



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: 05-13-2025

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 0403 0013 DBS2400000006 4	Change Order No:	2	Procurement Folder:	1371429
Document Name:	WVSDB Door and Window Replacement for PE Building			Reason for Modification: Change Order 03  To Extend and Increase Contract	
Document Description:	WVSDB Door and Window Replacement for PE Building				
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:	2024-05-13
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-07-20

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000193013 HARBEL INC PO BOX 358  CUMBERLAND MD 21502 US Vendor Contact Phone: 3017298303 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: Tabitha J Crist Requestor Phone: (304) 822-4810 Requestor Email: tabitha.crist@k12.wv.us  <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
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

CR 5-13-25

Total Order Amount:

\$531,501.84

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <u>5/13/2025</u> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <u>5/13/2025</u> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <u>5/14/2025</u> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 03 is issued to extend and increase the original contract to 7/20/2025 and by \$24,656.93 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to add additional time and costs due to unforeseen condition that were found after the abatement.

Effective date of change: 4/22/2025  
Extend Contract From: 4/22/2025  
To: 7/20/2025

Original Contract Price: \$506,845.21  
Increase: \$24,656.63  
Contract New Total: \$531,501.84

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	30170000	0.00000		0.000000	531501.84
Service From	Service To	Manufacturer	Model No		

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

**Extended Description:**

Door and Window replacement



OK  
JLA 5-13-25

Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

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To: Josh Hager, Buyer Supervisor

From: Tabitha Crist, West Virginia Schools for the Deaf and the Blind TJC

Date: May 8, 2025

Subject: CPO DBS 24 0006 - Change Order 03 WVSDDB Door and Window Replacement for PE Building Cost Increase and Time Extension

West Virginia Schools for the Deaf and the Blind is currently replacing doors and windows in our PE Building. Unfortunately, there were several issues that came up after the work began. There were no previous indications that would have allowed us to incorporate these issues into the original plan. We are requesting an increase in cost for \$24,656.63 for the following reasons.

When the contractor began work to install the badge system on the new doors, it was found that the current electric set up would not support the changes that had to be made. We feel \$24,656.63 is justified for the amount of work that is required.

The contractor is asking for an additional 60 days, but due to the issues we have already had with suppliers and subs, we feel that 90 days is more realistic. The new contract end date is 7/20/2025.



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

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From: Tabitha Crist, West Virginia Schools for the Deaf and the Blind <sup>TJC</sup>

Date: May 8, 2025

Subject: Backdate Justification CPO DBS 24 006

West Virginia Schools for the Deaf and the Blind is currently replacing doors and windows in our Physical Education Building with ZMM as the Architect. The contract expired on April 22, 2025, but the change order for time extension was not sent to me until May 7, 2025. My understanding is they did not send me the request until after the contract was out of date, even though they were reminded, was due to the contractor getting pricing for a modification that was needed and they only wanted to do one change order.

# **AIA® Document G701® – 2017**

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> WVSD B Door & Window Replacement for PE Bldg CRFQ DBS24004 Romney, West Virginia 26737 A/E Project No. 2022-149	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: 06-04-2024	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 003  Date: 05-01-2025
<b>OWNER:</b> <i>(Name and address)</i> West Virginia Schools for the Deaf and Blind 301 East Main Street Romney, West Virginia 26757	<b>ARCHITECT:</b> <i>(Name and address)</i> ZMM, Inc. (dba ZMM Architects and Engineers) 222 Lee Street West Charleston, West Virginia 25302	<b>CONTRACTOR:</b> <i>(Name and address)</i> Harbel, Inc.  P.O. Box 358 Cumberland, Maryland 21502

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*  
PCO #003: Add Card Readers \$24,656.63  
(See attached Contractor's backup information)  
Total CO#003 \$24,656.63


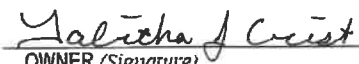
The original Contract Sum was	\$ 485,000.00
The net change by previously authorized Change Orders	\$ 21,845.21
The Contract Sum prior to this Change Order was	\$ 506,845.21
The Contract Sum will be increased by this Change Order in the amount of	\$ 24,656.63
The new Contract Sum including this Change Order will be	\$ 531,501.84

The Contract Time will be increased by Sixty (60) days.  
The new date of Substantial Completion will be 06-21-2025

### NOTE:

This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

 <b>ARCHITECT</b> <i>(Signature)</i>  BY: Barrow Koslosky, AIA Construction Administrator  <i>(Printed name, title, and license number if required)</i>  <b>5.01.2025</b> Date	 <b>CONTRACTOR</b> <i>(Signature)</i>  BY: Jeremy Irons, Project Manager <i>(Printed name and title)</i>  <b>5/5/2025</b> Date	 <b>OWNER</b> <i>(Signature)</i>  BY: Tabitha Crist, CFO <i>(Printed name and title)</i>  <b>5/7/2025</b> Date
--	--	--



PCO #003

Harbel, Inc. - An Equal Opportunity Employer  
P.O. Box 358  
Cumberland, Maryland 21501-0358  
Phone: (301) 729-8900  
Fax: (301) 729-0163

Project: 978 - WVSDDB Door & Window Replacement for PE Bldg.  
301 East Main Street  
Romney, West Virginia 26757

### Prime Contract Potential Change Order #003: Card Readers

TO:	WV School for the Deaf and Blind 301 West Main Street Romney, West Virginia 26757	FROM:	Harbel, Inc. P.O. Box 358 Cumberland, Maryland 21502
PCO NUMBER/REVISION:	003 / 0	CONTRACT:	1 - WVSDDB - Door & Window Replacement at PE Bldg.
REQUEST RECEIVED FROM:		CREATED BY:	Paula Hite (Harbel, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	2/11/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No	ACCOUNTING METHOD:	Amount Based
LOCATION:		PAID IN FULL:	No
SCHEDULE IMPACT:		SIGNED CHANGE ORDER RECEIVED DATE:	
EXECUTED:	No	TOTAL AMOUNT:	\$24,656.63

POTENTIAL CHANGE ORDER TITLE: Card Readers

CHANGE REASON:

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*  
Add card readers as per attached.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	OC Owner Cost	Add Card Readers	\$24,656.63
Grand Total:			\$24,656.63

Barrow Koslosky (ZMM, Inc.)  
222 Lee Street, West  
Charleston, West Virginia 25302

WV School for the Deaf and Blind  
301 West Main Street  
Romney, West Virginia 26757

Harbel, Inc.  
P.O. Box 358  
Cumberland, Maryland 21502

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



# HARBEL, INCORPORATED

*General Contractors*  
"An Equal Opportunity Employer"

P.O. Box 358  
11521 Milnor Avenue  
Cumberland, MD 21501-0358

Telephone (301) 729-8303  
Fax (301) 729-0163

April 22, 2025

West Virginia Department of Education  
1900 Kanawha Boulevard, East  
Charleston, WV 25305

ATTN: Mr. Jacob Bonar

**RE: West Virginia School for Deaf and Blind PE Building- Card Readers and Access Control**

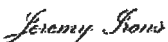
Dear Mr. Bonar

Harbel, Inc. is pleased to present pricing for the additional card readers and door access control devices at the PE Building. Due to the nature of the work we are requesting a sixty day (60) day extension to the contract completion date.

Should you have any questions or require any additional information or documentation, please don't hesitate to contact me.

Sincerely,

HARBEL, INCORPORATED



Jeremy Irons  
Vice President

Mark Farris / File / Pat Norris / Carl Belt, Jr. / Dave Madden

[illegible]





**S & S ELECTRIC, INC.**  
**ELECTRICAL CONSTRUCTION**

September 18<sup>th</sup>, 2024

Estimating

**Subject: WVSDB PE Building Doors/Windows**

Dear Sirs & Madams,

Per your request, I am submitting costs for electrical portion of aforementioned project. My price is based on drawings and scope of work. My price includes:

- Furnish and install new card readers at specified doors.
- Head-end programming.
- Any necessary wire/conduit/boxes/terms, etc...
- Labor associated.
- Sales Tax.

My price to you is for the amount of: \$ 23,250.00 , which does not include:

1. Permits or bonds.

I hope this proposal meets with your approval.

Sincerely,

*Dan Strietbeck*

Dan Strietbeck  
Estimator  
[Dan@ssewv.com](mailto:Dan@ssewv.com)

File: 7287



# PRICING SHEET

JOB WVSDC Doors & Windows

WORK Everything

ESTIMATE NO.

7287

Sheet 1 Of 1 Sheets

ESTIMATED BY	PRICED BY	EXTENDED BY	CHECKED BY	DATE
<u>007</u>	<u>007</u>	<u>007</u>	<u>007</u>	<u>Sept 18<sup>th</sup></u>

	✓	MATERIAL	QUANTITY	MATERIAL PRICE	PER	MATERIAL EXTENSION	LABOR UNIT	PER	LABOR EXTENSION
1		3/4" EMT Conduit	500'	1.00'	C	500'	6'	C	30'
2									
3		3/4" EMT Fittings	75	1'	ea	75'	1	ea	7.5
4									
5		Banana Cable	1000'	1.200'	M	1200'	20'	M	20'
6									
7									
8									
9		Nettech: \$14,000.00							
10									
11									
12									
13		Material: \$15,775.00 x 1.06							
14		= \$16,721.50							
15									
16		Labor: 57.5 x \$75							
17		= \$4,312.50							
18									
19		Over: \$2,000.00							
20									
21									
22		Total: \$23,034.00							
23									
24									
25									
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27									
28									
29									
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31									
32									
33									

S & S ELECTRIC, INC.

MAT.



1775'

LABOR



57.5



QUOTATION: 37088 R2

COMPANY: S&S Electric, Inc.

ADDRESS: 2252 Frankfort Hwy

Ridgeley, WV 26753

CONTACT: Daniel Strietbeck

PHONE: (304)738-9406

COMPANY: WV Schools For The Deaf & Blind

ADDRESS: 301 East Main Street

Romney, WV 26757

CONTACT:

PHONE:

DATE: April 11, 2025

SALES REP: Shelly Trippett

PHONE: (412) 564-5627 EXT 503

EMAIL: strippett@newtech-sys.com

EXPIRES: 90 DAYS

WVSDB-Physical Education Building Access control add

SUBJECT: WVSDB

Newtech Systems, Inc. shall provide the following equipment devices based on specifications and drawings provided. The following terms, conditions and assumptions shall apply.

This scope of work defines the specific tasks, responsibilities, and conditions required from each party to successfully complete the above referenced project. The project price and scope of work may change depending on the work conditions and execution of other parties. On some projects, it may be necessary to invoice for material once Newtech receives said material. If you require that the material is delivered to site prior to the invoice, please let us know.

**Newtech System Responsibilities:**

1. Provide shop drawings.
2. Provide equipment to customer as itemized in the attached bill of materials. Additional equipment adds, moves, and changes will be delivered only after authorization from customer's representative.
3. Program, and optimize the RS2 access control system.
4. Testing and documentation of final system configuration
5. Warrant all equipment installed and labor to be free from defects for a period of one year. This warranty shall commence on the date of system acceptance or beneficial use whichever is sooner. All warranty service will take place during normal working hours.

**Customer Responsibilities:**

1. Designate a key customer representative to act as project manager. This individual will coordinate the activities of internal customer departments and services required for successful completion of the project.
2. Provide and pull access control cable and 2 conductor shielded wire as required per Newtech provided drawings.
3. All conduit and/or rough-in of equipment & devices (ie: card readers, head end , etc.)
4. Installation of equipment provided.
5. Provide Newtech Systems personnel prompt and unrestricted access to work areas for the duration of the project.
6. Provide conditioned 120 VAC power, conduit, back boxes and other raceway as necessary to operate equipment to be installed. If permanent power is not available at time of installation, temporary service will be supplied.
7. Provide any cutting, patching and painting as required.
8. All conduits, duct banks, and cable trays needed for cable runs will be free and clear, and supplied with a pull string.



QUOTATION: 37088 R2

**Project Conditions:**

1. Server and software: the existing server and software shall remain and will be utilized. No server or software upgrade is included. It is assumed that the existing RS2 AccessIT software is licenses to receive the additional system control processors.
2. All door hardware/power supplies are provided by others.
3. WV Sales Tax is NOT included. If tax exempt then please provide a tax exemption certificate along with the PO or signed quote.
4. The materials detailed comprise complete and operating systems based on information Newtech Systems obtained from project drawings and specifications, to date. Any changes in the project scope, completion dates, system functions, cable routing, documentation, and/or training requirements, may require an increase in project cost.
5. Newtech Systems will provide an adequate quantity of personnel to complete our portion of this project efficiently, during normal working hours (8:00am – 5:00pm, M-F), and per a mutually agreed upon schedule (to be determined). Delays, cancellations, and/or errors of contributing parties can impact the project time line. Should Newtech Systems be required to expend additional and/or overtime labor to offset another parties' delay, Newtech Systems will bill the customer for the additional labor.

Your consideration is greatly appreciated!

Newtech Systems	
3	Two portal four reader SIO with reader interface capable of Wiegand, clock and data, OSDP, magstripe
3	NCL-SBE - Single Board Enclosure Single board metal enclosure for SCP family boards
4	ALPS PROXIMITY READER
Newtech Systems Professional Services	

SUBTOTAL:	\$13,893.77
TAX:	0.00
TOTAL:	\$13,893.77

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

BUYER: \_\_\_\_\_ BUYER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
(Print Name)

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Online Data Services Help

### Business Organization Detail

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**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
<b>Director</b>	SEAN FRADISKA 10605 PEARL VIEW PLACE LA VALE, MD, 21502
<b>Director</b>	JEREMY G. IRONS (ASST SEC) 13200 QUARRY RIDGE RD SW CUMBERLAND, MD, 21502 USA
<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

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

Thursday, May 8, 2025 — 2:54 PM

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harbel



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Hager III, Joseph E <joseph.e.hageriii@wv.gov>

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## Fwd: WV Schools for the Deaf and Blind purchases

1 message

---

**Whittaker, Frank M** <frank.m.whittaker@wv.gov>

Thu, Feb 20, 2025 at 9:41 AM

To: "Hager III, Joseph E" <joseph.e.hageriii@wv.gov>, "Atkins, Mark A" <mark.a.atkins@wv.gov>

Please see Sam's direction below. I think this one speaks to our earlier conversation.

Thanks guys.

----- Forwarded message -----

From: **Willis, Samantha L** <samantha.l.willis@wv.gov>

Date: Thu, Feb 20, 2025 at 9:04 AM

Subject: Fwd: WV Schools for the Deaf and Blind purchases

To: Frank M Whittaker <frank.m.whittaker@wv.gov>

We need to move all Board of Ed projects like other constitutional officers.

----- Forwarded message -----

From: **Kelli Talbott** <kelli.talbott@k12.wv.us>

Date: Wed, Feb 19, 2025 at 11:58 AM

Subject: RE: WV Schools for the Deaf and Blind purchases

To: Willis, Samantha L <samantha.l.willis@wv.gov>

Samantha,

Thank you for talking with me yesterday. This is to confirm our conversation that inasmuch as the West Virginia Board of Education and the State Supt. of Schools are constitutional officers who do not fall under the authority of the Governor, that any purchases we make would not be subject to the process that Purchasing has implemented in connection with EO 4-25 to require Governor's Office approval of purchases over \$100,000.00. Of course any purchases that we make that are not exempt from Purchasing requirements still must comply all of the typical requirements.

Thank you for your consideration.

---

**From:** Willis, Samantha L <samantha.l.willis@wv.gov>

**Sent:** Friday, February 14, 2025 11:46 AM

**To:** Kelli Talbott <kelli.talbott@k12.wv.us>

**Subject:** Re: WV Schools for the Deaf and Blind purchases

You don't often get email from samantha.l.willis@wv.gov. Learn why this is important

[EXTERNAL SENDER]: Do not click links, open attachments or reply to this email unless you recognize the sender and know the content is safe.

Kelli,

Tuesday at 11 works for me.

Thanks!

Sam

On Fri, Feb 14, 2025 at 9:12 AM Kelli Talbott <kelli.talbott@k12.wv.us> wrote:

Samantha:

Would you have time to chat with me on the phone next week about some issues that have arisen with regard to purchases for the WV Schools for the Deaf and the Blind. You may be aware that the schools are operated by the West Virginia Board of Education.

I'm out of the office today in a continuing legal education. I should have some time Tuesday at 11:00 if that would work for you. If not, I can give you additional availability.

**Kelli D. Talbott**

General Counsel

WVDE Office of Legal Services



West Virginia DEPARTMENT OF  
**EDUCATION**

1900 Kanawha Boulevard, East

Charleston, WV 25305-0330

(304) 558-3667 P

kelli.talbott@k12.wv.us

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