



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: 11-06-2025

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 ADJ2600000018 2	Change Order No:	1	Procurement Folder:	1760100
Document Name:	Camp Dawson ITAM Building Insulation			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:	Camp Dawson ITAM Building Insulation				
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:	2025-10-06
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-01-04

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000205730 LEE REGER BUILDS INC One Railroad Street  SHINNSTON WV 26431 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: Philip B Schoolcraft Requestor Phone: (304) 558-2930 Requestor Email: philip.b.schoolcraft.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	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD  KINGWOOD WV 26537-1077 US

00V 11/17/25

Total Order Amount: \$21,278.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 11/17/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 11/12/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 11-12-25 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: 10/06/2025 THROUGH 01/04/2026.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152103	0.00000		0.000000	21278.00
Service From	Service To	Manufacturer		Model No	
2025-10-06	2026-01-04				

**Commodity Line Description:** Camp Dawson ITAM Building Insulation

**Extended Description:**

Provide labor and materials to install spray foam insulation in the ITAM Building on Camp Dawson per the attached documentation



DEPARTMENT OF THE ARMY  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
1707 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO-TSB

6 October 2025

**NOTICE TO PROCEED**

TO: Lee Reger Builds INC  
ATTN: Mr. Sheldon Raber  
One Railroad Street  
Shinnston, West Virginia 26085

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

SUBJECT: Notice to Proceed for ITAM Insulation

NOTICE TO PROCEED DATE: **6 October 2025**

Lee Reger Builds Is authorized to proceed with work as per the Contract Documents for project number CPO-0603 0603 ADJ2600000018 1. Work should begin by **6 October 2025** and last for a term of **90 calendar days**, with work completed no later than **4 January 2026**.

Please provide all documentation and submittals for this project in accordance with the contract documents for approval.

If you have any questions of concerns, the point of contact for this action is CPT Charles Laughlin – 304-374-1850.

Respectfully,

A handwritten signature in black ink, appearing to be "C. Laughlin", is written above the typed name.

CPT Charles Laughlin  
NGWV-FMO-TSB  
Project Manager

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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.

LEE REGER BUILDS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	8/21/1986		8/21/1986	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 10000.0000
Charter County	Harrison	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years	Par Value		1.000000
Authorized Shares	10000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	ONE RAILROAD ST. SHINNSTON, WV, 26431
Mailing Address	BOX 1872 SHINNSTON, WV, 26431 USA
Notice of Process Address	JOHN KISSELLA PO BOX 1872 ONE RAILROAD STREET SHINNSTON, WV, 26431
Principal Office Address	1 RAILROAD STREET P.O. BOX 1872 SHINNSTON, WV, 26431 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	WRAY LEE REGER 601 SOUTH PIKE STREET SHINNSTON, WV, 26431
President	JOHN KISSELLA P O BOX 249 LUMBERPORT SHINNSTON, WV, 26431
Secretary	RENEE KISSELLA P.O. BOX 249 LUMBERPORT, WV, 26386
Treasurer	RENEE KISSELLA P O BOX 249 LUMBERPORT, WV, 26386

Hi, I'm SOLO! I can help you file your Annual Report.

Vice-President	SHELDON RABER 129 LAKEVIEW DR. FAIRMONT, WV, 26554
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, November 6, 2025 --- 2:47 PM

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you file your Annual  
Report.



Federal Service Desk Help During Temporary Government Shutdown

Oct 9, 2025

Show Details

Revolutionary FAR Overhaul Impacts to SAM.gov

Aug 15, 2025

Show Details

See All Alerts



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e.g. 1606N020Q02

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"lee reger builds"

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Federal Hierarchy

Wage Determinations

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11/6/2025, 2:48 PM

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>11/6/25</u>  Solicitation No. <u>CPO ADJ26*18</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ26*18 Change Order #1- Notice to Proceed PF No.: 1760100
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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 type="checkbox"/>	<input checked="" 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"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: David Pauline