



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: 10-10-2025

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 DBS2500000012 2	Change Order No:	1	Procurement Folder:	1647408
Document Name:	WVSDDB Wall Repair, Patch and Paint			Reason for Modification: Change Order 01 To Issue Notice to Proceed	
Document Description:	WVSDDB Wall Repair, Patch and Paint				
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:	2025-07-01
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-09-29

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000193210 GLASS SERVICE OF CUMBERLAND INC 813 LAFAYETTE AVE CUMBERLAND MD 21502 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: Tabitha J Crist Requestor Phone: (304) 822-4810 Requestor Email: tabitha.crist@k12.wv.us 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
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

Total Order Amount: \$78,286.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 10/14/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 10/20/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10/20/25 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: 7/01/202 Through 9/29/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	73181104	0.00000		0.000000	78286.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: WVSDb Wall Repair, Patch and Paint**Extended Description:**

WVSDb Wall Repair, Patch and Paint



Est. 1870
301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

June 24, 2025

Dustin Hankinson
Hoyman Painting - A division of Glass Service of Cumberland, Inc.
813 LaFayette Ave.
Cumberland, MD 21502

Subject: CPO DBS 2500000012 – Notice To Proceed

The West Virginia Schools for the Deaf and the Blind is issuing this letter as a Notice To Proceed for the performance of the contract services of the above Purchase Order. As per the specifications, the contract item must be completed within ninety (90) calendar days from the date indicated below on this letter. The contract item must be completed for the agency, West Virginia Schools for the Deaf and the Blind, located at 301 E. Main St, Romney WV 26757.

Notice To Proceed date: July 1, 2025

Should you have further questions don't hesitate to contact us.

Very truly yours,

Tabitha J Crist
Chief Financial Officer
West Virginia Schools for the Deaf and the Blind

W. Clayton Burch
Superintendent, WVSDB
304.822.4800
www.wvsdb2.state.k12.wv.us

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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.

GLASS SERVICE OF CUMBERLAND, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	2/27/1979		2/27/1979	Foreign	Profit				

Organization Information									
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)			Capital Stock	0.0000				
Charter County				Control Number	0				
Charter State	MD			Excess Acres	0				
At Will Term				Member Managed					
At Will Term Years				Par Value	0.000000				
Authorized Shares	0			Young Entrepreneur	Not Specified				

Addresses

Type	Address
Local Office Address	813 LAFAYETTE AVENUE CUMBERLAND, MD, 21502
Mailing Address	813 LAFAYETTE AVENUE CUMBERLAND, MD, 21502 USA
Notice of Process Address	DALE HANKINSON 813 LAFAYETTE AVENUE CUMBERLAND, MD, 21502
Principal Office Address	813 LAFAYETTE AVENUE CUMBERLAND, MD, 21502 USA
Type	Address

Officers

Type	Name/Address
Director	DALE HANKINSON GLASS SERVICE OF CUMBERLAND INC. 813 LAFAYETTE AVENUE CUMBERLAND, MD, 21502
President	DALE HANKINSON 12109 BEDFORD RD. NE CUMBERLAND, MD, 21502
Secretary	TINA HANKINSON 12109 BEDFORD RD. NE CUMBERLAND, MD, 21502
Treasurer	TINA HANKINSON 12109 BEDFORD RD. NE CUMBERLAND, MD, 21502
Vice-President	DUSTIN HANKINSON 813 LAFAYETTE AVE CUMBERLAND, MD, 21502
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
HOYMAN PAINTING	TRADENAME	6/19/2020	
DBA Name	Description	Effective Date	Termination Date

Annual Reports**Filed For**

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2007

2006

2004

2001

2000

1999

Date filed

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

Friday, October 10, 2025 — 9:26 AM

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All Words



e.g. 1606N020Q02

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Simple Search

Search Editor

☐ Any Words ☐ All Words ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"GLASS SERVICE OF CUMBERLAND, INC." 

Entity

Location

Status

☒ Active☐ InactiveReset 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use:		Agency:
Buyer: <u>12</u>	Date: <u>10/14/25</u>	WVSDDB
Solicitation No. <u>CO# 1</u>		Procurement Officer Submitting Requisition:
		Tabitha J Crist
		Requisition No.
		CPO DBS26*12
		PF No.:
		1647408

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 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" 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 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 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"/> N/A
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> N/A
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: _____

[Handwritten Signature]