



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: 08-26-2025

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 4071 GSD2600000004 2	Change Order No:	1	Procurement Folder:	1713199
Document Name:	Campus Paving			Reason for Modification:	
Document Description:	Lot 8 Lane Widening/Resurfacing/Lot Crossovers Proj			Change Order No. 1 - To issue Notice to Proceed	
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-09-02
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-11-01

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000100380	Requestor Name:	Richard C Atencio
ASPHALT CONTRACTORS & SITE WORK INC		Requestor Phone:	304-352-5515
20 Dickson Dam Rd		Requestor Email:	richard.c.atencio@wv.gov
Lavalette	WV	<h1>2026</h1> <p>FILE LOCATION _____</p>	
US	25535-8722		
Vendor Contact Phone:	999-999-9999 Extension:		
Discount Details:			
	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 86 1124 SMITH ST CHARLESTON WV 25301 US

8/26/25 GC

Purchasing Division's File Copy

Total Order Amount:	\$300,000.00
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PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Lyle 8/26/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE 8-28-25
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8/28/25

Extended Description:

Change Order

Change Order No. 1 - 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: 9/2/2025 through 11/1/2025

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72141100	0.00000		0.000000	300000.00
Service From	Service To	Manufacturer	Model No		
2025-09-02	2025-11-01				

Commodity Line Description: Infrastructure building and surfacing and paving services

Extended Description:

See Exhibit A - Pricing Page



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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

August 25, 2025

Asphalt Contractors & Site Work, Inc.
20 Dickson Dam Rd.
Lavellette, WV 25535-8722

Attn: Mindy Ray,

NOTICE TO PROCEED

Per issuance of Purchase Order Number CPO GSD2600000004, this is your notification to commence work on Tuesday, September 2, 2025, to provide all equipment, materials, and incidentals for services related to the Lot 8 Lane Widening, Resurfacing, and Lot Crossovers Project, per the bid requirements, terms, and conditions of CRFQ GSD2600000001

Given the contract's terms and conditions, you have Sixty (60) calendar days from the issuance of the Notice to Proceed to complete the project. The effective start date shall be September 2, 2025, and the effective end date shall be November 1, 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 email at James.R.Jones@wv.gov.

Sincerely,

A handwritten signature in cursive script that reads "James R. Jones".

James R. Jones
Procurement Administrator

Cc: Richard Atencio

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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
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2025
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, August 25, 2025 — 11:55 AM

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e.g. 123456789, Smith Corp

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

Entity

Location

Zip Code

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 ^



All Entity Information

Entities

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>OS/TZ</u> Date: <u>8/26/25</u> Solicitation No. <u>CO#1 NTP</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1713199
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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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input 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: _____

Tara J.