



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: 06-18-2025

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 0211 4074 GSD2500000013 2	Change Order No:	1	Procurement Folder:	1597926
Document Name:	Bldg. 74 Interior Demolition and Window Replacement Project			Reason for Modification:	Change Order No. 1 - to issue Notice to Proceed
Document Description:	Bldg. 74 Interior Demolition and Window Replacement Project				
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-07-01
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-12-28

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000008145 GONDAY ENTERPRISES LLC 138 OAKWOOD RD  CHARLESTON WV 25314 US Vendor Contact Phone: 3044371974 Extension: Discount Details: <table><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			Requestor Name: Kari J Westfall Requestor Phone: 304-352-5492 Requestor Email: kari.j.dean@wv.gov  <b>2025</b> FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 74 PLAZA FOUR 318-324 4TH AVE SOUTH CHARLESTON WV 25303 US

CR 6-23-25

Total Order Amount: \$539,000.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 6/23/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 6/24/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 6-24-25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order No. 1

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: 7/1/2025 through 12/28/2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	539000.00
Service From	Service To	Manufacturer		Model No	
2025-07-01	2025-12-28				

**Commodity Line Description:** Commercial and office building renovation and repair service

**Extended Description:**

Commercial and office building renovation and repair service



STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

Eric L. Householder  
Cabinet Secretary

Bob Kilpatrick  
Director

June 13, 2025

Gonday Enterprises LLC  
138 Oakwood Rd.  
Charleston, WV 25314

Attn: Mr. Martin,

**NOTICE TO PROCEED**

Per issuance of Purchase Order Number CPO GSD250000013, this is your notification to commence work on (Tuesday) July 1st, 2025, to provide all equipment, materials and incidentals for services related to the Bldg. 74 Interior Demolition and Window Replacement Project, per the bid requirements, terms, and conditions of CRFQ GSD2500000017.

Given the contract's terms and conditions, you have One Hundred and Eighty (180) calendar days from the issuance of the Notice to Proceed to complete the project. The effective start date shall be July 1, 2025, and the effective end dates shall be December 28, 2025.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5517, or e-mail at [James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov).

Sincerely,

James R. Jones  
Procurement Administrator

Cc: Kari Westfall  
Phil Warnock

## West Virginia Secretary of State — Online Data Services

## Online Data Services Help

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Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	8/23/2010		8/23/2010	Domestic	Profit			

<b>Organization Information</b>			
<b>Business Purpose</b>	2361 - Construction - Construction of Buildings - Residential Building Construction (new single-family & multifamily housing, new housing, residential remodelers)		<b>Capital Stock</b>
<b>Charter County</b>	Kanawha	<b>Control Number</b>	99LAJ
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MBR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

Addresses	
Type	Address
<b>Designated Office Address</b>	138 OAKWOOD RD CHARLESTON, WV, 25314
<b>Mailing Address</b>	138 OAKWOOD ROAD CHARLESTON, WV, 25314 USA
<b>Notice of Process Address</b>	JAMES MARTIN 138 OAKWOOD ROAD CHARLESTON, WV, 25314
<b>Principal Office Address</b>	138 OAKWOOD ROAD CHARLESTON, WV, 25314 USA
Type	Address

Officers	
Type	Name/Address
<b>Member</b>	JAMES MARTIN 138 OAKWOOD ROAD CHARLESTON, WV, 25314
<b>Organizer</b>	JAMES MARTIN 138 OAKWOOD ROAD CHARLESTON, WV, 25314 USA
Type	Name/Address

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

Wednesday, June 18, 2025 — 11:01 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12/05</u> Date: <u>6/18/25</u> Solicitation No. <u>CO# 1</u> <div style="text-align: center; margin-top: 10px;"><u>NTP</u></div>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No.  PF No.: 1597926
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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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input 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 checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_