



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: 05-09-2025

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 0310 6565 DNR2500000018 2	Change Order No:	Procurement Folder:	1501586
Document Name:	Elk River Trail HQ Building Construction			Reason for Modification: Change Order No. 01 issued to establish the contract beginning and ending dates per the attached documentation.
Document Description:	Elk River Trail HQ Building Construction			
Procurement Type:	Central Purchase Order			
Buyer Name:	Joseph (Josh) E Hager III			
Telephone:	(304) 558-2306			
Email:	joseph.e.hageriii@wv.gov			
Shipping Method:	Best Way		Effective Start Date:	2025-05-26
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	2026-02-19

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000210211 JARRETT CONSTRUCTION SERVICES INC PO BOX 5250 CHARLESTON WV 25361 US Vendor Contact Phone: 304-344-9140 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: James H Adkins Requestor Phone: (304) 558-3397 Requestor Email: jamie.h.adkins@wv.gov 2025 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
PARKS & RECREATION-PEM SECTION DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON WV 25305 US	SUPERINTENDENT DIVISION OF NATURAL RESOURCES ELK RIVER RAIL TRAIL P.O. BOX 9 CLAY WV 25043 US

CR 5-13-25
Purchasing Division's File Copy

Total Order Amount: \$887,755.00

PURCHASING DIVISION AUTHORIZATION

DATE:

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE:

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE:

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 01 issued to establish contract start date per the attached Notice to Proceed letter.

Contract start and end dates: 05/26/2025 - 02/19/2026.

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72100000	0.00000		0.000000	887755.00
Service From	Service To	Manufacturer		Model No	
2025-05-26	2026-02-19				

Commodity Line Description: Building and Facility Construction and Maintenance Services

Extended Description:

Includes construction of a new headquarters building.

Governor Patrick Morrisey



Director Brett W. McMillion

April 25, 2025

Kurtis Clinton
Jarrett Construction Services, Inc.
P.O. Box 5250
Charleston, WV 25361

Re: Elk River Trail State Park
New State Park Headquarters Building
CPO DNR25*18

Dear Mr. Clinton:

You are hereby notified to proceed with construction of the Elk River Trail Headquarters on May 26, 2025. The 270-day contract time requires that all work be completed by February 19, 2026. Liquidated damages may be assessed in the amount of \$250 per calendar day after this date,

If you have any questions, please contact me at (304) 558-2764.

Cordially,

A handwritten signature in black ink, appearing to read "Donald E. Bailey, Jr.", written over a horizontal line.

Donald E. Bailey, Jr., PE
Construction Project Manager
Planning, Engineering & Maintenance

Cc: Matt Yeager Deputy Chief of PEM
Jamie Adkins, Chief Procurement Officer
James Swiger, WYK Associates, Inc.

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Business Organization Detail

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JARRETT CONSTRUCTION SERVICES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/16/1999		7/16/1999	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 500.0000
Charter County	Kanawha		Control Number 0
Charter State	WV		Excess Acres 0
At Will Term	Member Managed		
At Will Term Years			Par Value 1.000000
Authorized Shares	500	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	1605 VIRGINIA STREET E CHARLESTON, WV, 25311
Mailing Address	P.O. BOX 5250 CHARLESTON, WV, 25361 USA
Notice of Process Address	JOHN H. JARRETT 1605 VIRGINIA STREET EAST CHARLESTON, WV, 25311
Principal Office Address	1605 VIRGINIA STREET EAST CHARLESTON, WV, 25311 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	JOHN HOWARD JARRETT 107 BEECHVALE DR CROSS LANES, WV, 25313
President	JOHN H. JARRETT 1605 VIRGINIA STREET EAST CHARLESTON, WV, 25311
Secretary	SUSAN M JARRETT 1605 VIRGINIA STREET EAST CHARLESTON, WV, 25311
Type	Name/Address

Annual Reports	
Filed For	
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"JARRETT CONSTRUCTION SERVICES, INC."



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