



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: 11-04-2022

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 1400 1400 AGR2300000004 2	Procurement Folder:	1094433
Document Name:	ROOF REPLACEMENT BUILDING 7	Reason for Modification:	Change Order # 1
Document Description:	ROOF REPLACEMENT BUILDING 7		To issue Notice to Proceed
Procurement Type:	Central Purchase Order		
Buyer Name:	Crystal G Hustead		
Telephone:	(304) 558-2402		
Email:	crystal.g.hustead@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-10-31
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-11-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200413 HARRIS BROTHERS ROOFING COMPANY 1533 HANSFORD ST  CHARLESTON WV 253111917 US Vendor Contact Phone: 304-343-5566 Extension:	Requestor Name: Cynthia D Fisher Requestor Phone: (304) 558-2221 Requestor Email: cfisher@wvda.us																				
Discount Details:	<div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div>																				
<table border="1" style="width: 100%;"><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		Not Entered																			
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES  1900 KANAWHA BLVD E  CHARLESTON WV 25305-0173 US	AUTHORIZED RECEIVER 304-558-4058 AGRICULTURE DEPARTMENT OF BUILDINGS & GROUNDS DIVISION  419 GUS R DOUGLAS LN, BLDG17A  CHARLESTON WV 25312 US

11-7-2022 BA

Total Order Amount:	\$50,400.00
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Purchasing Division's File Copy

ENTERED

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya H 11/7/2022</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Grant</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Toler 11-9-2022</i> ELECTRONIC SIGNATURE ON FILE
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11/9/2022

**Extended Description:**

Change Order # 1

To establish the contract effective start and effective end dates, 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: 10/31/2022 though 11/30/2022

no other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25174100	0.00000		0.000000	50400.00
Service From	Service To	Manufacturer	Model No		
2022-10-31	2022-11-30				

**Commodity Line Description:** Roof Replacement Building 7

**Extended Description:**

All labor, materials, equipment, and supplies necessary to replace roof

**West Virginia Department of Agriculture**

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



October 28, 2022

Harris Brothers Roofing Company  
Attn: Jay Holcomb  
1533 Hansford St.  
Charleston, Wv 253111917

Dear Jay Holcomb,

This is your official Notice to Proceed for CPO AGR2300000004, WVDA Replacement Roof Building 7 Project. Your Notice to Proceed period will begin effective October 31, 2022 and will be completed by November 30, 2022.

If you have any questions concerning this, feel free to contact me at (304) 558-2221.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Clemans".

Alan Clemans (Oct 28, 2022 21:14 EDT)

Alan Clemans, CFO/Director of  
Administrative Services Division

mailing address: 1900 Kanawha Blvd. East, Charleston, WV 25305-0009  
physical address: 217 Gus R. Douglass Lane, Charleston, WV 25312  
telephone: 304-558-3550 • fax: 304-558-2203

[www.agriculture.wv.gov](http://www.agriculture.wv.gov)

In accordance with federal and state laws, the West Virginia Department of Agriculture is prohibited from discrimination in its programs and services on the basis of race, color, religion, sex, age, national origin or ancestry, disability (including blindness), medical condition, marital status, veteran status, and political affiliation.

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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.*

### HARRIS BROTHERS ROOFING COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	8/1/1951		8/1/1951	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		<b>Capital Stock</b> 0.0000
<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>	0.000000
<b>Authorized Shares</b>	0	<b>Young Entrepreneur</b>	Not Specified

## Addresses

Type	Address
<b>Local Office Address</b>	1533 HANSFORD STREET CHARLESTON, WV, 25311
<b>Mailing Address</b>	1533 HANSFORD CHARLESTON, WV, 25311 USA
<b>Notice of Process Address</b>	JAY HOLCOMB 1533 HANSFORD STREET CHARLESTON, WV, 25311
<b>Principal Office Address</b>	1533 HANSFORD ST CHARLESTON, WV, 25311 USA
Type	Address

## Officers

Type	Name/Address
<b>Incorporator</b>	LILLIAN K. HARRIS 1015 CLEVELAND AVE CHARLESTON, WV, 25301
<b>Incorporator</b>	PATRICIA A. HARRIS 1015 CLEVELAND AVE CHARLESTON, WV, 25301
<b>Vice-President</b>	GREY HARRIS PO BOX 341 CHARLESTON, WV, 25322
Type	Name/Address

Date	Amendment
<b>2/20/1952</b>	AMEND: DECREASE OF CAPITAL BK 204, PG 122
Date	Amendment

## Annual Reports

Filed For
2022
2021
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, November 2, 2022 — 10:34 AM

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For more information on how to use our keyword search, visit our help guide

Any Words ⓘ

All Words ⓘ

Exact Phrase ⓘ

e.g. 123456789, Smith Corp

"harris brothers roofing company" ×

Entity



Location



Status



Active

Inactive

Reset



## No matches found

Your search did not return any results for active records.

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

**Search inactive**

**Go back**



Feedback

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: _____ Date: _____  Solicitation No. _____	Agency: <u>Agriculture</u> Procurement Officer Submitting Requisition: <u>Cindy Fisher</u> Requisition No. <u>CPO AGR2300000004</u> PF No.: <u>1094433</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 ( <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"/>



	Compliance Check Type	Required	Provided, If Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	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"/>
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:**

13	Two-party agreement	<input checked="" type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Federal debarment verification	<input checked="" type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input 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.*



Toler, Beverly A <beverly.a.toler@wv.gov>

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## Award Letter

1 message

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**Toler, Beverly A** <beverly.a.toler@wv.gov>

Wed, Nov 9, 2022 at 2:33 PM

To: Crystal G Hustead <crystal.g.hustead@wv.gov>, Tara L Lyle <tara.l.lyle@wv.gov>

Cc: "Fisher, Cindy" <cfisher@wvda.us>

Bcc: jay.harrisbrothers@outlook.com

Please find attached correspondence regarding the above-referenced matter. **If you have any questions please contact the Buyer listed on the first page of the purchase order.**

WV Purchasing Division

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Beverly A Toler

Support Services Supervisor

WV Purchasing Division



**Change Order Notification Letter (18).pdf**

108K



MARK D. SCOTT  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

W. MICHAEL SHEETS  
DIRECTOR

**RE:** Notice of Contract Document Availability for Awarded Contract/Purchase Order No. CPO AGR2300000004, Procurement Folder No. 1094433.

Vendor(s),

This email is intended to notify you that important documents have been posted to the West Virginia Purchasing Division's website relating to the above identified solicitation and/or contract. Your firm is receiving this email because:

Harris Brothers Roofing Company

- Participated in the State of West Virginia's competitive bid process for which a contract has now been awarded to:
- Obtained a non-competitive contract award.
- Holds a contract and is receiving a central delivery order.
- Holds a contract and is receiving confirmation of an approved change order.

The award document, delivery order, or change order in question will be published at <http://www.state.wv.us/admin/purchase/Awards/awarded.html> within one business day. Please utilize the weblink to obtain a copy of the document for your records when available. The documents will only remain available on the website for 90 days.

The Purchasing Division appreciates your interest in doing business with the State. If you wish to attain additional details regarding the award of this purchase order/contract, please note that all officially awarded purchase orders/contracts are public information and available for public inspection at the Purchasing Division, 2019 Washington Street East, Charleston, WV 25305.

Thank you,

Crystal Hustead, Senior Buyer  
Purchasing Division

CPO AGR2300000004-Email List

[jay.harrisbrothers@outlook.com](mailto:jay.harrisbrothers@outlook.com)

[cfisher@wvda.us](mailto:cfisher@wvda.us)