



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: 08-22-2025

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 0506 2815 HHR2300000001 5	Change Order No:	3	Procurement Folder:	1128977
Document Name:	Emergency Purchase-DHHR Diamond Protective Measures			Reason for Modification:	
Document Description:	Emergency Purchase-DHHR Diamond Protective Measures			Change Order No. 3 is issued to reduce the balance per the attached documentation.	
Procurement Type:	Central Emergency Purchase				
Buyer Name:	Crystal G Hustead				
Telephone:	(304) 558-2402				
Email:	crystal.g.hustead@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2023-01-01
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2025-06-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000173699 BBL CARLTON LLC 600 KANAWHA BLVD E STE 200  CHARLESTON WV 253012104 US Vendor Contact Phone: 304-345-1300 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: Bryan D Rosen Requestor Phone: (304) 558-0953 Requestor Email: bryan.d.rosen@wv.gov  <b>2026</b> 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
304-957-0211 HEALTH AND HUMAN RESOURCES OFFICE OF OPERATIONS 1 DAVIS SQUARE, STE 119  CHARLESTON WV 25301 US	STATE OF WEST VIRGINIA SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS  No City WV 99999 US

CR 9-2-25

Purchasing Division's File Copy

Total Order Amount: \$1,396,410.00

PURCHASING DIVISION AUTHORIZATION DATE: 9/2/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 9/2/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 9/2/25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 3 is issued to reduce the balance on purchase order from \$1,451,480.00 to \$1,396,410.00 per attached document:

Original Contract Total: \$1,451,480.00

Change Order No. 3 Decrease (\$55,070.00)

New Contract Total: \$1,396,410.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72153402	0.00000		0.000000	743020.00
Service From	Service To	Manufacturer	Model No		
2023-01-01	2024-12-31				

**Commodity Line Description:** Scaffolding services**Extended Description:**

Scaffolding services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151910	200.00000	LF	23.450000	4690.00
Service From	Service To	Manufacturer	Model No		
2023-01-01	2024-12-31				

**Commodity Line Description:** Mortar Removal and Repointing**Extended Description:**

Scaffolding services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	31162100	750.00000	EA	21.800000	16350.00
Service From	Service To	Manufacturer	Model No		
2023-01-01	2024-12-31				

**Commodity Line Description:** Anchors**Extended Description:**

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72141702	24.00000	MO	15788.000000	378912.00
Service From	Service To	Manufacturer	Model No		
2023-07-01	2025-06-30				

**Commodity Line Description:** Construction equipment rental or leasing service**Extended Description:**

Construction equipment rental or leasing service

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72120000	1.00000	EA	171572.000000	171572.00
Service From	Service To	Manufacturer	Model No		
2023-12-06	2024-12-31				

**Commodity Line Description:** Item #4 Horizontal Stitching Tie Installation**Extended Description:**

Nonresidential building construction services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	72120000	1.00000	EA	80366.000000	80366.00
Service From		Service To	Manufacturer		Model No
2023-12-06		2024-12-31			

Commodity Line Description:     Item #5B Window Protection 5B

Extended Description:  
Nonresidential building construction services

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	72120000	1.00000	EA	1500.000000	1500.00
Service From		Service To	Manufacturer		Model No
2023-12-06		2024-12-31			

Commodity Line Description:     Item #6B Window Protection 6B

Extended Description:  
Nonresidential building construction services

**PART C. UNIT PRICE #2: HELICAL TIE INSTALLATION**

Unit price for installation of helical ties at the masonry parapets as shown in the Drawings. The unit price shall be per each helical tie installed and shall include all access, labor and materials necessary to perform the work in accordance with the Drawings. Final amount shall be adjusted upward or downward based on actual quantity authorized.

Quantity of (750) helical ties @ \$ 21.80 per helical tie

**PART C =** Sixteen Thousand Three Hundred Fifty Dollars (\$16,350.00 ).

**PART D. UNIT PRICE #3: SIDEWALK SHED PROTECTION RENTAL**

Unit price for rental and maintenance the Sidewalk Shed included in the Base Bid. The unit price shall be per month and shall include all labor, materials, and escalation necessary inherent to the work. Final amount shall be adjusted upward or downward based on actual quantity authorized.

Quantity of (24) months @ \$ 15,788.00 per month

**PART D =** Three Hundred Seventy Eight Thousand Nine Hundred Twelve Dollars (\$378,912.00).

**TOTAL BASE BID AMOUNT (For PARTS A through D) IS:**

One Million One Hundred Ninety Eight Thousand and Forty Two Dollars (\$1,198,042.00)

Contract award will be based on the TOTAL BASE BID AMOUNT shown above (including any properly submitted bid modifications) plus as many Additive Bid Items taken in sequence as the Owner in its discretion decides to award.

The bidder has relied upon the following public historical climatological records:  
The West Virginia State Climate Office for Kanawha County, WV

If notice of acceptance of this bid is given to the undersigned within 30 days after the date of opening of bids or any time thereafter before this bid is withdrawn, the undersigned will execute and deliver a contract in the prescribed form (AIA Document A101-2017 Standard Form of Agreement Between Owner and Contractor, unless otherwise noted by the Owner) within 10 days after the contract has been presented for signature. The required payment and performance bonds, on the forms prescribed, shall be delivered to the Owner along with the signed Contract.

Immigration Reform and Control Act of 1986: The undersigned certifies that it does not and will not during the performance of the Contract for this project violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens.

# AIA® Document G704® – 2017

## Certificate of Substantial Completion

<b>PROJECT:</b> <i>(name and address)</i> Diamond Building Temporary Protection  350 Capitol Street Charleston, WV 25301	<b>CONTRACT INFORMATION:</b> Contract For: PO# HHR2300000001 Date: 12-06-2022	<b>CERTIFICATE INFORMATION:</b> Certificate Number: 1 Date: 07-14-2025
<b>OWNER:</b> <i>(name and address)</i> West Virginia Department of Health and Human Services One Davis Square, Suite 100 West Charleston, WV 25301	<b>ARCHITECT:</b> <i>(name and address)</i> WDP & Associates Consulting Engineers, Inc. 10621 Gateway Boulevard, Suite 200 Manassas, VA 20110	<b>CONTRACTOR:</b> <i>(name and address)</i> BBL Carlton  600 Kanawha Boulevard East, Suite 200 Charleston, WV 25301

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

*(Identify the Work, or portion thereof, that is substantially complete.)*

The Work indicated in the Contract Documents.

  
ARCHITECT (Signature)

Patrick B. Dillon, P.E.  
BY: WDP & Associates Consulting Engineers, Inc.  
*(Printed name, title, and license number if required)*

06-30-2025  
Date Of Substantial Completion

### WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

*(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)*

None

### WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

*(Identify the list of Work to be completed or corrected.)*

None

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within Zero(0) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$0.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

*(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)*

Per Contract Documents.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

  
CONTRACTOR (Signature)

BY: BBL Carlton  
*(Printed name and title)*

07/30/2025  
Date

  
OWNER (Signature)

BY: West Virginia Department of Health and Human Resources  
*(Printed name and title)*

8/6/25  
Date

RKA 8/3/2025

REC 8/3/2025



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Entity



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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.*

#### BBL-CARLTON, L.L.C.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	6/10/1997		6/10/1997	Domestic	Profit		6/10/2047	

Organization Information			
<b>Business Purpose</b>	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	T	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>	50	<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified





**Addresses**

Type	Address
<b>Designated Office Address</b>	600 KANAWHA BLVD EAST SUITE 200 CHARLESTON, WV, 25301
<b>Mailing Address</b>	PO BOX 12789 ALBANY, NY, 12212 USA
<b>Notice of Process Address</b>	CHARLES MOORE 600 KANAWHA BLVD., EAST SUITE 200 CHARLESTON, WV, 25301
<b>Principal Office Address</b>	600 KANAWHA BLVD., EAST SUITE 200 CHARLESTON, WV, 25301 USA
Type	Address

**Officers**

Type	Name/Address
<b>Manager</b>	TODD COREY-- VICE PRESIDENT 600 KANAWHA BLVD EAST SUITE 200 CHARLESTON, WV, 25301
<b>Manager</b>	CHARLES MOORE -- VICE PRESIDENT + 2 OTHERS 600 KANAWHA BLVD., EAST SUITE 200 CHARLESTON, WV, 25301
<b>Organizer</b>	CHARLES O. LORENSEN 1526 KAN.BLVD., EAST CHARLESTON, WV, 25311 USA
Type	Name/Address

Date	Amendment
<b>9/8/1998</b>	CHANGE OF NAME FROM BBL-WEST VIRGINIA, LLC TO BBL-CARLTON, L.L.C.
Date	Amendment

**Annual Reports**

Filed For

2025
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
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2000
1999
Date filed

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

Friday, August 22, 2025 — 1:01 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>CyberHusband</u> Date: <u>9/2/25</u> Solicitation No. <u>CPD HHR23#01</u>	Agency: OSA Office of Purchasing Procurement Officer Submitting Requisition: Robert Price Requisition No. N/A PF No.: 1128977
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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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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
<b>10</b>	<b>Insurance requirements</b>				
	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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 Hustead*