



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Purchase Order**

CORRECT ORDER NUMBER MUST APPEAR  
 ON ALL PACKAGES, INVOICES, AND  
 SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

Order Date: 02-23-2026

|                              |   |                         |                              |   |         |
|------------------------------|---|-------------------------|------------------------------|---|---------|
| <b>Order Number:</b>         | CPO 0211 4028 GSD2500000014 4                             | <b>Change Order No:</b> | 3                            | <b>Procurement Folder:</b>  | 1531431 |
| <b>Document Name:</b>        | WV Consolidated State Lab Facility - Site Grading Package |                         |                              | <b>Reason for Modification:</b><br>Change Order No. 3 - To extend and increase the contract per the attached documentation. |         |
| <b>Document Description:</b> | WV Consolidated State Lab Facility - Site Grading Package |                         |                              |   |         |
| <b>Procurement Type:</b>     | Central Purchase Order                                    |                         |                              |   |         |
| <b>Buyer Name:</b>           | Tara Lyle   |                         |                              |   |         |
| <b>Telephone:</b>            | (304) 558-2544  |                         |                              |   |         |
| <b>Email:</b>                | lara.l.yyle@wv.gov  |                         |                              |   |         |
| <b>Shipping Method:</b>      | Best Way  |                         | <b>Effective Start Date:</b> | 2025-06-24  |         |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid                                 |                         | <b>Effective End Date:</b>   | 2026-01-16  |         |

| VENDOR                              |                         |                            |                      | DEPARTMENT CONTACT  |                          |
|-------------------------------------|-------------------------|----------------------------|----------------------|---|--------------------------|
| <b>Vendor Customer Code:</b>        | 000000104658            |                            |                      | <b>Requestor Name:</b>  | Richard C Atencio        |
| K & N CONTRACTING INC<br>PO BOX 607 |                         |                            |                      | <b>Requestor Phone:</b>   | 304-352-5515             |
| ELKVIEW WV 25071<br>US              |                         |                            |                      | <b>Requestor Email:</b>   | richard.c.atencio@wv.gov |
| <b>Vendor Contact Phone:</b>        | 999-999-9999            | <b>Extension:</b>          |                      | <div style="font-size: 48px; font-weight: bold; margin-bottom: 10px;">2026</div> <div style="font-weight: bold; margin-bottom: 10px;">FILE LOCATION _____</div> |                          |
| <b>Discount Details:</b>            |                         |                            |                      |   |                          |
|                                     | <b>Discount Allowed</b> | <b>Discount Percentage</b> | <b>Discount Days</b> |   |                          |
| #1                                  | No                      | 0.0000                     | 0                    |   |                          |
| #2                                  | Not Entered             |                            |                      |   |                          |
| #3                                  | Not Entered             |                            |                      |   |                          |
| #4                                  | Not Entered             |                            |                      |   |                          |

| INVOICE TO   | SHIP TO  |
|--|--|
| GENERAL SERVICES DIVISION<br>DEPARTMENT OF ADMINISTRATION<br>112 CALIFORNIA AVENUE<br>BLDG 4, 6TH FLOOR<br>CHARLESTON WV 25305<br>US | STATE OF WEST VIRGINIA<br>JOBSITE - SEE SPECIFICATIONS<br><br>No City WV 99999<br>US |

*CR 2-24-26*

**Total Order Amount:** \$1,973,320.13

Purchasing Division's File Copy

*JR 2/23/26*  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara Lyle 2/23/26*  
 ELECTRONIC SIGNATURE ON FILE

*John S. Gray*  
**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *2-26-26*  
 ELECTRONIC SIGNATURE ON FILE

*Cody Gray*  
**ENCUMBRANCE CERTIFICATION**  
 DATE: *2-26-26*  
 ELECTRONIC SIGNATURE ON FILE

2020

**Extended Description:**

Change Order No. 3 is issued to extend and increase the original contract to January 16, 2026 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to allow for completion of all work involved in the original scope as well as the additional repairs for this change order.

Effective date of change 10/24/2025

Extend Contract From: 01/09/2026 to 1/16/2026

Original Contract Price: \$1,650,650.08  
Change Order 1: Notice to Proceed  
Change Order 2: \$ 234,065.78  
Change Oder 3 increase: \$ 88,604.27  
New Contract Total: \$1,973,320.13

No other changes.

| Line         | Commodity Code | Quantity     | Unit     | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|-------------|
| 1            | 72121103       | 0.00000      |          | 0.000000   | 1884715.86  |
| Service From | Service To     | Manufacturer | Model No |            |             |
| 2025-06-24   | 2026-01-16     |              |          |            |             |

**Commodity Line Description:** WV Consolidated State Lab Facility - Site Grading Package

**Extended Description:**

Total Bid Amount - Pricing pages attached to the purchase order.  
Including Change Order 2 increase of \$234,065.78

| Line         | Commodity Code | Quantity     | Unit     | Unit Price | Total Price |
|--------------|----------------|--------------|----------|------------|-------------|
| 2            | 72121103       | 0.00000      |          | 0.000000   | 88604.27    |
| Service From | Service To     | Manufacturer | Model No |            |             |
| 2025-06-24   | 2026-01-16     |              |          |            |             |

**Commodity Line Description:** Change Order 3

**Extended Description:**

# AIA® Document G701® – 2017

## Change Order

|   |   |   |
|---|---|---|
| <b>PROJECT:</b> <i>(Name and address)</i><br>WV Consolidated State Lab Facility - Site Grading Package  | <b>CONTRACT INFORMATION:</b><br>Contract For: General Construction<br><br>Date: 06-24-2025                | <b>CHANGE ORDER INFORMATION:</b><br>Change Order Number: 003<br><br>Date: 12-05-2025                          |
| <b>OWNER:</b> <i>(Name and address)</i><br>General Services Division Dept. of Administration<br>112 California Ave., Bldg. 4, 6th Floor<br>Charleston, WV 25305 | <b>ARCHITECT:</b> <i>(Name and address)</i><br>ZMM LLC<br><br>222 Lee Street West<br>Charleston, WV 25302 | <b>CONTRACTOR:</b> <i>(Name and address)</i><br>K & N Contracting Inc.<br><br>PO Box 607<br>Elkview, WV 25071 |

**THE CONTRACT IS CHANGED AS FOLLOWS:**

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Provide all labor, materials and equipment necessary to complete the following:

- Item #1- Additional site drains for trenches at 6 locations on east and west storm lines will extend job by 6 days
- Item #2- Clarification on spacing joints for curb and gutter @ 100'
- Item #3- Heal in stone pad
- Total: \$87,683.65
- Add Lower Gates at Access Road \$920.62

Total Cost: \$88,604.27

|   |                 |
|---|-----------------|
| The original was  | \$ 1,650,650.08 |
| The net change by previously authorized Change Orders       | \$ 234,065.78   |
| The prior to this Change Order was                          | \$ 1,884,715.86 |
| The will be increased by this Change Order in the amount of | \$ 88,604.27    |
| The new including this Change Order will be                 | \$ 1,973,320.13 |

The Contract Time will be increased by Eight (8) days.  
The new date of <sup>Final</sup>Substantial Completion will be January 16, 2026

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

  
ARCHITECT *(Signature)*  
BY: Barrow Koslosky, ZMM CA  
*(Printed name, title, and license number if required)*

12/05/2025  
Date

  
CONTRACTOR *(Signature)*  
BY: Tim Keaton  
*(Printed name and title)*

12/05/2025  
Date

  
OWNER *(Signature)*  
BY: ~~Richard Avenio~~ James R Jones  
Procurement Admin.  
*(Printed name and title)*

12/9/2025  
Date

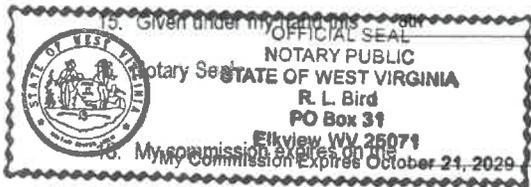
# ACKNOWLEDGMENTS

## 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 Kanawha to-wit:
11. I, R. L. Bird, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Kenneth E. Newhouse
13. who as, President of K&N Contracting, Inc. 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 December 20 25
16. Notary Seal \_\_\_\_\_ 17: R. L. Bird  
(Notary Public)
18. My commission expires on the 21st day of Oct 20 29

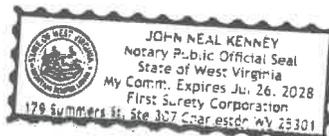
## Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit:
21. I, John Neal Kenney, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Bradley W. Tuckwiller
23. who as, President signed the foregoing writing for
24. First Surety Corporation 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 8th day of December 20 25
26. Notary Seal \_\_\_\_\_ 27: \_\_\_\_\_  
(Notary Public)
28. My commission expires on the 26th day of July 20 28

Sufficiency in Form and Manner  
of Execution Approved

This 26<sup>th</sup> day of July 20 28

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





**Contracting Inc.**

**Cost Change Proposal No. 4**

**Date:** 11/13/2025

**Project:** WV GSD State Lab Site Grading Facility ZMM

**Project No.** 24016

**Description:** WV GSD State Lab Site Grading Facility

**Description:**

- CCD #4- Item #1- Additional site drains for trenches at 6 locations on east and west storm lines will extend job by 6 days.
- CCD #4- Item #2- Clarification on spacing joints for curb and gutter @ 100'.
- CCD #4- Item #3- Heal in stone pad

**Cost Breakdown:**

|  |             |
|--|-------------|
| <b>Item #1 Drains for Trenches</b>                 |             |
| Excavation 245 cu yds                              | \$7,555.80  |
| Excavation w/hammer                                | \$3,650.00  |
| #57 stone 130 ton                                  | \$5,287.10  |
| Backfill 155 cu yds                                | \$4,780.20  |
| 8oz fabric- 4 rolls                                | \$3,676.36  |
| NP5 78' pipe and connections                       | \$4,651.66  |
| SP15 94' pipe and connections                      | \$5,578.76  |
| SP12 94' pipe and connections                      | \$5,578.76  |
| SP4 94' pipe and connections                       | \$5,578.76  |
| SP7 94' pipe and connections                       | \$5,578.76  |
| SP9 134' pipe and connections                      | \$8,183.14  |
| Mob/Demob Excavation w/hammer<br>additional 6 days | \$2,000.00  |
| <b>Item #2 Curb and Gutter</b>                     |             |
| Labor/equipment installing                         | \$18,714.12 |
| <b>Item #3 Heal in Stone Pad</b>                   |             |
| Labor/equipment                                    | \$2,279.88  |
| #2 6" course stone 105 ton                         | \$4,270.35  |
| 1 roll of US 200 woven fabric<br>additional 2 days | \$320.00    |

**Estimated Total: \$87,683.65**

**Total days added: 8**

*Kenneth Newhouse*

President

**K & N CONTRACTING INC**

P. O. Box 607  
Elkview, WV 25071

|                     |              |
|---------------------|--------------|
| 3049659088          | 304-965-9089 |
| kcontract@gmail.com |              |

# Estimate

| Date       | Estimate No. |
|------------|--------------|
| 11/13/2025 | 25-222       |

WV Purchasing Division  
2019 Washington St East  
PO Box 50130  
Charleston, WV 25305-0130

|              |
|--------------|
| P. O. Number |
| CO #4        |

| Item             | Description  | Qty | Rate     | Total              |
|------------------|--|-----|----------|--------------------|
|                  | CCD #4- RFI #9- Item #1- Additional site drains for trenches at 6 locations on east and west storm lines will extend job by 6 days |     |          |                    |
| Excavating/Ha... | Excavation- move 245 cu yds of material  | 245 | 30.84    | 7,555.80           |
| Excavating/Ha... | Excavation w/ hammer   | 10  | 365.00   | 3,650.00           |
| Excavating/Ha... | # 57 Stone-130 ton price per ft  | 130 | 40.67    | 5,287.10           |
| Excavating/Ha... | Backfill- 155 cu yds of material price per ft  | 155 | 30.84    | 4,780.20           |
| Excavating/Ha... | 8 oz Fabric- 1700 sq yds   | 4   | 919.09   | 3,676.36           |
| Excavating/Ha... | NP5- install 78' pipe and connections. Includes labor and equipment.   |     | 4,651.66 | 4,651.66           |
| Excavating/Ha... | SP15- install 94' pipe and connections. Includes labor and equipment.  |     | 5,578.76 | 5,578.76           |
| Excavating/Ha... | SP12- install 94' pipe and connections. Includes labor and equipment.  |     | 5,578.76 | 5,578.76           |
| Excavating/Ha... | SP4- install 94' pipe and connections. Includes labor and equipment.   |     | 5,578.76 | 5,578.76           |
| Excavating/Ha... | SP7- install 94' pipe and connections. Includes labor and equipment.   |     | 5,578.76 | 5,578.76           |
| Excavating/Ha... | SP9- install 134' pipe and connections. Includes labor and equipment.  |     | 8,183.14 | 8,183.14           |
| Excavating/Ha... | Mob/ Demob Excavation w/ hammer  | 1   | 2,000.00 | 2,000.00           |
| <b>Total</b>     |  |     |          | <b>\$62,099.30</b> |

**K & N CONTRACTING INC**

P. O. Box 607  
Elkview, WV 25071

|                      |              |
|----------------------|--------------|
| 3049659088           | 304-965-9089 |
| kncontract@gmail.com |              |

**Estimate**

| Date       | Estimate No. |
|------------|--------------|
| 11/13/2025 | 25-227       |

WV Purchasing Division  
2019 Washington St East  
PO Box 50130  
Charleston, WV 25305-0130

|              |
|--------------|
| P. O. Number |
| CO #4        |

| Item             | Description  | Qty | Rate      | Total              |
|------------------|--|-----|-----------|--------------------|
| Excavating/Ha... | CCD #4 RFI #9 Item # 2_ Curb and Gutter Spacing Clarification Spacing Joints<br>Installing Curb and Gutter Labor/Equipment |     | 18,714.12 | 18,714.12          |
| <b>Total</b>     |  |     |           | <b>\$18,714.12</b> |

**From:** Brian Conrad <[bc.conrad@outlook.com](mailto:bc.conrad@outlook.com)>  
**Sent:** Friday, October 31, 2025 11:38 AM  
**To:** Christopher A. Grose <[CAGrose@potesta.com](mailto:CAGrose@potesta.com)>  
**Subject:** Fw: WV State Lab Building Curb and Gutter

**Brian Conrad**

*K&N Contracting Inc*

*P.O. Box 607  
Elkview, Wv 25071  
304-629-8224*

---

**From:** Jared Clonch <[jaredc@ordersconstruction.com](mailto:jaredc@ordersconstruction.com)>  
**Sent:** Friday, October 31, 2025 11:33 AM  
**To:** Brian Conrad <[bc.conrad@outlook.com](mailto:bc.conrad@outlook.com)>; [kncontract@gmail.com](mailto:kncontract@gmail.com) <[kncontract@gmail.com](mailto:kncontract@gmail.com)>  
**Subject:** WV State Lab Building Curb and Gutter

Brian,

Breakdown for installing expansion joints with dowels every 100' as discussed and shown in new drawing is below as requested...

Labor: \$15,144.64

Equip: \$749.25

Total: \$15,893.89

Let me know if you need more detail.

**K & N CONTRACTING INC**

P. O. Box 607  
Elkview, WV 25071

|                       |              |
|-----------------------|--------------|
| 3049659088            | 304-965-9089 |
| knecontract@gmail.com |              |

# Estimate

| Date       | Estimate No. |
|------------|--------------|
| 11/13/2025 | 25-228       |

WV Purchasing Division  
2019 Washington St East  
PO Box 50130  
Charleston, WV 25305-0130

|              |
|--------------|
| P. O. Number |
| CO #4        |

| Item             | Description  | Qty | Rate     | Total             |
|------------------|--|-----|----------|-------------------|
| Excavating/Ha... | CCD #4- RFI #9- Item #3 Heal in stone pad_             |     |          |                   |
| Excavating/Ha... | Additional 2 days added                                |     |          |                   |
| Excavating/Ha... | Labor/Equipment  |     | 2,279.88 | 2,279.88          |
| Excavating/Ha... | #2 6" course stone 105 ton                             | 105 | .40.67   | 4,270.35          |
| Excavating/Ha... | 1 roll of US 200 woven geotextile stablization fabric. | 1   | 320.00   | 320.00            |
| <b>Total</b>     |  |     |          | <b>\$6,870.23</b> |



**Contracting Inc.**

**Date:** 12/05/2025

**Project:** WV GSD State Lab Site Grading Facility **ZMM**

**Project No.** 24016

**Description:** WV GSD State Lab Site Grading Facility

**Description:**

- Change order for adding lower Gate at Access Road

**Cost Breakdown:**

|                      |          |
|----------------------|----------|
| 1. Labor & Materials | \$902.62 |
|----------------------|----------|

**Estimated Total: \$920.62**

*Kenneth Newhouse*

President

**K & N CONTRACTING INC**

P. O. Box 607  
Elkview, WV 25071

|                      |              |
|----------------------|--------------|
| 3049659088           | 304-965-9089 |
| kncontract@gmail.com |              |

# Estimate

| Date      | Estimate No. |
|-----------|--------------|
| 12/3/2025 | 25-237       |

WV Purchasing Division  
2019 Washington St East  
PO Box 50130  
Charleston, WV 25305-0130

|              |
|--------------|
| P. O. Number |
| CCD 4        |

| Item             | Description   | Qty | Rate         | Total           |
|------------------|---|-----|--------------|-----------------|
| Excavating/Ha... | Labor & Materials for installing post and chain/lock at access road/addition to |     | 920.62       | 920.62          |
|                  |   |     | <b>Total</b> | <b>\$920.62</b> |

**RIDER TO:**

CRFQ GSD2500000010-WV Consolidated State Lab Facility Site Grading Project  
Labor And Material Payment Bond No.12223-PB-WV

To be attached to and form part of Bond No.12223-PB-WV-WV dated January 10, 2025

Principal: K & N Contracting, Inc.  
In favor of: The State of West Virginia

In consideration of the premium charged for the attached bond, it is agreed that:

The coverage of the above-described bond is **increased** from  
One Million Eight Hundred Eighty-four Thousand Seven Hundred Fifteen Dollars and  
86/100s (\$1,884,715.86)  
to  
One Million Nine Hundred Seventy-three Thousand Three Hundred Twenty Dollars and  
13/100s (\$1,973,320.13).

PROVIDED, however, that the attached bond, as changed by this rider, shall be subject to  
all its agreements, limitations, and conditions, and that the liability of the surety under the attached  
bond, as changed by this rider, shall not be cumulative.

This rider shall become effective as of the 8th day of December 2025.

Signed, sealed, and dated:  
December 8, 2025.

AFFIX PRINCIPAL CORPORATE SEAL



AFFIX SURETY CORPORATE SEAL



Kenneth E. Newhouse, President

Bradley W. Tuckwiller, President

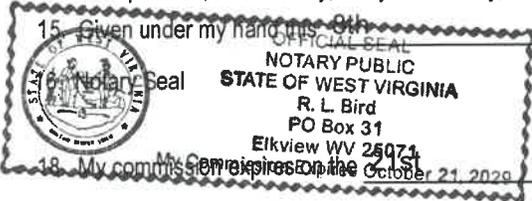
# ACKNOWLEDGMENTS

## 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 \_\_\_\_\_

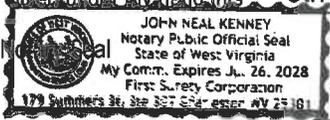
## Acknowledgment by Principal if Corporation

9. STATE OF West Virginia  
10. County of Kanawha to-wit:  
11. I, R. L. Bird, a Notary Public in and for the  
12. county and state aforesaid, do hereby certify that Kenneth Newhouse  
13. who as, President of K & N Contracting Inc 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 December 20 25  
17: R. L. Bird  
(Notary Public)  
18. My commission expires on the \_\_\_\_\_ day of October 20 2029



## Acknowledgment by Surety

19. STATE OF West Virginia  
20. County of Kanawha to-wit:  
21. I, John Neal Kenney, a Notary Public in and for the  
22. county and state aforesaid, do hereby certify that Bradley W. Tuckwiller  
23. who as, President signed the foregoing writing for  
24. First Surety Corporation 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 8th day of December 20 25  
26. Notary Seal \_\_\_\_\_ 27: \_\_\_\_\_  
(Notary Public)  
28. My commission expires on the 26th day of July 20 28



## Sufficiency in Form and Manner of Execution Approved

This 26th day of February 20 26

By: \_\_\_\_\_ Attorney General  
(Deputy Attorney General)

## ACKNOWLEDGMENT PREPARATION INSTRUCTIONS

1. IF PRINCIPAL IS AN INDIVIDUAL OR PARTNERSHIP, HAVE NOTARY COMPLETE LINES (1) THROUGH (8).
2. IF PRINCIPAL IS A CORPORATION, HAVE NOTARY COMPLETE LINES (9) THROUGH (18).
3. SURETY MUST HAVE NOTARY COMPLETE LINES (19) THROUGH (28).
4. **Notaries must:**

---

### ACKNOWLEDGMENT BY PRINCIPAL, IF INDIVIDUAL OR PARTNERSHIP

---

1. Enter name of State.
2. Enter name of County.
3. Enter name of Notary Public witnessing transactions.
4. Enter name of principal covered by bond if individual or partnership. (Must be Owner or General Partner of Sole Proprietorship or Partnership)
5. Notary enters date bond was witnessed. Must be the same as or later than signature date.
6. Affix Notary Seal.
7. Notary affixes his/her signature.
8. Notary enters commission expiration date.

---

### ACKNOWLEDGMENT BY PRINCIPAL IF CORPORATION

---

9. Enter name of State.
10. Enter name of County.
11. Enter name of Notary Public witnessing transactions.
12. Enter name of Corporate Officer signing bond.
13. Enter Title of Corporate Officer signing bond. (Must be President or Vice President of Corporation; Manager or Managing Member of Limited Liability Company)
14. Enter name of Company or Corporation.
15. Notary enters date bond was witnessed. Must be the same as or later than signature date.
16. Affix notary Seal.
17. Notary affixes his/her signature.
18. Notary enters commission expiration date.

---

### ACKNOWLEDGMENT BY SURETY

---

19. Enter name of State.
20. Enter name of County.
21. Enter name of Notary Public witnessing transactions.
22. Enter name of person having power of attorney to bind Surety Company.
23. Enter Title of person binding Surety Company.
24. Enter name of Insurance Company (Surety).
25. Notary enters date bond was witnessed. Must be the same as or later than signature date.
26. Affix Notary Seal.
27. Notary affixes his/her signature.
28. Notary enters commission expiration date.

---

### POWER OF ATTORNEY INSTRUCTIONS

---

Power of attorney for surety must be attached showing that it was in full force and effect on signature date indicated on the face of the bond. A corporate seal must also be affixed to the Power of Attorney form.

- a. Name of attorney in fact must be listed.
- b. Power of Attorney may not exceed imposed limitations.
- c. Certificate date, the signature date of bond must be entered.
- d. Signature of authorizing official must be affixed. (Signature may be facsimile).
- e. **Seal must be affixed.**



**FIRST SURETY CORPORATION**

179 Summers Street, Suite 307  
Charleston, WV 25301  
304-720-1985

**Power of Attorney**  
**No. 12429-12223-B**

**This Power of Attorney must have original corporate seal to be valid.**

**Know all men by these presents:** That First Surety Corporation, a corporation of the State of West Virginia, Having its principal office in the City of Charleston, West Virginia, pursuant to the following Resolution, which was adopted by the Board of Directors of the said Company on 7th day of December 2017, to wit:

**RESOLVED,** That the following Rules shall govern the execution for the Company of bonds, undertakings, recognizances, contracts and other writings in the nature thereof:

- 1) That the President, Treasurer, Secretary or any Attorney-in-Fact, may execute for and on behalf of the Company any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof, the same to be attested when necessary by the Corporate Secretary, or any Assistant Corporate Secretary, and the seal of the Company affixed thereto, and that the President may appoint and authorize any other Officer (elected or appointed) of the Company, and Attorney-in-Fact to so execute or attest to the execution of all such writings on behalf of the Company and to affix the seal of the Company thereto.
- 2) Any such writing executed in accordance with these Rules shall be as binding upon the Company in any case as though signed by the President and attested to by the Corporate Secretary.
- 3) The signature of the President, Treasurer, Secretary, or Assistant Secretary of the Company may be affixed by facsimile on any power of attorney granted pursuant to this Resolution, and the signature of a facsimile to any certificate of any such power, and any such power or certificate bearing such facsimile signature and seal shall be valid and binding on the Company.
- 4) Such other Officers of the Company, and Attorneys-in-Fact shall have authority to certify or verify copies of this Resolution, the By-Laws of the Company, and any affidavit or record of the Company necessary to the discharge of their duties.

**Does hereby nominate, constitute and appoint**

BRADLEY W. TUCKWILLER and JASON M. MCCOY each individually, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver on its behalf, and as its act and deed any and all bonds, undertakings, recognizances, contracts and other writings in the nature thereof in penalties not exceeding FIVE MILLION DOLLARS(\$5,000,000.00) each, and the execution of such writings in pursuance of these presents, shall be as binding upon said Company, as fully and amply, as if they had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office.

IN WITNESS WHEREOF, Bradley W. Tuckwiller, President, has hereunto subscribed his name and affixed the corporate seal of FIRST SURETY CORPORATION the 8th day of December 2025.

**FIRST SURETY CORPORATION**

Bradley W. Tuckwiller

STATE OF WEST VIRGINIA )  
COUNTY OF KANAWHA ) ss. CHARLESTON

On this 8th day of December 2025, before me, a Notary Public of the State of West Virginia, came Bradley W. Tuckwiller, President of FIRST SURETY CORPORATION to me personally known to be the individual and officer who executed the preceding instrument, and he acknowledged that he executed the same, and the seal affixed to the preceding instrument is the corporate seal of said Company; that the said corporate seal and his signature were duly affixed by the authority and direction of the said corporation, and the Resolution adopted by the Board of Directors of said Company, referred to in the preceding instrument, is now in force.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my official seal at the City of Charleston the day and year first above written.

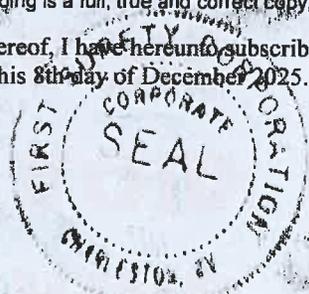


Notary Public

I, the undersigned, Secretary or Assistant Secretary of FIRST SURETY CORPORATION, do hereby certify that the original POWER OF ATTORNEY of which the foregoing is a full, true and correct copy, is in full force and effect.

In witness whereof, I have hereunto subscribed my name as Secretary or Assistant Secretary, and affixed the corporate seal of the Corporation, this 8th day of December 2025.

SEAL



Robert J. Kenney or Jason M. McCoy  
Secretary Assistant Secretary



Approved  
Tyle 2/12/24

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

Eric L. Householder  
Cabinet Secretary

Bob Kilpatrick  
Director

**MEMORANDUM**

**To:** Tara Lyle, Buyer Supervisor, State Purchasing Division  
**From:** Jamie Jones, Procurement Administrator, General Services Division  
**Date:** December 9, 2025  
**Ref:** CO #2 – CPO GSD2500000015 – Consolidated State Laboratory Facility Site Package

Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#3) to our contract with K & N Contracting for the Consolidated State Laboratory Facility Site Package Project per the documentation attached here and to the Header of the wvOASIS procurement document, we are requesting an increase of \$88,604.27. This change order will also extend the contract a total of 8 days to January 16, 2026.

As site work was undertaken there were too issues that arose that resulted in the increase to the original scope of work:

- Additional site drains,
- Clarification on spacing of joints for curb and gutter, and
- Heal in stone pad.

|                                  |   |                 |
|----------------------------------|---|-----------------|
| Original Contract Award Amount   | = | \$ 1,650,650.08 |
| Change Order #2                  | = | \$ 234,065.78   |
| Change Order #3 Increase Request | = | \$ 88,604.27    |
| New Contract Amount              | = | \$ 1,973,320.13 |

Please make this increase effective as of December 9, 2025.

If you have any questions or need additional information, please contact me via email at James.R.Jones@wv.gov or by phone at (304) 352-5517.



ERIC L. HOUSEHOLDER  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION

SAMANTHA WILLIS  
PURCHASING DIRECTOR

PURCHASING DIVISION

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing *SW*  
Date: January 23, 2025  
Re: \$100,000 Spending Requests

MEMORANDUM

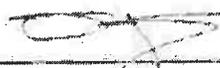
Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

**CPO GSD250000014 Consolidated Laboratory - Site Package**

The Accompanying Request has been reviewed and approved by the following:

  
\_\_\_\_\_  
Agency Head  
  
\_\_\_\_\_  
Cabinet Secretary/Department Head

2/6/2026  
\_\_\_\_\_  
Date  
2/9/26  
\_\_\_\_\_  
Date

~~\_\_\_\_\_  
Governor's Office Representative~~

~~\_\_\_\_\_  
Date~~

**Total Cost:**

Current Value - \$1,884,715.86; Increase - \$88,604.27; New Total - \$1,973,320.13

**Award Document Number:**

CPO GSD500000014, Change Order 3

**Description of Action/Purpose of Procurement**

Requesting approval to proceed with Change Order #3, which will increase the contract for the Consolidated State Laboratory Site Package, to a new total of \$1,973,320.13, required to cover the following changes in scope:

1. While observing water drainage on the site with the contractor, we realized that additional site drains and trenches at 6 locations on the east and west storm lines would serve the site better. Rather than include that work to be done later in the overall lab construction package, we decided the most cost effective way to handle it would be to include it in the work of this site contractor (saving any overhead that might be charged by a prime contractor). Performing the work now also allows water to be controlled better on the site while we wait to begin the construction project. Total cost of this item is \$62,419.30.

2. To secure the overall site overall we wait for the construction contractor to take control of it, and so that we can have direct control of traffic to the site, we have asked the contractor to install a new gate at the lower portion of the access road to the site. Total cost of this item is \$920.62.

3. Original plans for the curbs and gutters anticipated harder subgrade conditions than what were discovered during excavation. We decided that joint spacing needed to be decreased to minimize movement of the curb, to protect the State's investment. Total cost of this item is \$18,714.12.

4. Installation of a healing pad, at the transition from the asphalt paved substrate at the top of the new road to the soil subgrade of the construction site, was to have been included in the later construction package, but to protect the new road during the transition period between the site preparation and the construction phases of the project, we decided to have this contractor install it now. After the onset of the site preparation work, it was decided (in consultation with the WV Regional Technology Park (representing HEPC) and the sitework engineer (Potesta)) that fill dirt in excess of what will be needed for the site construction package could be removed from the site between this package and the later construction package. This will mean more truck traffic onto the site before the construction contractor takes "ownership" of it, so adding this healing pad now (rather than later) protects the new road even more. Performing this work now is also considered more cost effective, as it will avoid any overhead for site work performed under the prime construction contractor. Total cost of this item is \$6,550.23.

All added scope results in a net 8-day extension of the overall contract duration, resulting in a new contract completion date of 1/16/2026. We are currently negotiating an additional extension, in order to complete topcoat paving when the weather breaks. The project will still be completed in advance of award of the construction of the WV Center for Laboratory Sciences project.

Funding is from the Surplus General Revenue Appropriation for the Consolidated Lab.



### Search

All Words

e.g. 1606N020Q02

#### Filter By

#### Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

##### Simple Search

##### Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

"K & N CONTRACTING, INC."

Entity

Location

#### Zip Code

e.g. 20001

#### State / Territory

Select State / Territory

West Virginia

#### City

Select State (Optional)

Select City

#### Country

Select Country

Status

Active

Inactive

Reset 

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q...



## No matches found

Your search did not return any results for active records.  
Would you like to include inactive records in your search results?

Search Inactive

Go Back



Feedback

### Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

### Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

[Freedom of Information Act](#)

[Accessibility](#)

### Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

### Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

[External Resources](#)

[Contact](#)



#### WARNING

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system contains Controlled Unclassified Information (CUI). All individuals viewing, reproducing or disposing of this information are required to protect it in accordance with 32 CFR Part 2002 and GSA Order CIO 2103.2 CUI Policy.

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.*

### K & N CONTRACTING, INC.

| Organization Information |                |                  |             |          |        |          |                  |                    |
|--------------------------|----------------|------------------|-------------|----------|--------|----------|------------------|--------------------|
| Org Type                 | Effective Date | Established Date | Filing Date | Charter  | Class  | Sec Type | Termination Date | Termination Reason |
| C   Corporation          | 5/22/2006      |                  | 5/22/2006   | Domestic | Profit | BT       |                  |                    |

| Organization Information    |  |   |
|-----------------------------|--|---|
| <b>Business Purpose</b>     |  | <b>Capital Stock</b> 100.0000           |
| <b>Charter County</b>       |  | <b>Control Number</b> 85421             |
| <b>Charter State</b> WV     |  | <b>Excess Acres</b>                     |
| <b>At Will Term</b>         |  | <b>Member Managed</b>                   |
| <b>At Will Term Years</b>   |  | <b>Par Value</b> 10.000000              |
| <b>Authorized Shares</b> 10 |  | <b>Young Entrepreneur</b> Not Specified |
|                             |  |   |

| Addresses |
|-----------|
|           |

| Type                             | Address   |
|----------------------------------|---|
| <b>Local Office Address</b>      | 5146 ELK RIVER ROAD<br>P O BOX 607<br>ELKVIEW, WV, 25071        |
| <b>Mailing Address</b>           | P.O. BOX 607<br>ELKVIEW, WV, 25071<br>USA                       |
| <b>Notice of Process Address</b> | KENNETH E. NEWHOUSE<br>PO BOX 607<br>ELKVIEW, WV, 25071         |
| <b>Principal Office Address</b>  | 5146 ELK RIVER ROAD<br>P O BOX 607<br>ELKVIEW, WV, 25071<br>USA |
| Type                             | Address   |

| <b>Officers</b>     |  |
|---------------------|--|
| Type                | Name/Address   |
| <b>Director</b>     | KENNETH E. NEWHOUSE<br>P O BOX 607<br>ELKVIEW, WV, 25071           |
| <b>Director</b>     | MELISSA SINGLETON<br>P O BOX 607<br>ELKVIEW, WV, 25071             |
| <b>Incorporator</b> | KENNETH E. NEWHOUSE<br>228 FRAME ROAD<br>ELKVIEW, WV, 25071<br>USA |
| <b>Incorporator</b> | MISTY L. NEWHOUSE<br>228 FRAME ROAD<br>ELKVIEW, WV, 25071<br>USA   |
| <b>President</b>    | KENNETH E. NEWHOUSE<br>P O BOX 607<br>ELKVIEW, WV, 25071           |
| <b>Secretary</b>    | MELISSA SINGLETON<br>P O BOX 607<br>ELKVIEW, WV, 25071             |
| Type                | Name/Address   |

| <b>Annual Reports</b> |  |
|-----------------------|--|
| <b>Filed For</b>      |  |
| 2025                  |  |

|                   |
|-------------------|
| 2024              |
| 2023              |
| 2022              |
| 2021              |
| 2020              |
| 2019              |
| 2018              |
| 2017x             |
| 2017              |
| 2016              |
| 2015              |
| 2014              |
| 2013              |
| 2012              |
| 2011              |
| 2010              |
| 2009              |
| 2008              |
| <b>Date filed</b> |

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

Tuesday, October 28, 2025 — 11:24 AM

© 2025 State of West Virginia

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

|  |   |
|--|---|
| <i>Purchasing Division Use:</i><br>Buyer: <u>#13</u> Date: <u>2/13/2026</u><br><br>Solicitation No. <u>CPO GSD25*14</u><br><br><div style="color: blue; font-style: italic; font-size: 1.2em;">                     C#3<br/>                     extend: Increase                 </div> | Agency:<br>General Services Division<br><br>Procurement Officer Submitting Requisition:<br>Jamie Jones<br><br>Requisition No.<br><br>PF No.:<br>1531431 |
|--|---|

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<br>[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<br><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 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 |
|-----------|--|--------------------------|--------------------------|--------------------------|--------------------------|
| <b>10</b> | 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"/> |
| <b>11</b> | Office of Technology CIO pre-approval      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>12</b> | Treasurer's Office (banking) pre-approval  | <input type="checkbox"/> | <input type="checkbox"/> | <input 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 type="checkbox"/>            |
| <b>4</b> | Justification for price increases/backdating/other | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input 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: \_\_\_\_\_

