



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: 12-15-2021

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 0804 0804 RMA2200000003 2	Procurement Folder:	925543
Document Name:	Vanderlip Pole Building Roof Replacement Project	Reason for Modification:	Change Order #1 to issue Notice to Proceed.
Document Description:	Replacement of Roof on Pole Building- RMA22005		
Procurement Type:	Central Purchase Order		
Buyer Name:	Jessica L Hovanec		
Telephone:	304-558-2314		
Email:	jessica.l.hovanec@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2021-12-14
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-03-14

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000014990			Requestor Name:	Lucinda K Butler
VERTEX ROOFING CONTRACTORS INC				Requestor Phone:	(304) 538-2305
9137 EUCLID CT				Requestor Email:	cindy.k.butler@wv.gov
MANASSAS	VA	20110-5329		<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	7037942121	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
STATE RAIL AUTHORITY 120 WATER PLANT DR  MOOREFIELD WV 26836 US	STATE RAIL AUTHORITY (DBA) SOUTH BRANCH VALLEY RAILROAD 120 WATER PLANT DR MOOREFIELD WV 26836 US

12-16-21  
B&T

Total Order Amount:	\$16,121.60
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya 12/16/21</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>12/16/2021</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>12/16/2021</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order #1 to issue the Notice to Proceed, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of Notice to Proceed: December 14, 2021 through March 14, 2022.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000		0.000000	16121.60
Service From	Service To	Manufacturer		Model No	

**Commodity Line Description:** Removal & Replacement of Shingle Roof

**Extended Description:**

Replacement of shingled roof on a pole building at Vanderlip siding on the South Branch Valley Railroad



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**  
**State Rail Authority**

120 Water Plant Drive • Moorefield, West Virginia 26836  
(304) 538-2305 • TDD: (800) 742-6991 • FAX: (304) 538-7474

**Jimmy Wriston, P.E.**  
**Secretary of Transportation**  
**Commissioner of Highways**

December 8, 2021

Joe Cotter  
9137 Euclid CT  
Manassas, VA 20110

RE: Notice to Proceed – Change Order #1 – CPO RMA22\*03

Dear Mr. Cotter:

Please accept this letter as your formal notice to proceed for the replacement of a shop roof on the Vanderlip Pole Building, RT 220 Vanderlip, WV. The term of the contract will run for 90 work-days (omitting holidays and weekends) from December 14, 2021 through March 14, 2022.

If you have any question, please feel free to call me at 304-538-2305 ext. 12053.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Butler".

Cindy Butler  
Director

Cc: Toby Welch  
Linda Harper