



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: 10-06-2025

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 0803 0180 DOT2500000018 3	Change Order No:	Procurement Folder:	1612410
Document Name:	Elkview HQ Roof Replacement	Reason for Modification: Change Order 1 Issue Notice to Proceed and requested Increase		
Document Description:	Elkview HQ Roof Replacement			
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:	2025-09-16	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-31	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000038030 AAR OF NORTH CAROLINA INC 655 PEDDYCORD ROAD  KERNERSVILLE NC 27284 US Vendor Contact Phone: 3367274534 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: James L Thompson Jr Requestor Phone: 304-205-6981 Requestor Email: james.l.thompson@wv.gov  <div>2026 FILE LOCATION</div>
	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 ONE HQ 1340 SMITH ST CHARLESTON WV 25301 US	ELKVIEW HEADQUARTERS DIVISION OF HIGHWAYS 904 OLD FRAME RD ELKVIEW WV 25071 US

CR 10-22-25

Total Order Amount: \$293,705.51

Purchasing Division's File Copy

JE 10/10/25

PURCHASING DIVISION AUTHORIZATION DATE: 10-10-25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 10-23-25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10-23-25 ELECTRONIC SIGNATURE ON FILE
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10/23/2025

**Extended Description:**

Change Order No. 01 is issued to establish the effective start and effective end dates, and to issue the Notice to Proceed for the contract. In addition, the change order is issued to extend the original contract from \$283,779.00 to \$293,705.51 according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract quantities is increased as defined in the attached documentation

Original Contract Total \$283,779.00  
Change Order No. 1 - \$9,926.51  
Revised Contract Total \$293,705.51

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	293705.510000	293705.51
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Elkview HQ Roof Replacement

**Extended Description:**  
Elkview HQ Roof Replacement



**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

**Stephen T. Rumbaugh, P. E.**  
**Secretary of Transportation**  
**Commissioner of Highways**

**September 15, 2025**

AAR of North Carolina Inc  
655 Peddycord Road  
Kernersville, NC 27284

RE: Notice to Proceed for CPO 0803 DOT2500000018 1

NOTICE TO PROCEED DATE: September 16, 2025

AAR of North Carolina Inc is hereby given notice to proceed with work as per purchase order CPO 0803 DOT2500000018 1. Work should begin by September 16, 2025 and last for a term of 45 calendar days, with work completed no later than October 31, 2025.

Upon work completion, please submit documentation required for payment.

Respectfully,

A handwritten signature in cursive script that reads "Dessie G. King".

Dessie G. King, Comptroller  
Department of Transportation  
Division of Highways  
District One



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**Stephen T. Rumbaugh, P. E.**  
Secretary of Transportation  
Commissioner of Highways

**October 1, 2025**

Ms. James,

I am sending this correspondence on behalf of District One of the WVDOH to express our wish to proceed with the requested change order, which totals \$9,926.51 in additional costs for AAR of North Carolina. The change order will increase the total cost of the project from \$283,779 to \$293,705.51.

Within this change order, the following changes are proposed:

An unforeseen issue has emerged with the top course of bricks around the building's perimeter. The old EPDM roof's prolonged shrinking and pulling against the edge metal has caused the mortar to deteriorate, leaving the bricks loose. AAR will need to remove these loose bricks, install additional Nailers to adjust the height and then proceed with the new roof system. This work was not included in their original bid, and this change order is to cover these additional costs.

Total Change: \$9,926.51

Please let me know if you have any questions.

Dessie G. King, Comptroller  
Department of Transportation  
Division of Highways  
District One

  
10/6/25

# Change Order Request Form

PM Initials: GL  
DOC Initials: \_\_\_\_\_

**Job Name:** Elkview HQ Garage

**Date:** 9/30/2025 **PROPOSAL #:** CO1 **Job Number:** 252530

**CONTRACTOR:** AAR of NC **CONTRACTOR #:** \_\_\_\_\_

**DESCRIPTION OF CHANGE:**

Install 16 gauge Z metal over CMU and secure to metal deck. Install new 2"x6" wood nailer and 3/4" plywood not included in original contract.

Unit Cost				
Quantity	Items	Cost	Total	
400	16 gauge Z metal (linear foot)	\$ 6.00	\$ 2,400.00	
460	2"x6" wood nailer (linear foot)	\$ 4.00	\$ 1,840.00	
8	3/4" plywood (piece)	\$ 65.00	\$ 520.00	
		\$ -	\$ -	
<b>Unit Cost Subtotal</b>				

Materials	(Attach list with qty, item, unit mh, total mh, OT mh, Total \$)	
1	Total direct cost of materials	\$ 4,438.00
2	Shipping and transportation	\$ -
3	Sales Tax	7.75%
4	Overhead and Profit on items 1, 2, & 3	15.00%
		\$ 665.70 (15% max. inc. small tools & consumables)
<b>Materials Subtotal</b>		\$ 5,103.70

Labor	(Include time sheets if requested)	
5	Total man-hours: 50 @	\$ 55.00 \$ 2,750.00
6	Travel Pay in days 6.25 @	\$ 55.00 \$ 343.75
7	Payroll taxes and insurance @ 40%	\$ 1,100.00
8	Overhead and Profit on Item 5 & 6 15%	\$ 629.06 (15% max.)
<b>Labor Subtotal</b>		\$ 4,822.81

Equipment Rental	(includes quotes and pick-up / delivery tickets)	
9	Equipment Rental	\$ -
10	Overhead and Profit on Item 8 (15% maximum)	\$ -
<b>Equipment Rental Subtotal</b>		\$ -

Subcontractors	(Includes quotes with material and equipment backup)	
11	Subcontractors	\$ -
12	Overhead and Profit on Item 10 (15% maximum)	\$ -
<b>Subcontractor Subtotal</b>		\$ -

**Subtotal of Proposal** \$ 9,926.51

13 Bonds 1.50% of subtotal proposal excluding unit cost 1.5%

**TOTAL OF CHANGE PROPOSAL** \$ 9,926.51

**Time Extension Requested:** \_\_\_\_\_ days. **Schedule Activity Affected:** \_\_\_\_\_

**Contractor's Signature:** Gregory Lyon [Signature] **Date:** 9/17/2025

**Architect's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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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.

AAR OF NORTH CAROLINA, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	4/7/1997		4/7/1997	Foreign	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock 0.0000
Charter County			Control Number 0
Charter State	NC	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years			Par Value 0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	655 PEDDYCORD ROAD KERNERSVILLE, NC, 27284
Mailing Address	655 PEDDYCORD ROAD KERNERSVILLE, NC, 27284 USA
Notice of Process Address	RHONDA SIGMON 655 PEDDYCORD ROAD KERNERSVILLE, NC, 27284
Principal Office Address	655 PEDDYCORD ROAD KERNERSVILLE, NC, 27284 USA
Type	Address

Officers	
Type	Name/Address
President	MICHAEL KURTH, SR 8251 MONTGOMERY RIDGE ROAD BELEWS CREEK, NC, 27009
Secretary	MICHELLE STRICKLAND 411 GRAVELAWN DRIVE KERNERSVILLE, NC, 27284
Treasurer	MICHELLE STRICKLAND 411 GRAVELAWN DRIVE KERNERSVILLE, NC, 27284
Vice-President	BRADLEY KURTH 945 LA PLATA DRIVE KERNERSVILLE, NC, 27284
Type	Name/Address

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

Friday, October 10, 2025 — 11:31 AM

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AAR of North Carolina Inc



Entity



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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>10/10/25</u>  Solicitation No. <u>CPO DOT25*18</u>	Agency: WVDOT  Procurement Officer Submitting Requisition: Angela Chaney  Requisition No. 1612410  PF No.: CPO DOT25*18
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" 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
<b>10</b>	<b>Insurance requirements</b>				
	<i>Commercial General Liability</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	<b>Office of Technology CIO pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Treasurer's Office (banking) pre-approval</b>	<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 type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

