



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: 04-01-2024

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 4074 GSD2400000003 3	<b>Procurement Folder:</b>	1294783
<b>Document Name:</b>	Building 74 Asphalt Parking Lot and Repaving Project	<b>Reason for Modification:</b>	Change Order No. 2 - to cancel the contract.
<b>Document Description:</b>	Building 74 Asphalt Parking Lot and Repaving Project		
<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>	2024-03-27
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-03-27

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000203089	<b>Requestor Name:</b>	Mark A Crites
WEST VIRGINIA PAVING INC 2950 CHARLES AVE		<b>Requestor Phone:</b>	304-352-5515
DUNBAR WV 25064 US		<b>Requestor Email:</b>	mark.a.crites@wv.gov
<b>Vendor Contact Phone:</b>	304-768-9733		
<b>Extension:</b>			
<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		

**24**  
FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 74 PLAZA FOUR 318-324 4TH AVE SOUTH CHARLESTON WV 25303 US

4424 00

**Total Order Amount:** \$0.00

Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara H. [Signature]</i> 4/1/2024 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> 4/5/2024 ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>[Signature]</i> 4-5-24 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order 2 is issued to cancel this purchase order in its entirety and all funds associated with the contract. Change Order No. 1 was a notice to proceed issued for the project to start 04/22/2024 and end on 06/21/2024. Since temporary accommodations for tenant parking cannot be obtained, the contract is being cancelled and the start and end dates have been changed to reflect the effective date of cancellation (which is 03/27/2024).

Effective date of cancellation March 27,2024.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72141100	0.00000		0.000000	0.00
Service From	Service To	Manufacturer	Model No		
2024-03-27	2024-03-27				

**Commodity Line Description:** Infrastructure building and surfacing and paving services

**Extended Description:**

per specifications



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

Steven S Boggs, Estimator  
West Virginia Paving, Inc.  
2950 Charles Avenue  
Dunbar, WV 25604

Subject: CPO GSD240000003, Building 74 Asphalt Parking Lot and Repaving Project

Mr. Boggs,

Due to an inability to obtain temporary accommodations for tenant parking, we are cancelling the subject contract. We intend to place this out to bid at a later date, once we have sufficiently acquired temporary parking accommodations for tenants of the building.

If you are in agreement with this cancellation, please sign and date below.

Regards,

James R. Jones  
Procurement Administrator  
General Services Division

  
Name  
Date



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

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## Cancellation

1 message

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**Jones, James R** <james.r.jones@wv.gov>  
To: Melissa K Pettrey <melissa.k.pettrey@wv.gov>  
Cc: Cody G Taylor <cody.g.taylor@wv.gov>

Mon, Feb 26, 2024 at 2:19 PM

Melissa,

I am submitting a cancellation request for CPO GSD24\*003 Building 74 Asphalt Parking Lot and Repaving Project. At this time, we've been unable to arrange for temporary tenant parking in time for this project to proceed.

Please let me know if you need any additional documentation. I've not done many cancellations.

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*

"And there comes a time when one must take a position that is neither safe, nor politic, not popular, but he must do it because conscience tells him it is right."  
Martin Luther King, Jr.

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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.*

#### WEST VIRGINIA PAVING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	2/4/1977		2/4/1977	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2373 - Construction - Heavy & Civil Engineering Construction - Highway, Street, Bridge Construction		<b>Capital Stock</b> 50000.0000
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	100.000000
<b>Authorized Shares</b>	500	<b>Young Entrepreneur</b>	Not Specified



<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	2950 CHARLES AVE DUNBAR, WV, 25064
<b>Mailing Address</b>	2950 CHARLES AVENUE DUNBAR, WV, 25064
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON ST. CHARLESTON, WV, 25302
<b>Principal Office Address</b>	2950 CHARLES AVENUE DUNBAR, WV, 25064 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>President</b>	BOB BROOKOVER 2950 CHARLES AVE DUNBAR, WV, 25064
<b>Secretary</b>	JOHN HAMBEL 2950 CHARLES AVE DUNBAR, WV, 25064
<b>Treasurer</b>	MATTHEW CAMPBELL 2950 CHARLES AVE DUNBAR, WV, 25064
<b>Vice-President</b>	CHET RODABAUGH 2950 CHARLES AVE DUNBAR, WV, 25064
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
SCARY CREEK MATERIALS	TRADENAME	6/5/2023	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

<b>Date</b>	<b>Amendment</b>
<b>12/14/1994</b>	INCREASE IN AUTH. CAP. STK FROM \$50,000.00 WITH 500 SH/ \$100.00 PAR TO \$15,050,000.00 WITH 500 SHARES OF COMM. & \$100.00 PAR AND 1,500 SHARES OF PREF. STK AT \$10,000.00 PAR & VALUE.

Date

Amendment

**Annual Reports**

**Filed For**

2023

2022

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2020

2019

2018

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

Thursday, March 28, 2024 — 12:07 PM

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Select Domain Entity Information +

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Entities

Disaster Response Registry

Responsibility / Qualification

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Simple Search

Search Editor

Any Words

All Words

Exact Phrase

e.g., 123456789, Smith Corp

"West Virginia Paving Inc"

Entity



## No matches found

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Would you like to include inactive records in your search result?

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 NLP</u> Date: <u>03/29/2024</u>  Solicitation No. _____  <div style="text-align: center; font-size: 2em; color: blue;">C/02</div>	Agency: General Services Division  Procurement Officer Submitting Requisition: Jamie Jones  Requisition No. _____  PF No.: 1294783
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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
<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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Handwritten:* MEB  
03/28/2024

*\*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. Pettrey, Senior Buyer*