



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: 06-12-2025

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 4028 GSD2500000014 2	Change Order No:	1	Procurement Folder:	1531431
Document Name:	WV Consolidated State Lab Facility - Site Grading Package			Reason for Modification: Change Order 1 To Issue Notice to Proceed	
Document Description:	WV Consolidated State Lab Facility - Site Grading Package				
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	lara.l.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-06-24
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-12-21

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000104658 K & N CONTRACTING INC PO BOX 607 ELKVIEW WV 25071 US Vendor Contact Phone: 999-999-9999 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: Richard C Atencio Requestor Phone: 304-352-5515 Requestor Email: richard.c.atencio@wv.gov <div>2025 FILE LOCATION _____</div>
	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	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

Total Order Amount: \$1,650,650.08

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 6/17/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 6/17/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 6-17-25 ELECTRONIC SIGNATURE ON FILE
---	--	---

Extended Description:

Change Order No.1

To establish the 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 and all authorized change order.

Contract Term: 6/24/2025 through 12/21/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	1650650.08
Service From	Service To	Manufacturer		Model No	
2025-06-24	2025-12-21				

Commodity Line Description: WV Consolidated State Lab Facility - Site Grading Package

Extended Description:

Total Bid Amount - Pricing pages attached to the purchase order.



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 12, 2025

K & N Contracting Inc.
PO Box 607
Elview, WV 25071

Attn: Mr. Keaton,

NOTICE TO PROCEED

Per issuance of Purchase Order Number CPO GSD250000014, this is your notification to commence work on (Tuesday) June 24th, 2025, to provide all equipment, materials and incidentals for services related to the WV Consolidated State Lab Site Grading Project, per the bid requirements, terms, and conditions of CRFQ GSD2500000010.

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 June 24, 2025, and the effective end dates shall be December 21, 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.

Sincerely,

James R. Jones
Procurement Administrator

Cc: Rick Atencio

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.

K & N CONTRACTING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/22/2006		5/22/2006	Domestic	Profit	BT		

Organization Information		
Business Purpose		Capital Stock 100.0000
Charter County		Control Number 85421
Charter State	WV	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value 10.000000
Authorized Shares	10	Young Entrepreneur Not Specified

Addresses

Type	Address
Local Office Address	5146 ELK RIVER ROAD P O BOX 607 ELKVIEW, WV, 25071
Mailing Address	P.O. BOX 607 ELKVIEW, WV, 25071 USA
Notice of Process Address	KENNETH E. NEWHOUSE PO BOX 607 ELKVIEW, WV, 25071
Principal Office Address	5146 ELK RIVER ROAD P O BOX 607 ELKVIEW, WV, 25071 USA
Type	Address

Officers	
Type	Name/Address
Director	KENNETH E. NEWHOUSE P O BOX 607 ELKVIEW, WV, 25071
Director	MELISSA SINGLETON P O BOX 607 ELKVIEW, WV, 25071
Incorporator	KENNETH E. NEWHOUSE 228 FRAME ROAD ELKVIEW, WV, 25071 USA
Incorporator	MISTY L. NEWHOUSE 228 FRAME ROAD ELKVIEW, WV, 25071 USA
President	KENNETH E. NEWHOUSE P O BOX 607 ELKVIEW, WV, 25071
Secretary	MELISSA SINGLETON P O BOX 607 ELKVIEW, WV, 25071
Type	Name/Address

Annual Reports	
Filed For	
2025	

2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
Date filed

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

Thursday, June 12, 2025 — 12:18 PM

© 2025 State of West Virginia

Filter By

Keyword Search

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

Simple Search

Search Editor

- ☐ Any Words ⁱ
- ☐ All Words ⁱ
- ☐ Exact Phrase ⁱ

e.g. 123456789, Smith Corp

"K&N Contracting inc"

x

Entity

▼

Location

▼

Status

^

- ☒ Active
- ☐ Inactive

Reset 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>OS/R</u> Date: <u>6/12/25</u> Solicitation No. <u>CO#1 NTP</u>	Agency: WV General Services <hr/> Procurement Officer Submitting Requisition: James Jones <hr/> Requisition No. CPO GSD25*14 - CO#1 <hr/> PF No.: 1531431
--	--

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				
	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"/>
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 type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: _____

Tara