



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: 09-15-2025

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 1400 1400 AGR2600000005 2	Change Order No:	Procurement Folder:	1699433
Document Name:	Sealing of 110,000 sq ft Parking lot	Reason for Modification: CHANGE ORDER #1 TO ISSUE NOTICE TO PROCEED		
Document Description:	Sealing of 110,000 sq ft Parking lot			
Procurement Type:	Central Purchase Order			
Buyer Name:	James W Atkins			
Telephone:	(304) 558-0094			
Email:	james.w.atkins@wv.gov			
Shipping Method:	Best Way	Effective Start Date:	2025-09-19	
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-10-18	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000046584 ELEVATE ASPHALT SERVICES LLC 320 LEAH DRIVE PRINCETON WV 24739 US Vendor Contact Phone: 3048886223 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: Rita Gainer Requestor Phone: (304) 373-2308 Requestor Email: rgainer@wvda.us 2026 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
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	AUTHORIZED RECEIVER 304-558-0573 AGRICULTURE DEPARTMENT OF FOOD DISTRIBUTION PROGRAM 4496 CEDAR LAKES RD RIPLEY WV 25271 US

CR 9-16-25

Total Order Amount: \$16,500.00

Purchasing Division's File Copy

JA 9/16/25

PURCHASING DIVISION AUTHORIZATION DATE: 9/16/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 9/18/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 9-18-25 ELECTRONIC SIGNATURE ON FILE
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9/18/2025

Extended Description:
CHANGE ORDER #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: September 19, 2025, through October 18, 2025.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72153702	0.00000		0.000000	16500.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Sealing of 110,000 sq ft Parking Lot

Extended Description:
See attached documentation for further details.

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner

Amie Minor-Richard, Deputy Commissioner



15 September 2025

Elevate Asphalt Services LLC
320 Leah Drive
Princeton, WV 24739
elevateasphaltservices@gmail.com

ATTN: Thomas Jason Powell

Re: CPO AGR260000005

Dear Mr. Powell:

This is your official Notice to Proceed for CPO AGR26*5, Sealing of 110,000 sq. ft. parking lot. Your Notice to Proceed period will begin effective September 19, 2025, and will be completed by October 18, 2025.

If you have any questions concerning this, feel free to contact me at (304) 558-2221.

Sincerely,

Laryssa Hoskins, Acting CFO-Director
Administrative Services Division

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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.

ELEVATE ASPHALT SERVICES LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	6/7/2024		6/7/2024	Domestic	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)		Capital Stock
Charter County	Mercer		Control Number
Charter State	WV		Excess Acres
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		No

Addresses	
Type	Address
Designated Office Address	320 LEAH DRIVE PRINCETON, WV, 24739
Mailing Address	320 LEAH DRIVE PRINCETON, WV, 24739 USA
Notice of Process Address	ERICA POWELL 320 LEAH DRIVE PRINCETON, WV, 24739
Principal Office Address	320 LEAH DRIVE PRINCETON, WV, 24739 USA
Type	Address

Officers	
Type	Name/Address
Member	ERICA POWELL 320 LEAH DRIVE PRINCETON, WV, 24739
Member	THOMAS POWELL 320 LEAH DRIVE PRINCETON, WV, 24739
Organizer	ERICA POWELL 320 LEAH DRIVE PRINCETON, WV, 24739
Organizer	THOMAS POWELL 320 LEAH DRIVE PRINCETON, WV, 24739
Type	Name/Address

Annual Reports	
Filed For	
2025	
Date filed	

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

Tuesday, September 16, 2025 — 8:40 AM


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All Words

e.g. 1606N020Q02

Filter By

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- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"ELEVATE ASPHALT SERVICES LLC" 

Entity

Location

Status

- ☒ Active
- ☐ Inactive

Reset **Entity Information** **All Entity Information****Entities****Disaster Response Registry****Responsibility / Q**

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12</u> Date: <u>9/16/25</u> Solicitation No. <u>C0#1</u>	Agency: West Virginia Department of Agriculture <hr/> Procurement Officer Submitting Requisition: Rita R. Gainer <hr/> Requisition No. CPO AGR 26*05 <hr/> PF No.: 1699433
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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 (www.state.wv.us/admin/purchase/TCP.pdf)	<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
10 Insurance requirements				
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"/>
11 Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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

[Handwritten Signature]