



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: 04-28-2025

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 0803 0958 DOT2500000011 2	Change Order No:	Procurement Folder:	1612243
Document Name:	Summers County Roof Replacement	Reason for Modification: Change Order 01 To Issue Notice to Proceed		
Document Description:	Summers County Roof Replacement			
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:	2025-04-25	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-05-30	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000021483 S G YOUNG CONTRACTING LLC 107 E FUDGE ST COVINGTON VA 24426 US Vendor Contact Phone: 5409655971 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>No</td><td></td><td>0</td></tr><tr><td>#3</td><td>No</td><td></td><td>0</td></tr><tr><td>#4</td><td>No</td><td></td><td>0</td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No		0	#3	No		0	#4	No		0	Requestor Name: Michelle R Clendenin Requestor Phone: (304) 647-7826 Requestor Email: renee.m.clendenin@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No		0																		
#3	No		0																		
#4	No		0																		

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT NINE 146 STONEHOUSE RD LEWISBURG WV 24970 US	DIVISION OF HIGHWAYS DISTRICT NINE SUMMERS COUNTY HEADQUARTERS 20414 STATE RT 12 HINTON WV 25951 US

4/30/25 GC

Total Order Amount: \$248,500.00

Purchasing Division's File Copy

JE 4/30/25

PURCHASING DIVISION AUTHORIZATION DATE: 4-30-25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 5/2/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 5-5-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:
Change Order 01

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: 04/25/2025 Through 05/30/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25174100	0.00000		0.000000	248500.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Roof systems

Extended Description:
Roof systems



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

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

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

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

DATE

4/24/25

Dear SG Young Contracting LLC,

This Notice to Proceed (NTP) is issued under the terms of the contract dated 4/24/25 between WV Division of Highways and SG Young Contracting LLC for the project titled D9 Summers County Roof CPO DOT25*11.

In accordance with the contract, we hereby authorize you to commence work on the project, starting on 4/25/25. The following details are provided to facilitate the timely and efficient execution of the project:

Project Start Date: 4/25/25

Project Scope: Repair of Summers County roof in D9

Duration of the Project: 4 weeks

Contract Reference Number: CPO DOT25*11

Required Deliverables/Deadlines: Project end date 5/30/2025

Contact Information: Jason Mundell 304-992-6194

Please ensure that all necessary preparations are made for the project's start, and coordinate with our project management team to ensure a smooth execution. If you have any questions or require additional information, please do not hesitate to contact Jason Mundell at 304-992-6194 or Jason.m.mundell@wv.gov

Thank you for your attention to this matter. We look forward to a successful collaboration and the timely completion of this project.

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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.

S. G. YOUNG CONTRACTING, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	5/24/2013		5/24/2013	Foreign	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock
Charter County			Control Number
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		Not Specified

Addresses	
Type	Address
Designated Office Address	107 E FUDGE STREET COVINGTON, VA, 24426
Mailing Address	107 E FUDGE STREET COVINGTON, VA, 24426 USA
Notice of Process Address	WOODS ROGERS PLC 10 S JEFFERSON STREET SUITE 100 ROANOKE, VA, 24038
Principal Office Address	107 E FUDGE STREET COVINGTON, VA, 24426 USA
Type	Address

Officers	
Type	Name/Address
Manager	STANLEY YOUNG 314 E FUDGE STREET COVINGTON, VA, 24426
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
2016	
2015	

2014
Date filed

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

Monday, April 28, 2025 — 9:32 AM

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e.g. 123456789, Smith Corp

S.G.Young Contracting x

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>4/28/25</u> Solicitation No. <u>CPO DOT 25*11</u> <u>CO# 1</u>	Agency: WVDOT Procurement Officer Submitting Requisition: Amber Heath Requisition No. CPO DOT25*11 PF No.: 1612243
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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 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"/>
9	Fleet Management Division 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
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:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" 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: _____

