



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: 12-05-2024

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 3	Procurement Folder:	1422793
Document Name:	WV State Capitol Exterior Lighting (Phase 3)	Reason for Modification:	Change Order No. 2 - administrative change order to add pricing page inadvertently omitted from the purchase order.
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		DEPARTMENT CONTACT			
Vendor Customer Code:	00000204212	Requestor Name:	David K Parsons		
SPECIALTY GROUPS INC PO BOX 96		Requestor Phone:	304-352-5486		
BRIDGEPORT WV 26330		Requestor Email:	david.k.parsons@wv.gov		
US		<h1>2025</h1> <p>FILE LOCATION _____</p>			
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				

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

CR 12-6-24

Total Order Amount:	\$7,187,379.00
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Purchasing Division's File Copy

<i>MKP 12/06/2024</i>		
PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>Tarah [Signature] 12/6/24</i>	DATE: <i>John S. Gray [Signature]</i>	DATE: <i>Colby [Signature] 12-9-24</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

12/9/2024

Extended Description:

Change Order No. 2 - Administrative change order to add the negotiated pricing page that was inadvertently omitted from the purchase order.

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

Mark D. Scott
Cabinet Secretary

John K. McHugh
Director

To: Melissa Pettrey, Senior Buyer, WV Purchasing Division
From: Cody G. Taylor, Procurement Specialist
Date: July 22, 2024
Ref: CRFQ GSD2400000026, WV State Capitol Exterior Lighting Project -- Phase 3

Pursuant to §5-22-4 of the WV State Code, the Agency and Vendor have conducted negotiation discussions based solely on the specifications contained within the original solicitation. As a result of those discussions, the Agency and Vendor agree to award a contract from the subject solicitation, with no changes in the specifications, terms and conditions, or scope of work defined by the solicitation and any issued addenda, in the amount of \$7,187,379.00.

Owner: General Services Division

Vendor: Specialty Groups, Inc.

By: Cody Taylor

By: Adam Martin Adam Martin

Title: Procurement Specialist

Title: Project Manager

Date: 7/22/24

Date: 7/22/2024



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

Re: SGI issue - CPO GSD2500000004

1 message

Pettrey, Melissa K <melissa.k.pettrey@wv.gov>

Thu, Dec 5, 2024 at 2:00 PM

To: "Jones, James R" <james.r.jones@wv.gov>, "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: Cody G Taylor <cody.g.taylor@wv.gov>, Ada M Kennedy <ada.m.kennedy@wv.gov>, Robert P Kilpatrick <Robert.P.Kilpatrick@wv.gov>

Jamie,

Tara is going to do an administrative change order to take care of this one.

Melissa Pettrey

Senior Buyer, Purchasing Division
304-558-0094 • Melissa.K.Pettrey@wv.gov



On Thu, Dec 5, 2024 at 12:45 PM Jones, James R <james.r.jones@wv.gov> wrote:

Melissa,

We've run into our first snag on one of the "negotiated" contract awards. This contract didn't include the original bid submission, and I'm not certain how the email that gave the price could have been incorporated. At this point this should be an administrative change, rather than a formal change order, to incorporate the negotiated price. Please let us know what is needed to get this corrected so that we can process payment(s).

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>

----- Forwarded message -----

From: **Lusk, Michelle R** <michelle.r.lusk@wv.gov>
Date: Thu, Dec 5, 2024 at 12:10 PM
Subject: SGI issue - CPO GSD2500000004
To: James R Jones <james.r.jones@wv.gov>

I was attempting to pay the first invoice for this SGI project and got the following message from the SAO:

The contract does not contain the pricing page(s). To add the pricing page(s), a change order is needed to be created through State Purchasing. Thank you.

Thanks!

SHELLY LUSK

Assistant Business Manager

Capitol Events Coordinator

Dept. of Admin.

General Services – ASM1

O - 304-352-5484

C - 681-833-9614

Michelle.R.Lusk@wv.gov

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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	

× Close

Hi, I'm SOLO! I can help you file your Annual Report.

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 CL SPECIALTY GROUPS, INC.
Date	Amendment

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Annual Reports
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2024
2023
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Date filed

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

Thursday, December 5, 2024 — 3:35 PM

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Report.

Simple Search

Search Editor

Any Words ⁱ

All Words ⁱ

Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"specialty groups inc" ×

Entity ∨

Location ∨

Status ∧

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>MP</u> Date: <u>12/5/24</u> Solicitation No. <u>COA 2 - Admin.</u> <u>Change order</u> <u>Add pricing page</u>	Agency: <u>WV GSD</u> Procurement Officer Submitting Requisition: <u>James Jones</u> Requisition No. <u>CPO ASDASX04</u> PF No.: <u>1422793</u>
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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: _____

Tara