



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: 07-18-2025

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 0803 0458 DOT2400000018 2	Change Order No:	1	Procurement Folder:	1386186
Document Name:	NEW EPDM ROOF WVDOH D4 HQ HARRISON COUNTY 04240515			Reason for Modification: Change Order 01 To Increase Contract Amount	
Document Description:	NEW EPDM ROOF WVDOH D4 HQ HARRISON COUNTY 04240515				
Procurement Type:	Central Purchase Order				
Buyer Name:	John W Estep				
Telephone:	304-558-2566				
Email:	john.w.estep@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000200124		Requestor Name:	William Bryan Henry	
SUTTER ROOFING & METAL COMPANY INC PO BOX 2036			Requestor Phone:	304-326-0137	
CLARKSBURG WV 263022036			Requestor Email:	w.bryan.henry@wv.gov	
US			<h1>2026</h1> <p>FILE LOCATION _____</p>		
Vendor Contact Phone:	999-999-9999	Extension:			
Discount Details:					
	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 OF HIGHWAYS DISTRICT FOUR P O BOX 4220 CLARKSBURG WV 26302-4220 US	DIVISION OF HIGHWAYS DISTRICT FOUR HQ 2460 MURPHYS RUN RD BRIDGEPORT WV 26330 US

*CR 8-4-25*

Total Order Amount:	\$143,930.00
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Purchasing Division's File Copy

*JE 7/28/25*

PURCHASING DIVISION AUTHORIZATION DATE: <i>JA 8-1-25</i>	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>9/2/25</i>	ENCUMBRANCE CERTIFICATION DATE: <i>7/24/25</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 01 is issued to increase the original contract to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract quantities are increased as defined in the attached documentation.

Original Contract Total \$137,300.00  
Change Order No. 1 - \$6,630.00  
Revised Contract Total \$143,930.00

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	1.00000	LS	137300.000000	137300.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** ROOFING SERVICE

**Extended Description:**

NEW EPDM ROOF CONSTRUCTION - WVDOH D4 HQ HARRISON COUNTY

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72152601	1.00000	LS	6630.000000	6630.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	

**Commodity Line Description:** Change Order 1 - Increase

**Extended Description:**



APPROVED  
*[Signature]*  
2/28/25

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

**Division of Highways**

Office of the District Engineer/Manager  
District Four

P. O. Box 4220 · Clarksburg, West Virginia 26302 · (304) 842-1500

4/30/2024

To: Procurement *[Signature]*

From: Bryan Henry *BH*  
D-4 Comptroller

Subject: CPO Change Order

District 4 awarded a contract to Sutter Roofing & Metal Company INC (CPO DOT24\*18) on 4/12/2025 to remove/replace the EDPM rubber roof on the headquarters building in Bridgeport. During the removal work, the vendor discovered that a section of the decking underneath would need to be replaced before finishing the installation of the new roof.

Sutter Roofing can replace the damaged decking at a cost of \$6,630.00. The repairs are necessary and urgent as the EDPM rubber roof cannot be completed without it. I would like to request a change order to increase the amount of the CPO by \$6,630.00 to cover the cost of the additional work.

Thank you.



"Safe, Solid and Secure Since 1902"

PO Box 2036 • Clarksburg, WV 26302 • (304) 624-6565

Fax: (304) 622-3637 • [www.sutterroofing.us](http://www.sutterroofing.us) Contractor's License: # WV000463

### Request for Change Order #1 - Deck Replacement

Date: 7/19/2024

Project Name: DOH Bridgeport Office Building

Client: WV DOH

Attention: Bryan Henry

Description of Change:

Metal deck replacement

13 sheets x 30 sf/sheet x \$17/sf

Total Subcontractor Change Request Addition/(Deletion)

\$6,630.00

Submitted By: Nathan Harvey  
Nathan Harvey

President

Accepted By: [Signature]

Company: WVDOH

Print Name: Bryan Henry

Title: Comptroller

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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.*

### SUTTER ROOFING & METAL CO. INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	8/7/1946		8/7/1946	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		<b>Capital Stock</b> 50000.0000
<b>Charter County</b>	Harrison	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	100.000000
<b>Authorized Shares</b>	500	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	2 STADIUM DRIVE CLARKSBURG, WV, 26301
<b>Mailing Address</b>	P O BOX 2036 CLARKSBURG, WV, 26302
<b>Notice of Process Address</b>	NATHAN A. HARVEY 2 STADIUM DRIVE CLARKSBURG, WV, 26301
<b>Principal Office Address</b>	2 STADIUM DRIVE CLARKSBURG, WV, 26301
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Incorporator</b>	CLAIR P. SUTTER OHIO AVENUE, MONTPELIER ADDITION CLARKSBURG, WV, 26301
<b>Incorporator</b>	C. WILSON SUTTER OHIO AVENUE, MONTPELIER ADDITION CLARKSBURG, WV, 26301
<b>President</b>	NATHAN A. HARVEY PO BOX 2036 CLARKSBURG, WV, 26302
<b>Secretary</b>	MARSHA A. SUTTER PO BOX 2036 CLARKSBURG, WV, 26302
<b>Treasurer</b>	MARSHA A. SUTTER PO BOX 2036 CLARKSBURG, WV, 26302
<b>Vice-President</b>	CHRISTOPHER R. SUTTER PO BOX 2036 CLARKSBURG, WV, 26302
<b>Type</b>	<b>Name/Address</b>

<b>Date</b>	<b>Amendment</b>
<b>7/17/1969</b>	INCREASE: TO \$75,000.00; BEING 750 SHARES AT \$100.00 P SHARE; ROLL 25.
<b>Date</b>	<b>Amendment</b>

**Annual Reports****Filed For**

2025

2024

2023

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<b>Date filed</b>

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

Monday, July 28, 2025 — 11:05 AM

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e.g. 1606N020Q02



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Entity Information ^



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Entities

Disaster Response Registry

Responsibility / Q

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- Any Words
- All Words
- Exact Phrase

e.g. 123456789 Smith Corp

Sutter Roofing

Entity



Location



Status



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## No matches found

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**GENERAL PURPOSE RIDER**

To be attached to and form part of Bond Number 30199526 effective April 8, 2025  
issued by the Western Surety Company  
in the amount of \$137,000.00 DOLLARS,

on behalf of Sutter Roofing & Metal Co. Inc. 2 Stadium Drive, Clarksburg, WV 26301  
as Principal and in favor of West Virginia Department of Administration, Purchasing Division  
as Obligee:

Now, Therefore, it is agreed that:

CPO DOT24\*18 to remove / replace EDPM rubber roof in the headquarters building in Bridgeport.

It is further understood and agreed that all other terms and conditions of this bond shall remain unchanged.

This rider is to be effective the 8th day of April, 2024

Signed, sealed and dated this 21st day of August, 2025

Sutter Roofing & Metal Co. Inc. (Principal)

By: \_\_\_\_\_

Paul C. Shearer as Authorized Agent

Accepted By:  
\_\_\_\_\_  
\_\_\_\_\_

Western Surety Company (Surety)

By: \_\_\_\_\_  
Attorney-in-Fact

Edward J. Wood

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Edward J Wood, Brad Dempton, Kimberly Curry, Individually**

of Saint Petersburg, FL, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the Authorizing By-Laws and Resolutions printed at the bottom of this page, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 10th day of February, 2025.



WESTERN SURETY COMPANY

*Larry Kasten*

Larry Kasten, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 10th day of February, 2025, before me personally came Larry Kasten, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



*M. Bent*

M. Bent, Notary Public

### CERTIFICATE

I, Paula Kolsrud, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Laws and Resolutions of the corporation printed below this certificate are still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 21 day of August, 2025.



WESTERN SURETY COMPANY

*Paula Kolsrud*

Paula Kolsrud, Assistant Secretary

### Authorizing By-Laws and Resolutions

#### ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

This Power of Attorney is signed by Larry Kasten, Vice President, who has been authorized pursuant to the above Bylaw to execute power of attorneys on behalf of Western Surety Company.

This Power of Attorney may be signed by digital signature and sealed by a digital or otherwise electronic-formatted corporate seal under and by the authority of the following Resolution adopted by the Board of Directors of the Company by unanimous written consent dated the 27<sup>th</sup> day of April, 2022:

“RESOLVED: That it is in the best interest of the Company to periodically ratify and confirm any corporate documents signed by digital signatures and to ratify and confirm the use of a digital or otherwise electronic-formatted corporate seal, each to be considered the act and deed of the Company.”


Go to [www.cnasurety.com](http://www.cnasurety.com) > Owner / Oblige Services > Validate Bond Coverage, if you want to verify bond authenticity.

# ACKNOWLEDGMENTS

## Acknowledgment by Principal if individual or Partnership

1. STATE OF \_\_\_\_\_  
2. County of \_\_\_\_\_ to-wit:  
3. I, \_\_\_\_\_, a Notary Public in and for the  
4. county and state aforesaid, do hereby certify that \_\_\_\_\_  
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.  
5. Given under my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_  
6. Notary Seal \_\_\_\_\_ 7: \_\_\_\_\_  
(Notary Public)  
8. My commission expires on the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

## Acknowledgment by Principal if Corporation

9. STATE OF WEST VIRGINIA  
10. County of HARRISON to-wit:  
11. I, SHARA HAMPTON, a Notary Public in and for the  
12. county and state aforesaid, do hereby certify that PAUL C. SHEARER  
13. who as, AUTHORIZED AGENT signed the foregoing writing for  
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.  
15. Given under my hand this \_\_\_\_\_ day of AUGUST 20 25  
16. Notary Seal  17: Shara Hampton  
(Notary Public)  
18. My commission expires on the 13TH day of JUNE 20 28

## Acknowledgment by Surety

19. STATE OF FLORIDA  
20. County of Pinellas to-wit:  
21. I, Melonie Carol Ann Scott, a Notary Public in and for the  
22. county and state aforesaid, do hereby certify that Edward J. Wood III  
23. who as, Attorney-in-Fact signed the foregoing writing for  
24. Western Surety Company a corporation,  
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.  
25. Given under my hand this 21st day of August 20 25  
26. Notary Seal \_\_\_\_\_ 27: Melonie Carol Ann Scott  
(Notary Public)  
28. My commission expires on the 21st day of October 20 28

## Sufficiency in Form and Manner of Execution Approved

This 21st day of August 20 25  
9th day of September 20 25  


By: [Signature]  
Attorney General  
(Deputy Attorney General)