



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Purchase Order

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Date: 03-13-2024

Order Number:	CPO 0211 4015 GSD2400000008 2	Procurement Folder:	1338928
Document Name:	Building 16 Roofing & HVAC Project	Reason for Modification: Change Order No. 1 to Re-issue contract	
Document Description:	Building 16 Roofing & HVAC Project		
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:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000200424	Requestor Name:	Timothy M Lee
TRI-STATE ROOFING & SHEET METAL COMPANY OF OHIO PO BOX 892		Requestor Phone:	304-352-5492
MORGANTOWN WV 265070892 US		Requestor Email:	timothy.m.lee@wv.gov
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		

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 16 - CAPITOL SCHOOL 2100 WASHINGTON ST CHARLESTON WV 25305 US

3-20-24 6C

Total Order Amount:	\$509,455.00
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Purchasing Division's File Copy

MKP 03/14/2024

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara J. [Signature] 3/19/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. [Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Don [Signature] 3-21-24</i> ELECTRONIC SIGNATURE ON FILE
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3/21/2024

Extended Description:

Change Order No. 1

Change Order No. 1 is issued for administrative purposes only and is intended to change the Vendor Customer number from TRI STATE ROOFING & SHEET METAL CO of OHIO (VC 000000200424*) to TRI STATE ROOFING & SHEET METAL CO (VC 000000203565*). System limitations require that this contract be given a new number moving forward but the original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Effective date of change: 03/13/2024

New procurement folder: 1395455

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25174100	0.00000		0.000000	509455.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Building 16 Roofing & HVAC Project

Extended Description:

Building 16 Roofing & HVAC Project



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

RE: Award Letter

1 message

Brandon Merriman <bmerriman@tri-stateservice.com>
To: "Pettrey, Melissa K" <melissa.k.pettrey@wv.gov>

Wed, Mar 6, 2024 at 8:11 AM

When I follow link, I cant find the contract, it only shows stuff as recent as 03/01/24; so it may not be updated yet?

I believe our customer# is 000000203565;

PO Box 1231 Charleston WV 25324

Thanks,

Brandon Merriman, P.E., CEM

Tri-State Roofing & Sheet Metal Company

P.O. Box 1231

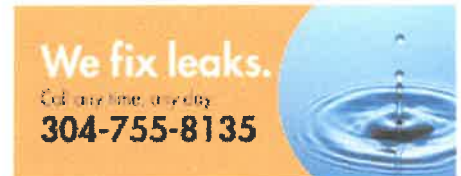
Charleston, WV 25324

Office: 304-755-8135

Cell: 304-550-6141

Fax: 304-755-5275

bmerriman@tri-stateservice.com



"If you think it is expensive to hire a professional to do the job, wait until you hire an amateur." Red Adair

Our work is performed by our own in-house professionals that are trained for both safety and quality.

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From: Pettrey, Melissa K <melissa.k.pettrey@wv.gov>
Sent: Wednesday, March 6, 2024 8:00 AM
To: Brandon Merriman <bmerriman@tri-stateservice.com>
Subject: Re: Award Letter

Good morning.

If you go to the link provided on the letter, you will be able to view and download the contract documents. From there you can print or save the contract.

I could not locate a vendor customer number in wvOASIS for Tri-State Roofing & Sheet Metal of WV, only Ohio and PA.

There is a charleston address listed under this name and number.

Would you have an old contract that you could see what number we used then?

Sincerely,

Melissa K. Pettrey

Senior Buyer

WV Department of Administration

Purchasing Division

State Capitol Complex

2019 Washington Street, East

Charleston, WV 25305-0130

304-558-0094

melissa.k.pettrey@wv.gov

On Tue, Mar 5, 2024 at 4:02 PM Brandon Merriman <bmerriman@tri-stateservice.com> wrote:

Melissa,

I received this award letter today. Will the contract/purchase order be mailed as well. I noticed it references Tri-State Roofing & Sheet Metal of Ohio (Parkersburg). That is our sister company – we are Tri-State Roofing & Sheet Metal of WV (Charleston).

Thanks,

You are viewing this page over a secure connection. Click here for more information.

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.

TRI-STATE ROOFING & SHEET METAL COMPANY OF WEST VIRGINIA

see attached

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/26/1979		4/26/1979	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)	Capital Stock	50000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	10.000000
Authorized Shares	5000	Young Entrepreneur	Not Specified



Addresses	
Type	Address
Local Office Address	ROCK BRANCH INDUSTRIAL PARK 321 HARRIS POCA, WV, 25159
Mailing Address	PO BOX 1231 CHARLESTON, WV, 25324 USA
Notice of Process Address	TIMOTHY DORSCH 321 HARRIS DRIVE ROCK BRANCH INDUSTRIAL PARK POCA, WV, 25159
Principal Office Address	ROCK BRANCH INDUSTRIAL PARK 321 HARRIS POCA, WV, 25159 USA
Type	Address

Officers	
Type	Name/Address
Director	RACHEL E. REED PO BOX 5310 VIENNA, WV, 26105
President	TIMOTHY DORSCH PO BOX 1231 CHARLESTON, WV, 25324
Secretary	HARRY H ESBENSHADE III 166 60TH STREET VIENNA, WV, 26105
Treasurer	BRYAN J REAM 166 60TH STREET VIENNA, WV, 26105
Vice-President	BRIAN LINVILLE PO BOX 1231 CHARLESTON, WV, 25324
Type	Name/Address

Date	Amendment
9/10/1979	CHANGE OF PAR VALUE AND NUMBER OF SHARES.
Date	Amendment

Annual Reports

Filed For
2023
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, March 19, 2024 — 10:57 AM

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Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO BOX 4255	MORGANTOWN	WV	26504	
Payment	✓ PO Box 1231	Charleston	WV	25324	
Ordering	PO BOX 1949	PARKERSBURG	WV	26102	Default Contact Name
Payment	PO BOX 1949	PARKERSBURG	WV	26102	Jason Lewis
Payment	✓ PO BOX 892	MORGANTOWN	WV	265070892	Default Contact Name
Ordering	PO BOX 892	MORGANTOWN	WV	265070892	Default Contact Name

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : 000000200424

TRI-STATE ROOFING & SHEET METAL COMPANY OF OHIO

Address Type : Payment

Active From : 06/22/2

Active To :

Division/Department :

Default Record :

Additional Address Info. :

Mail Returned :

Prevent New Spending :

Active Address : Yes

Default Currency : USD - US Dollar

▼ Address Information

Address ID : AD000005

Country Phone Code : 1

Street 1 : PO BOX 4255

Phone : 304-328-5244

Street 2 :

Phone Extension :

City : MORGANTOWN

County :

State/Province : WV

County Name :

Zip/Postal Code : 26504

Country : US



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Select Domain
Entity Information +

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By -

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

Any Words

All Words

Exact Phrase

e.g. 123456789, Smith Corp

"Tri-State Roofing & Sheet Metal CO"

Entity



No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search?

Search inactive

Go back

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 NKP</u> Date: <u>03/14/2024</u> Solicitation No. _____ C/O #1	Agency: General Services Division Procurement Officer Submitting Requisition: Requisition No. PF No.: 1338928
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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				
	<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:

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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" 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: Melissa K. Pettrey