



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: 05-12-2022

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 0803 0458 DOT2100000056 3	<b>Procurement Folder:</b>	834937
<b>Document Name:</b>	Roof Removal and Replacement 04210919	<b>Reason for Modification:</b>	CHANGE ORDER 1: TO ISSUE NOTICE TO PROCEED
<b>Document Description:</b>	Roof Removal and Replacement 04210919		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	John W Estep		
<b>Telephone:</b>	304-558-2566		
<b>Email:</b>	john.w.estep@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-03-21
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2022-05-04

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000200124	<b>Requestor Name:</b>	William Bryan Henry
SUTTER ROOFING & METAL COMPANY INC PO BOX 2036		<b>Requestor Phone:</b>	304-326-0137
CLARKSBURG WV 263022036 US		<b>Requestor Email:</b>	w.bryan.henry@wv.gov
<b>Vendor Contact Phone:</b>	999-999-9999	<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION _____</div>	
<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		

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT FOUR P O BOX 4220 CLARKSBURG WV 26302-4220 US	DIVISION OF HIGHWAYS DISTRICT FOUR HQ 2460 MURPHYS RUN RD BRIDGEPORT WV 26330 US

5-13-22 BAT

**Total Order Amount:** \$135,200.00

Purchasing Division's File Copy

ENTERED

JE 5/13/22

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara H 5/13/2022</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John D. Green</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>5/19/2022</i> ELECTRONIC SIGNATURE ON FILE
---	---	--

5/19/2022

**Extended Description:**

Change Order No. 01 - 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:03/21/22 Through 05/04/2022

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	1.00000	LS	135200.000000	135200.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Roofing service

**Extended Description:**

Roofing service



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Highways**

Office of the District Engineer/Manager

District Four

Post Office Box 4220 · Clarksburg, West Virginia 26302 · (304) 842-1500

**D. Alan Reed, P.E.**  
State Highway Engineer

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

**3/10/2022**


**To:** Sutter Roofing & Metal Co, INC.  
PO Box 2036  
Clarksburg, WV 26302

**From:** Bryan Henry  
District 4 Comptroller

**Subject:** Notice To Proceed for contract# DOT2100000120

Please allow this letter to serve as a "notice to proceed" on contract number DOT2100000120 referenced herein. The initiation of this contract will begin on March 21<sup>st</sup> 2022 with the expectation being that the fulfillment of the contract will be reached on or before the date of May 4<sup>th</sup>, 2022. After completion and receipt of final invoice, the agreed upon total will be paid in full.

We appreciate your services, thank you.

  
Bryan Henry



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

Office of the District Engineer/Manager  
District Four

Post Office Box 4220 · Clarksburg, West Virginia 26302 · (304) 842-1500

D. Alan Reed, P.E.  
State Highway Engineer

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

3/10/2022

To: Procurement Section  
Finance Division

A handwritten signature in black ink that reads "Andy Smithers".

From: Bryan Henry   
District 4 Comptroller

Subject: Notice to Proceed – CRFQ DOT2100000120 (04210919)

I have contacted the vendor, Sutter Roofing & Metal Co., LLC, concerning the awarded contract for Roof Removal & Replacement and would like to issue a notice to proceed. The agreed to starting date is Monday March 21st, 2022 and will be completed on or before Wednesday May 4<sup>th</sup>, 2022 (45 calendar days per contract terms).

Thank you.