



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: 08-01-2024

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 0803 0258 DOT1500000032 12	Procurement Folder:	56532
Document Name:	Change Order #1	Reason for Modification: Change Order No. 1 to cancel balance of purchase order	
Document Description:	Roll Document from 2020 to 2021		
Procurement Type:	Central Purchase Order		
Buyer Name:	John W Estep		
Telephone:	304-558-2566		
Email:	john.w.estep@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR			
Vendor Customer Code:	000000206373		
CARR CONCRETE CORP PO BOX 265			
WAVERLY	WV	261840265	
US			
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		

DEPARTMENT CONTACT	
Requestor Name:	Gabrielle B Selbe
Requestor Phone:	304-399-0146
Requestor Email:	gabrielle.b.selbe@wv.gov

2025

FILE LOCATION _____

INVOICE TO	
DIVISION OF HIGHWAYS DISTRICT TWO 801 MADISON AVE HUNTINGTON WV 25704 US	

SHIP TO	
STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City US	WV 99999

Total Order Amount: \$0.00

Purchasing Division's File Copy

JE 8/2/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *JA 8.7.24*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *8-13-24*
 ELECTRONIC SIGNATURE ON FILE

8/13/2024

Extended Description:

Change Order No. 1 to cancel the balance of purchase order from \$49,975.00 to 0

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	30101717	0.00000	LF	138.000000	0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: PRESTRESSED CONCRETE BOX BEAMS

Extended Description:

Exterior Beam 17" prestressed
concrete box beam (3ft. Wide)
2 beams x 41.5

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	30101717	0.00000	LF	138.000000	0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: PRESTRESSED CONCRETE BOX BEAMS

Extended Description:

Interior Beam 17" prestressed
concrete box beam (3ft. Wide)
3 beams x 41.5

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	30101717	0.00000	EA	200.000000	0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: PRESTRESSED CONCRETE BOX BEAMS

Extended Description:

Elastomeric Bearing Pads
(8 B1 Pads & 4 B2 Pads)

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	30101717	0.00000	EA	20.000000	0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: PRESTRESSED CONCRETE BOX BEAMS

Extended Description:

1" Diameter x 2'-0" Anchor
bolt or No. 8 galvanized deformed rebar

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	30101717	0.00000	LS	600.000000	0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: PRESTRESSED CONCRETE BOX BEAMS

Extended Description:
Thick sponge rubber Preformed joint filler

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	30101717	0.00000	EA	300.000000	0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: PRESTRESSED CONCRETE BOX BEAMS

Extended Description:
1" Diameter Post- Tensioning Bar with nuts and bearing plates

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	30101717	0.00000	EA	300.000000	0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: PRESTRESSED CONCRETE BOX BEAMS

Extended Description:
Guardrail Attachment Assembly for
box beam w/ studs, nut and washers

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	30101717	0.00000	LF	140.000000	0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: PRESTRESSED CONCRETE BOX BEAMS

Extended Description:
TL2 Guardrail



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Highways

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

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

06/27/2024

Carr Concrete Corp
Po Box 265 Waverly WV 26184
cbiggins@carrconcrete.com

Re: Cancellation of Balance of DOT1500000032
Procurement Folder Number: 56532

CONCRETE BOX BEAMS

Dear Stephen Carr,

The above referenced Purchase Order in the amount of \$49,975.00 was issued on 05-04-2015 We are requesting your approval to cancel the remaining balance in its entirety of \$49,975.00 that still exists on purchase order DOT1500000032.

Your signature on the line below will acknowledge that you concur with this action there are no outstanding invoices against the purchase order. Please email this letter back to me at David.R.Gillispie@wv.gov. Failure to receive written exception to this cancellation by 07/02/2024 constitute your concurrence with our cancellation plan.

This Cancellation does not impact current or future contracts which you may have with this office. It pertains to this specific contract only.

If you have any questions or need additional information, please call.

David Gillispie
Buyer
WV Department of Transportation
Division of Highways – Traffic and Engineering Division



Signature



Date

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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.

CARR CONCRETE CORPORATION OF W.VA.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/4/1988		10/4/1988	Domestic	Profit		6/1/1992	Name Change (Reserved for old records)

Organization Information			
Business Purpose		Capital Stock	10000.0000
Charter County		Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years	0	Par Value	25.000000
Authorized Shares	400	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Notice of Process Address	STEPHEN D. CARR RT 2 BOX 30 LOWELL, OH, 45744
Principal Office Address	WAVERLY PIKE, PO BOX 265 WAVERLY, WV, 26184
Type	Address

Officers	
Type	Name/Address
Director	NONE LISTED
Director	NONE LISTED
Incorporator	STEPHEN D. CARR ROUTE 2, BOX 30 LOWELL, OH, 45744
President	STEPHEN D. CARR ROUTE 2 BOX 30 LOWELL, OH, 45744
Secretary	MARY R. CARR SAME AS PRES
Treasurer	CHAROLETTE CARR SAME AS VICE-PRES
Vice-President	RODNEY P. CARR ROUTE 2 BOX 289 MARIETTA, OH, 45750
Type	Name/Address

Date	Amendment
6/1/1992	MERGER; MERGING CARR CONCRETE CORPORATION, A NON QUAL OH CORP, WITH AND INTO CARR CONCRETE CORPORATION OF W.VA., A WV CORP, THE SURVIVOR, WHICH CHANGED ITS NAME TO; CARR CONCRETE CORPORATION
Date	Amendment

Annual Reports

Filed For
1991
1990
1989
Date filed

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

Friday, August 2, 2024 — 2:18 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>8/2/24</u>	Agency: WVDOH
Solicitation No. <u>CPO DOT 15*32</u> <u>CO#1</u>	Procurement Officer Submitting Requisition: Dusty Smith
	Requisition No. CPO DOT15*32
	PF No.: 56532

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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

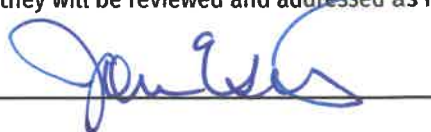
13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**
11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**

12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**
13. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
14. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in *wvOASIS*. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
15. **Office of Technology CIO pre-approval.** See #11.
16. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
17. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.

Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at www.state.wv.us/admin/purchase/byrassign.pdf.