



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: 07-25-2025

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 0603 0603 ADJ2500000022 4	Change Order No:	1	Procurement Folder:	1458554
Document Name:	Huntington Tri State Reserve Center Sealing & Striping			Reason for Modification: CHANGE ORDER NO 1- To establish contract start and end dates, and to issue Notice to Proceed to the vendor per the attached documentation.	
Document Description:	Huntington Tri State Reserve Center Sealing & Striping				
Procurement Type:	Central Purchase Order				
Buyer Name:	David H Pauline				
Telephone:	304-558-0067				
Email:	david.h.pauline@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2025-07-23
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-01-19

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000100380 ASPHALT CONTRACTORS & SITE WORK INC 20 Dickson Dam Rd  Lavalette WV 25535-8722 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: Rachel L White Requestor Phone: (304) 982-1417 Requestor Email: rachel.l.white36.nfg@army.mil  <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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR  CHARLESTON WV 25311 US	BUILDING TRADE SPECIALIST KENOVA ARMED FORCES RESERVE CENTER 2194 BOOTH RD  KENOVA WV 25530 US

7/29/25 GL

Total Order Amount: \$124,401.00

Purchasing Division's File Copy

JA 7/28/2025

PURCHASING DIVISION AUTHORIZATION DATE: 7/28/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 7/30/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 7-30-25 ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

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: 07/23/2025 THROUGH 01/19/2026.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72141100	0.00000		0.000000	124401.00
Service From	Service To	Manufacturer		Model No	
2025-07-23	2026-01-19				

**Commodity Line Description:**     Huntington Tri State Reserve Center Sealing & Striping

**Extended Description:**

BASE BID (Per documentation)- Provide and furnish all labor, materials, tools, expendable equipment and all services to complete parking lot sealing & striping services per the attached specifications and documentation. Contractor MUST field verify this area.

**WEST VIRGINIA ARMY NATIONAL GUARD**  
**CONSTRUCTION & FACILITIES MANAGEMENT OFFICE**  
1707 Coonskin Drive  
Charleston, West Virginia, 25311-1085

22 July 2025

**NOTICE TO PROCEED**

**TO:** Asphalt Contractors & Site Work Inc  
20 Dickson Dam Rd  
Lavalette, WV 25535

**FROM:** West Virginia Army National Guard  
Construction and Facilities Management Office (CFMO)  
1707 Coonskin Drive  
Charleston, WV 25311

**SUBJECT:** Notice to Proceed for the West Virginia Army National Guard's Huntington Tri  
State Reserve Center Sealing & Striping

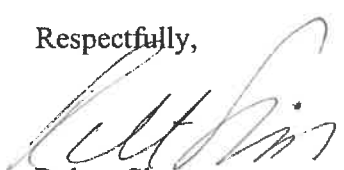
**NOTICE TO PROCEED DATE: 23 July 2025**

Asphalt Contractors & Site Work Inc is authorized to proceed with work as per the Contract Documents for Contract number ADJ25\*022. Work should begin by 23 JULY 2025 and last for a term of 180 days, with work completed no later than 19 JAN 2026.

Please provide all submittals for this project immediately for approval.

If you have any questions please contact Mr. Robert Skaggs at 304-719-8745.

Respectfully,



Robert Skaggs  
Technical Analyst

You are viewing this page over a secure connection. Click [here](#) for more information.

## 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.*

### 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

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	20 DICKSON DAM ROAD LAVALETTE, WV, 25535
<b>Mailing Address</b>	20 DICKSON DAM ROAD LAVALETTE, WV, 25535 USA
<b>Notice of Process Address</b>	ASPHALT CONTRACTORS 20 DICKSON DAM ROAD LAVALETTE, WV, 25535
<b>Principal Office Address</b>	20 DICKSON DAM ROAD LAVALETTE, WV, 25535 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	TERESA L RAY RT 1 BOX 1159 WAYNE, WV, 25570
<b>Director</b>	LESTON FOLLOWAY RT 1 BOX 1459 WAYNE, WV, 25570
<b>President</b>	TERESA L RAY RT 1 BOX 1159 WAYNE, WV, 25570
<b>Secretary</b>	LESTON R. FOLLOWAY, SR. RT. 1 BOX 1459 WAYNE, WV, 25570
<b>Treasurer</b>	TERESA RAY RT. 1 BOX 1459 WAYNE, WV, 25570
<b>Vice-President</b>	LESTON R. FOLLOWAY, SR. RT. 1 BOX 1459 WAYNE, WV, 25570
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
STONE YARD	TRADENAME	4/18/2002	12/15/2006
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, July 28, 2025 — 12:59 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JA</u> Date: <u>7/29/25</u>  Solicitation No. <u>CO No. 1</u>	Agency: Adjutant Generals Office <hr/> Procurement Officer Submitting Requisition: Dean Wingerd <hr/> Requisition No. CPO-ADJ25* 22 Change Order #1- Notice to Proceed <hr/> PF No.: 1458554
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/> NA
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NA
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> NA
<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: \_\_\_\_\_

