



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: 11-12-2025

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 4020 GSD2600000007 3	Change Order No:	2	Procurement Folder:	1757208
Document Name:	Building 20 (WVCI) Roof Replacement			Reason for Modification:	Change Order 2 To Issue Notice to Proceed
Document Description:	Building 20 (WVCI) Roof Replacement				
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:	2025-11-17
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-01-16

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000016964 HASHS CONSTRUCTION CO INC 3386 Roush Hollow Rd Bidwell OH 45614-9318 US Vendor Contact Phone: 740-388-8277 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	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

OK 11-13-25

Total Order Amount: \$458,000.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 11/13/2025 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 11/14/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 11/17/25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order2

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: 11/17/2025 through 1/16/2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000		0.000000	458000.00
Service From	Service To	Manufacturer		Model No	
2025-11-17	2026-01-16				

Commodity Line Description: Building 20 (WVCI) Roof Replacement

Extended Description:

Building 20 (WVCI) Roof Replacement



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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

November 12, 2025

Hash's Construction Co. Inc.
3386 Roush Hollow Rd.
Bidwell, OH45614-9318

Attn: Molly Hash,

NOTICE TO PROCEED

Per issuance of Purchase Order Number CPO GSD2600000007, this is your notification to commence work on Monday, November 17, 2025, to provide all equipment, materials, and incidentals for services related to the Building 20 (WVCI) Roof Replacement Project, per the bid requirements, terms, and conditions of CRFQ GSD2600000004.

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 November 17, 2025, and the effective end date shall be January 16, 2026.

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,

James R. Jones
Procurement Administrator

Cc: Tim Lee

ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

SAMANTHA WILLIS
PURCHASING DIRECTOR

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing *SLW*
Date: January 23, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

CRFQ GSD2600000004 Building 20 Roof Replacement Project

The Accompanying Request has been reviewed and approved by the following:

Agency Head

Eric Householder

Cabinet Secretary/Department Head

10/6/2025

Date

10/7/25

Date

Governor's Office Representative

-Date-

Total Cost:

\$458,000.00

Award Document Number:

CPO GSD260000000TBD

Description of Action/Purpose of Procurement

Request to award Centralized Purchase Order resulting from CRFQ GSD26*04 for the Building 20 Roof Replacement Project in the amount of \$458,000.00 to Hashs Construction Co Inc., as the lowest, qualifying bidder. The CRFQ received three (3) bids, ranging from this low bid to a high bid of \$544,669.00. The building's roof is several years out of warranty and has been experience leaking during the last year. The building is owned by the WVDOA/GSD, but WV Correctional Industries is responsible, under lease agreement, for day-to-day maintenance, but GSD retains the responsibility to maintain (in this case, replace) the roof. The WV Supreme Court of Appeals rents the top floor, so they experienced the most damage during recent leaking. We are also requesting approval to also issue, upon award and schedule coordination with the vendor, the administrative change order to issue Notice to Proceed.

Funding:Appropriated General Revenue.



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e.g. 1606N020Q02




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Simple Search

Search Editor

- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"HASH'S CONSTRUCTION COMPANY 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

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West Virginia Secretary of State — Online Data Services

Online Data Services Help

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Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/2/2004		7/2/2004	Foreign	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock
Charter County		Control Number	67911
Charter State	OH	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses

Type	Address
Mailing Address	3386 ROUSH HOLLOW ROAD BIDWELL, OH, 45614 USA
Notice of Process Address	MOLLY HASH 3386 ROUSH HOLLOW ROAD BIDWELL, OH, 45614
Principal Office Address	3386 ROUSH HOLLOW ROAD BIDWELL, OH, 45614 USA
Type	Address

Officers

Type	Name/Address
President	MOLLY HASH 3386 ROUSH HOLLOW RD BIDWELL, OH, 45614
Secretary	DUSTY HASH 3386 ROUSH HOLLOW RD BIDWELL, OH, 45614
Type	Name/Address

Annual Reports

Filed For
2025
2024
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2021
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Date filed

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

Wednesday, November 12, 2025 — 12:43 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>11/12/25</u> Solicitation No. <u>CPO GSD26*07</u>	Agency: General Services Division <hr/> Procurement Officer Submitting Requisition: Jamie Jones <hr/> Requisition No. <hr/> PF No.: 1757208
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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 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: Christopher Hustead