, Piping, Air-Conditioning and Sheet Metal  
**Mechanical Contractors**

P.O. Box 1828 <> Charleston, WV 25327

Contractor License #WV034016

(304) 925-6664 <> FAX (304) 925-4280

September 19<sup>th</sup>, 2024

To: Mr. Dave Parsons

Subject: Capitol FCU Replacement Phase 6 Extension

This proposal letter is to ask for an extension to our contract for the phase 6 portion of the Fan Coil Replacement Project. We are asking for a 67 day extension due to lead times on equipment that will not arrive until after the final completion date. The estimated ship date for the equipment is 11/11/24. The original completion date was set for 11/04/24 and we are asking to extend the contract to 1/10/25. We thank you for your time and efforts that greatly help the outcome of these projects.

Very truly yours,

**DOUGHERTY COMPANY, INC.**



Tommy Campbell  
Project Manager

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





*OK  
Mandy  
9/26/2024*

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, General Services Division *James R Jones*

**Date:** September 20, 2024

**Ref:** Change Order # 2 – CPO GSD240000015 – W. Wing HVAC and Demolition Project – Phase 3

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Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order #2 to our contract (CPO GSD240000015) with Dougherty Company, INC. for Building 1 West Wing HVAC and Demolition Project – Phase 6. Due to manufacturing delays for electrical switchgear included in this project, we are in agreement to allow for an extension of 67 days. The new end date for this project will be January 10, 2025.

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.

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

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

## Officers

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

## Annual Reports

Filed For

2024
2023
2022
2021
2020
2019
2018
2017x
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2012
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2007
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2003
<b>Date filed</b>

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

Friday, September 20, 2024 — 9:55 AM

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**Contract Data Reports Update Not Completed**  
**Show Details**  
Sep 20, 2024



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**Important Reqs and Certs Update** **Show Details**  
Jul 18, 2024



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e.g. 1606N020Q02



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All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

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All Words <sup>(i)</sup>

Exact Phrase <sup>(i)</sup>

e.g. 123456789, Smith Corp

"Dougherty Co." ×

dougherty ×

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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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>105 MKP</u> Date: <u>09/26/2024</u>  Solicitation No. _____  9/2	Agency: General Services Division  Procurement Officer Submitting Requisition: Jamie Jones  Requisition No. _____  PF No.: 1385978
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Petty, Senior Buyer*