



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: 09-13-2024

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 2	Procurement Folder:	1422793
Document Name:	WV State Capitol Exterior Lighting (Phase 3)	Reason for Modification:	Change Order No. 1 - to issue Notice to Proceed
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:	2025-12-04

VENDOR			
Vendor Customer Code:	000000204212		
SPECIALTY GROUPS INC PO BOX 96			
BRIDGEPORT	WV	26330	
US			
Vendor Contact Phone:	999-999-9999	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

DEPARTMENT CONTACT	
Requestor Name:	David K Parsons
Requestor Phone:	304-352-5486
Requestor Email:	david.k.parsons@wv.gov

2025

FILE LOCATION _____

INVOICE TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	

SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US	

9-19-24 6C

Purchasing Division's File Copy

Total Order Amount:	\$7,187,379.00
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MKP 09/18/2025

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H</i> 9/18/24 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>9/25/24</i> ELECTRONIC SIGNATURE ON FILE
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9/25/2024

Extended Description:

Change Order No. 1 - To establish the contract effective start and effective end dates, and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Term: September 16, 2024 Through December 4, 2025

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	2025-12-04				

Commodity Line Description: Lighting installation services

Extended Description:

Lighting installation services



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol

Charleston, West Virginia 25305

John K. McHugh
Cabinet Secretary

John K. McHugh
Director

September 12, 2024

Specialty Groups Inc
PO BOX 96
Bridgeport, WV, 26330

Attn: Mr. Martin,

NOTICE TO PROCEED

Per issuance of Purchase Order Number CPO 0211 GSD250000004, this is your notification to commence work on (Monday) September 16th, 2024, to provide all equipment, materials and incidentals for services related to WV Capitol Exterior Lighting (Phase 3), per the bid requirements, terms, and conditions of CRFQ 0211 GSD2400000026.

Given the contract's terms and conditions, you have Four-Hundred and Fifty (450) calendar days from the issuance of the Notice to Proceed, the contract start date is September 16, 2024, and the Final Completion date is December 4, 2025.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5531, or e-mail at cody.g.taylor@wv.gov.

Sincerely, *Cody Taylor*

Cody Taylor, Procurement Specialist, GSD

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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			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	Capital Stock	10000.0000
Charter County	Harrison	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	10000	Young Entrepreneur	Not Specified



Addresses	
Type	Address
Local Office Address	10771 BUCKHANNON PIKE LOST CREEK, WV, 26385
Mailing Address	PO BOX 96 BRIDGEPORT, WV, 26330 USA
Notice of Process Address	JAMES E. HERRON P. O. BOX 96 BRIDGEPORT, WV, 26330
Principal Office Address	10771 BUCKHANNON PIKE LOST CREEK, WV, 26385 USA
Type	Address

Officers	
Type	Name/Address
Director	JAMES E. HERRON P.O. BOX 96 BRIDGEPORT, WV, 26330
Incorporator	JAMES E. HERRON PO BOX 96 BRIDGEPORT, WV, 26330 USA
President	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
4/19/1993	CHANGE OF NAME FROM CLARKSBURG JIMBO & ASSOCIATES, INC. TO SPECIALTY GROUPS, INC.

Date

Amendment

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

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2016

2015

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2012

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2009

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Date filed

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

Wednesday, September 18, 2024 — 11:27 AM

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Entity ▼

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MHP</u> Date: <u>09/18/2024</u> Solicitation No. _____ C/O 1	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 www.state.wv.us/admin/purchase/TCP.pdf	<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 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"/>

*MKP
09/18/2024*

*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*