



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: 02-20-2026

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 0211 4555 GSD2600000010 2	Change Order No:	1	Procurement Folder:	1819606
Document Name:	Building 55 (Logan) Renovations Project			Reason for Modification:	
Document Description:	Building 55 (Logan) Renovations Project			Change Order 1 To Issue Notice to Proceed	
Procurement Type:	Central Purchase Order				
Buyer Name:	David H Pauline				
Telephone:	304-558-0067				
Email:	david.h.pauline@wv.gov				
Shipping Method:	Best Way		Effective Start Date:	2026-02-23	
Free on Board:	FOB Dest, Freight Prepaid		Effective End Date:	2026-06-23	

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000205011	Requestor Name:	Kari J Westfall		
MARCH WESTIN COMPANY INC 360 FRONTIER AVE MORGANTOWN WV 265053008 US		Requestor Phone:	304-352-5492		
Vendor Contact Phone:	999-999-9999	Requestor Email:	kari.j.dean@wv.gov		
Discount Details:		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">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
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES BLDG 10 - HOLLY GROVE 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

CR 2-25-26

Total Order Amount:	\$369,700.00
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Purchasing Division's File Copy

 PURCHASING DIVISION AUTHORIZATION DATE: <i>2/24/26</i> ELECTRONIC SIGNATURE ON FILE	 ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>2/24/26</i> ELECTRONIC SIGNATURE ON FILE	 ENCUMBRANCE CERTIFICATION DATE: <i>2-26-26</i> ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 1

To establish the 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.

Contract Term: 2/23/2026 through 6/23/2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	369700.00
Service From	Service To	Manufacturer	Model No		
2026-02-23	2026-06-23				

Commodity Line Description: Base Bid

Extended Description:

To include all unit prices included in the drawings.



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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

February 19, 2026

March Westin Company Inc.
360 Frontier Avenue
Morgantown, WV 26505-3008

Attn: Tanner Boster,

NOTICE TO PROCEED

Per issuance of Purchase Order Number CPO GSD2600000010, this is your notification to commence work on Monday, February 23, 2026, to provide all equipment, materials, and incidentals for services related to the Building 55 (Logan) Renovation Project, per the bid requirements, terms, and conditions of CRFQ GSD2600000013.

Given the contract's terms and conditions, you have One Hundred and Twenty (120) calendar days from the issuance of the Notice to Proceed to complete the project. The effective start date shall be February 23, 2026, and the effective end date shall be June 23, 2026.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at 304-352-5517, or email at James.R.Jones@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "James R. Jones".

James R. Jones
Procurement Administrator

Cc: Kari Westfall
Emma Gwaltney



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All Words *i*

Exact Phrase *i*

e.g. 123456789, Smith Corp

March Westin Company Inc ×

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Location ∨

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All Entity Information

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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

MARCH-WESTIN COMPANY, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/13/1984		6/13/1984	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 100000.0000
Charter County	Monongalia	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	100000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	360 FRONTIER STREET MORGANTOWN, WV, 26505
Notice of Process Address	KEVIN L. SALISBURY 360 FRONTIER ST. MORGANTOWN, WV, 26505
Principal Office Address	360 FRONTIER ST. MORGANTOWN, WV, 26505 USA
Principal Office Mailing Address	360 FRONTIER ST. MORGANTOWN, WV, 26505 USA
Type	Address

Officers	
Type	Name/Address
Director	JAMES RIDGEWAY (VP OPERATIONS) 360 FRONTIER STREET MORGANTOWN, WV, 26505
Director	MATTHEW BOURNE (VP MARKETING) 360 FRONTIER STREET MORGANTOWN, WV, 26505
Incorporator	LARRY KOPELMAN 526 CHAS. NAT'L. PLAZA CHARLESTON, WV, 25301
President	PHILLIP L. WESER 360 FRONTIER STREET MORGANTOWN, WV, 26505
Secretary	MARGUERITE HORVATH 360 FRONTIER STREET MORGANTOWN, WV, 26505
Treasurer	KEVIN SALISBURY 360 FRONTIER STREET MORGANTOWN, WV, 26505
Vice-President	JAMES B RIDGEWAY 360 FRONTIER STREET MORGANTOWN, WV, 26505
Type	Name/Address

Date	Amendment

1/27/2000	INCREASE IN AUTH CAP STK FROM \$100,000 WITH 100,000 AT \$1.00 PAR TO \$125,000 AUTH CAP WITH 125,000 SHARES AT A \$1.00 PAR VALUE.
12/1/1993	INCREASE IN AUTH. CAP. STK FROM \$5000 WITH 5000 SHARES AT A \$1.00 PAR TO \$100,000 WITH 100,000 SHARES AT \$1.00 PAR
Date	Amendment

Annual Reports	
Filed For	
2025	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, February 24, 2026 — 9:45 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>2/24/2026</u> Solicitation No. <u>CPO GSD26*10 NTP</u> <u>CO#1</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1819606
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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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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: _____

Jessica Pridley