



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: 09-26-2025

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 4070 GSD2600000002 3	Change Order No:	2	Procurement Folder:	1710823
Document Name:	CHILLER ANNEX PAVING PROJECT			Reason for Modification: Change Order 2 To increase the contract.	
Document Description:	CHILLER ANNEX PAVING PROJECT				
Procurement Type:	Central Purchase Order				
Buyer Name:	Crystal G Hustead				
Telephone:	(304) 558-2402				
Email:	crystal.g.hustead@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-08-13
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-09-27

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100380 ASPHALT CONTRACTORS & SITE WORK INC 20 Dickson Dam Rd Lavalette WV 25535-8722 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: Timothy M Lee Requestor Phone: 304-352-5492 Requestor Email: timothy.m.lee@wv.gov 2026 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 11 - CHILLER PLANT 218 CALIFORNIA AVE CHARLESTON WV 25305 US

CR 10-8-25

Total Order Amount: \$154,399.08

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 10/14/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 10/14/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10/14/2025 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 2 is issued to increase the original contract according to all terms conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of change: 8/22/2025

Original Contract Total: \$136,644.08
Change Order 1 increase: \$ 17,755.00
New Contract Total: \$154,399.08

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72141100	0.00000		0.000000	136644.08
Service From	Service To	Manufacturer		Model No	
2025-08-13	2025-09-27				

Commodity Line Description: Infrastructure building and surfacing and paving services**Extended Description:**

Per Specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	11111600	0.00000	TON	49.750000	0.00
Service From	Service To	Manufacturer		Model No	
2025-08-13	2025-09-27				

Commodity Line Description: Crusher Run (per ton)**Extended Description:**

Crusher Run per ton

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72141100	0.00000		0.000000	17755.00
Service From	Service To	Manufacturer		Model No	
2025-08-13	2025-09-27				

Commodity Line Description: Change Order 2**Extended Description:**

Per Specifications

Aspphalt Contractors & Site Work Inc.

P.O. Box 544, Caltletsburg, KY 41129
Office 304-697-2510
Fax 304-697-2590
866-697-2590

asphaltsitework@verizon.net

Contact: Timothy Lee – Building Engineer

Page 1

Location: WV Capitol Complex – Chiller Anex

Phone: 304-380-4390

8/18/2025

We will complete the following scope of work: Change Order

1. Excavate to set a new drop inlet and 25 feet of drainage pipe
2. Grout in connections on both ends of drainage pipe
3. Backfill with premium fill
4. Grade stone so that water flows to new inlet
5. Regrade prior work so that drainage flows to new inlet

Price: \$ 10,173.00

Notes and Exceptions:

Payment due upon completion

Sales and B&O taxes are not included in this price (if applicable)

The General Services Division
is in agreement with this increase.

James R. Jones

Accepted By:

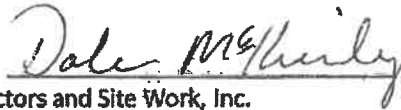


TIMOTHY A. LEE

Date: 8/18/25

(authorized signature)

Dale McKinley:



Asphalt Contractors and Site Work, Inc.

Date: 8/18/25

Aspphalt Contractors & Site Work Inc.

P.O. Box 544, Catlettsburg, KY 41129
Office 304-697-2510
Fax 304-697-2590
866-697-2590

asphaltsitework@verizon.net

Contact: Timothy Lee – Building Engineer
Location: WV Capitol Complex – Chiller Anex
Phone: 304-380-4390

Page 1

9/18/2025

We will complete the following scope of work: Change Order

1. Excavate 400 square feet of unsuitable sub grade to a depth of 3 feet
2. Haul off and dispose unusable materials
3. Place and compact 2 foot of 4x6 Rip Rap stone
4. Install separation fabric
5. Place and compact 8 inches of crush and run stone
6. Repave base asphalt

Price: \$7,582.00

Notes and Exceptions:

Payment due upon completion

Sales and B&O taxes are not included in this price (if applicable)

Accepted By:  TIMOTHY M. LEE
(authorized signature)

Date: 8/19/25

Dale McKinley:  Dale McKinley
Asphalt Contractors and Site Work, Inc.

Date: 8/19/25

INCREASE RIDER

To be attached to and form a part of Bond Number 4393714
issued by Great American Insurance Company,
on behalf of Asphalt Contractors & Site Work, Inc.,
as Principal in favor of State of West Virginia, Department of Administration, Purchasing Division,
as Obligor, effective July 10, 2025

IT IS HEREBY UNDERSTOOD AND AGREED, that,

The penal sum of this bond is increased from One Hundred Thirty-Six Thousand, Six Hundred Forty-Four
and 08/100 Dollars (\$ 136,644.08)
to One Hundred Fifty-Four Thousand, Three Hundred Ninety-Nine and 08/100
Dollars (\$ 154,399.08) effective the 22nd day of August, 2025

Asphalt Contractors & Site Work, Inc

By [Signature] Principal

Great American Insurance Company

By [Signature] Attorney-in-Fact
Amanda Colley

ACKNOWLEDGMENTS

Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____ to-wit: _____
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20 _____
6. Notary Seal _____ 7: _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20 _____

Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Wayne to-wit: _____
11. I, Melissa Blewins, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Teresa Ray
13. who as, President signed the foregoing writing for
14. Asphalt Contractors & Site Work, Inc.
a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 22nd day of August 20 25

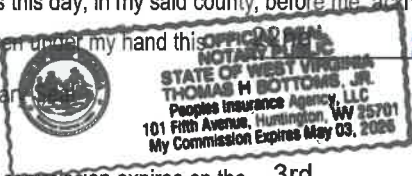
16. Notary Seal _____
(Notary Public)
18. My commission expires on the _____ 20 25



Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Cabell to-wit: _____
21. I, Thomas H. Bottoms, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Amanda Colley
23. who as, Attorney-in-fact signed the foregoing writing for
24. Great American Insurance Company a corporation,
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.

25. Given under my hand this 22nd day of August 20 25
26. Notary Seal _____
- 27: _____
(Notary Public)
28. My commission expires on the 3rd day of May 20 26



Sufficiency in Form and Manner of Execution Approved

This 14th day of October 20 25

By: [Signature]
(Deputy Attorney General)

GREAT AMERICAN INSURANCE COMPANY

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by
this power of attorney is not more than SIX

No. 0 20932

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
THOMAS H. BOTTOMS, JR.	HUNTINGTON, WEST VIRGINIA	ALL
CLARENCE C. MASSEY	HUNTINGTON, WEST VIRGINIA	\$100,000,000
J. MICHAEL WELLMAN	ASHLAND, KENTUCKY	

It is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 25TH day of APRIL, 2025

GREAT AMERICAN INSURANCE COMPANY

Attest

Assistant Secretary

Divisional Senior Vice President

JOHN K. WEBSTER (877-377-2405)

STATE OF OHIO, COUNTY OF HAMILTON - ss:

On this 25TH day of APRIL, 2025, before me personally appeared JOHN K. WEBSTER, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



SUSAN A KOHORST
Notary Public
State of Ohio
My Comm. Expires
May 18, 2030

Susan A Kohorst

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 22nd day of August

2025



Assistant Secretary



Approved
TJR

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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

MEMORANDUM

To: Tara Lyle, Buyer Supervisor, State Purchasing Division
From: Jamie Jones, Procurement Administrator
Date: August 22, 2025
REF: CPO GSD2600000002 Chiller Annex Paving Project

James R. Jones

Tara:

Please accept this memorandum as our explanation and justification for our request for Change Order NO. 2 to our contract with Asphalt Contractors & Site Works Inc for the subject contract. The following additional work was needed to the existing contract:

CCD 1 (\$10,173.00) - excavation and installation of new drain inlet with associated drainage piping to reduce risk of water draining to existing electrical switchgear.

CCD 2 (\$7,582.000) - soil stabilization that was required to ensure sufficient compaction to support pavement at the sliding gate.

Original Contract Award Amount	=	\$136,644.08
Change Order 2 Increase	=	\$ 17,755.00
New Contract Total	=	\$154,399.08

This increase will be an 13% increase to the original project cost.

Please make this increase effective immediately.

If you have any questions, or need any additional information, please contact me via email at James.R.Jones@wv.gov, or by phone at 304-352-5517

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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.

ASPHALT CONTRACTOR'S & SITE WORK, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/18/2002		4/18/2002	Foreign	Profit			

Organization Information			
Business Purpose	2379 - Construction - Heavy & Civil Engineering Construction - Other Heavy and Civil Engineering Construction	Capital Stock	
Charter County	Wayne	Control Number	47297
Charter State	KY	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	20 DICKSON DAM ROAD LAVALETTE, WV, 25535
Mailing Address	20 DICKSON DAM ROAD LAVALETTE, WV, 25535 USA
Notice of Process Address	ASPHALT CONTRACTORS 20 DICKSON DAM ROAD LAVALETTE, WV, 25535
Principal Office Address	20 DICKSON DAM ROAD LAVALETTE, WV, 25535 USA
Type	Address

Officers	
Type	Name/Address
Director	TERESA L RAY RT 1 BOX 1159 WAYNE, WV, 25570
Director	LESTON FOLLOWAY RT 1 BOX 1459 WAYNE, WV, 25570
President	TERESA L RAY RT 1 BOX 1159 WAYNE, WV, 25570
Secretary	LESTON R. FOLLOWAY, SR. RT. 1 BOX 1459 WAYNE, WV, 25570
Treasurer	TERESA RAY RT. 1 BOX 1459 WAYNE, WV, 25570
Vice-President	LESTON R. FOLLOWAY, SR. RT. 1 BOX 1459 WAYNE, WV, 25570
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
STONE YARD	TRADENAME	4/18/2002	12/15/2006
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
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2005	
2004	
Date filed	

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

Tuesday, September 23, 2025 — 8:20 AM

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"ASPHALT CONTRACTOR'S & SITE WORK, INC." 


Entity 

Location 

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e.g. 20001


State / Territory

Select State / Territory 


West Virginia 

City

Select State (Optional) 

Select City 

Country

Select Country 

Status



Active



Inactive

Reset 

Entity Information ^



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>10/8/25</u> Solicitation No. <u>CPO GSD 26#02</u>	Agency: General Services Division <hr/> Procurement Officer Submitting Requisition: Jamie Jones <hr/> Requisition No. <hr/> PF No.: 1710823
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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 (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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: _____

Cynthia Husted