



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: 06-04-2024

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 0403 0013 DBS2400000006 2	<b>Procurement Folder:</b>	1371429
<b>Document Name:</b>	WVSDDB Door and Window Replacement for PE Building	<b>Reason for Modification:</b>	Change Order 01
<b>Document Description:</b>	WVSDDB Door and Window Replacement for PE Building	To Issue Notice to Proceed	
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Joseph E Hager III		
<b>Telephone:</b>	(304) 558-2306		
<b>Email:</b>	joseph.e.hageriii@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-05-13
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-12-08

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000193013	<b>Requestor Name:</b>	Tabitha J Crist
HARBEL INC PO BOX 358  CUMBERLAND MD 21502 US		<b>Requestor Phone:</b>	(304) 822-4810
<b>Vendor Contact Phone:</b>	3017298303	<b>Requestor Email:</b>	tabitha.crist@k12.wv.us
<b>Discount Details:</b>		<b>24</b> FILE LOCATION _____	
<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
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY WV 26757-1894 US	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST  ROMNEY WV 26757-1894 US

*64246*

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$485,000.00
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*6/4-24*

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>6/4/2024</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>6/17/2024</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>6-18-24</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>
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*6/17/2024*

**Extended Description:**

Change Order 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: 05/13/2024 Through 12/8/2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	30170000	0.00000		0.000000	485000.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Door and Window Replacement

**Extended Description:**

Door and Window replacement



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

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May 13, 2024

Harbel, Inc  
PO Box 358  
Cumberland, MD 21502

Subject: CPO DBS 2400000006 – Notice To Proceed

The West Virginia Schools for the Deaf and the Blind is issuing this letter as a Notice To Proceed for the performance of the contract services of the above Purchase Order. As per the specifications, the contract item must be completed within two hundred and ten (210) calendar days from the date indicated below on this letter. The contract item must be completed for the agency, West Virginia Schools for the Deaf and the Blind, located at 301 E. Main St, Romney WV 26757.

**Notice To Proceed date: May 13, 2024**

Should you have further questions don't hesitate to contact us.

Very truly yours,

Tabitha J Crist  
Chief Financial Officer  
West Virginia Schools for the Deaf and the Blind

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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.*

#### HARBEL, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/30/1975		7/30/1975	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		<b>Capital Stock</b> 0.0000
<b>Charter County</b>			<b>Control Number</b> 0
<b>Charter State</b>	MD		<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>	11521 MILNOR AVE CUMBERLAND, MD, 21502
<b>Mailing Address</b>	P.O. BOX 358 CUMBERLAND, MD, 215010358 USA
<b>Notice of Process Address</b>	MARK A. FARRIS P.O. BOX 358 CUMBERLAND, MD, 21501
<b>Principal Office Address</b>	11521 MILNOR AVENUE CUMBERLAND, MD, 21502 USA
Type	Address

## Officers

Type	Name/Address
	JEREMY G. IRONS (ASST SEC) 13200 QUARRY RIDGE RD SW CUMBERLAND, MD, 21502 USA
<b>Director</b>	SEAN FRADISKA 10605 PEARL VIEW PLACE LA VALE, MD, 21502
<b>President</b>	DAVID MADDEN 13110 QUARRY RIDGE ROAD, SW CUMBERLAND, MD, 21502
<b>Secretary</b>	LESLIE RIPPEY 231 NORTHGATE TRAIL CUMBERLAND, MD, 21502
<b>Treasurer</b>	SEAN D. FRADISKA 10605 PEARL VIEW PLACE LA VALE, MD, 21502
<b>Vice-President</b>	RANDY J. CIRILLO & JARED BURKETT + MARK A. FARRIS 14725 BARTON BLVD, SW CUMBERLAND, MD, 21502
Type	Name/Address

## Annual Reports

Filed For

2024



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e.g. 123456789, Smith Corp

"HARBEL INC." ×

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Maguire</u> Date: <u>6-4-24</u> Solicitation No. <u>CPO DBS 24 006</u> <u>C/O #1 - WTP</u>	Agency: WVSDDB <hr/> Procurement Officer Submitting Requisition: Tabitha J Crist <hr/> Requisition No. CPO DBS 24 006 <hr/> PF No.: 1371429
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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				
	Commercial General Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" 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.*

*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: \_\_\_\_\_

