



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: 08-14-2025

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 DBS2500000013 2	Change Order No:	1	Procurement Folder:	1647409
Document Name:	WVSDG Gym Improvements	Reason for Modification: Change Order 01 To Issue Notice to Proceed			
Document Description:	WVSDG Gym Improvements				
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:	2025-06-23		
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-02-28		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000204338 W HARLEY MILLER CONTRACTORS INC PO BOX 945 MARTINSBURG WV 254020945 US Vendor Contact Phone: 3042678959 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

10/10/25 6c
Purchasing Division's File Copy

Total Order Amount:	\$264,500.00
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PURCHASING DIVISION AUTHORIZATION DATE: 10-10-25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 10-15-2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10-16-25 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: 06/23/2025 Through 2/28/2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72100000	0.00000		0.000000	264500.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Gym Improvements and repairs

Extended Description:

Gym Improvements and Repairs



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

June 19, 2025

Mr. Tripp Dailey
W. Harley Miller Contractors, Inc.
1193 Hedgesville Road
Martinsburg, WV 25402

Subject: CPO DBS 2500000013 – 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 two hundred and fifty (250) 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: June 23, 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

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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.

W. HARLEY MILLER CONTRACTORS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	3/10/1982		3/10/1982	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 1000.0000
Charter County	Berkeley	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years	Par Value		100.000000
Authorized Shares	10	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	1193 HEDGESVILLE ROAD MARTINSBURG, WV, 25403
Mailing Address	P. O. BOX 945 MARTINSBURG, WV, 25402 USA
Notice of Process Address	JAMES W. DAILEY, II PO BOX 945 MARTINSBURG, WV, 25402
Principal Office Address	1193 HEDGESVILLE ROAD MARTINSBURG, WV, 25403 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	JAMES W. DAILEY, II 106 JERRY COURT MARTINSBURG, WV, 25401
Incorporator	DIANE M. DAILEY
President	JAMES W. DAILEY, III 1601 WEST KING STREET MARTINSBURG, WV, 25401
Secretary	DIANE M. DAILEY 1601 WEST KING STREET MARTINSBURG, WV, 25401
Treasurer	JAMES W. DAILEY II 1601 WEST KING STREET MARTINSBURG, WV, 25401
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
W. HARLEY MILLER SYSTEMS	TRADENAME	6/4/2018	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

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

Friday, October 10, 2025 — 9:38 AM

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e.g. 1606N020Q02

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"W. HARLEY MILLER CONTRACTORS, INC." Entity Location Status ☒ Active☐ InactiveReset Entity Information 

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12</u> Date: <u>10/10/25</u> Solicitation No. <u>C0#1</u>	Agency: WVSDDB Procurement Officer Submitting Requisition: Tabitha J Crist Requisition No. CPO DBS26*13 PF No.: 1647409
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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 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"/>
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: _____

James Atkins