



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: 01-30-2026

Order Number:	CPO 0803 0070 DOT2600000004 3	Change Order No:	2	Procurement Folder:	1632643
Document Name:	Equipment Division Shop Roof Replacement 70259029			Reason for Modification:	
Document Description:	Equipment Division Shop Roof Replacement 70259029			Change Order 02	
Procurement Type:	Central Purchase Order			To change Line Type from Item to Service on Commodity Line 1	
Buyer Name:	John W Estep				
Telephone:	304-558-2566				
Email:	john.w.estep@wv.gov				
Shipping Method:	Best Way	Effective Start Date:	2025-10-15		
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-13		

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	VS0000021483	Requestor Name:	Casey M Hamner		
S G YOUNG CONTRACTING LLC 107 E FUDGE ST		Requestor Phone:	304-471-0137		
COVINGTON VA 24426		Requestor Email:	casey.m.hamner@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
Vendor Contact Phone:	5409655971			Extension:	
Discount Details:					
	Discount Allowed			Discount Percentage	Discount Days
#1	No			0.0000	0
#2	Not Entered				
#3	Not Entered				
#4	Not Entered				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS EQUIPMENT DIVISION RT 33 83 BRUSHY ROAD CROSSING, PO BOX 610 BUCKHANNON WV 26201 US	DIVISION OF HIGHWAYS EQUIPMENT DIVISION 83 BRUSHY FORK RD CROSSING BUCKHANNON WV 26201 US

CR 2-9-26

Total Order Amount:	\$2,947,500.00
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Purchasing Division's File Copy

JE 2/5/26

PURCHASING DIVISION AUTHORIZATION DATE: <i>2.6.26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>2/10/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>2-10-26</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 02

Change Order 02 is issued to change the line type from Item to Service on the commodity line, this modification is intended to facilitate more efficient processing of incremental payments. System limitations require a new commodity line to be created, but original contract, including all terms, conditions, prices and specifications contained in the original contract including all authorized change orders remain in full force and effect.

Effective date of change 01/14/2026

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000	LS	2947500.000000	0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: ROOFING SERVICE

Extended Description:

NEW ROOF CONSTRUCTION FOR EQUIP. DIV. MECHANICS SHOP

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72152601	0.00000		0.000000	2947500.00
Service From	Service To	Manufacturer	Model No		
2025-10-15	2026-05-13				

Commodity Line Description: ROOFING SERVICE

Extended Description:

NEW ROOF CONSTRUCTION FOR EQUIP. DIV. MECHANICS SHOP

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Business Organization Detail

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S. G. YOUNG CONTRACTING, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	5/24/2013		5/24/2013	Foreign	Profit			

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

Addresses	
Type	Address
Designated Office Address	107 E FUDGE STREET COVINGTON, VA, 24426
Notice of Process Address	WOODS ROGERS PLC 10 S JEFFERSON STREET SUITE 100 ROANOKE, VA, 24038
Principal Office Address	107 E FUDGE STREET COVINGTON, VA, 24426 USA
Principal Office Mailing Address	107 E FUDGE STREET COVINGTON, VA, 24426 USA
Type	Address

Officers	
Type	Name/Address
Manager	STANLEY YOUNG 314 E FUDGE STREET COVINGTON, VA, 24426
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
2016	
2015	

2014
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 5, 2026 — 1:10 PM

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Simple Search

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e.g. 123456789, Smith Corp

SG YOUNG Contracting x

Entity >

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>2/5/26</u>	Agency: WV DOT
Solicitation No. <u>CPO DOT 26#04</u> <u>CO#2</u>	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CPO DOT26*04 CO#2
	PF No.: 1632643

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 www.state.wv.us/admin/purchase/TCP.pdf	<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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: 