



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: 05-11-2026

Order Number:	CPO 0211 4028 GSD2500000014 6	Change Order No:	5	Procurement Folder:	1531431
Document Name:	WV Consolidated State Lab Facility - Site Grading Package			Reason for Modification: Change Order 5 To Increase Contract	
Document Description:	WV Consolidated State Lab Facility - Site Grading Package				
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.yle@wv.gov				
Shipping Method:	Best Way	Effective Start Date:	2025-06-24		
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-30		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000104658			Requestor Name:	Richard C Atencio
K & N CONTRACTING INC PO BOX 607				Requestor Phone:	304-352-5515
ELKVIEW WV 25071 US				Requestor Email:	richard.c.atencio@wv.gov
Vendor Contact Phone:	999-999-9999	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days	<div style="font-size: 2em; font-weight: bold; margin-bottom: 5px;">2026</div> FILE LOCATION _____	
#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	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

5/11/26 62

Total Order Amount:	\$1,988,200.13
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>5/19/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>5/18/2026</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>6-2-26</i> ELECTRONIC SIGNATURE ON FILE
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6/2/2026

Extended Description:

Change Order

Change Order No. 5 is issued to increase the original contract pricing per the attached documentation according to all terms, conditions, and specifications contained in the original contract, including all authorized change orders.

Effective date of change 3/5/2026

Original Contract Price:\$1,650,650.08
 Change Order #1: NTP
 Change Order #2: \$ 234,065.78
 Change Order #3: \$ 88,604.27
 Change Order #4: Extension
 Change Order #5: \$ 14,880.00
 New Contract Total: \$1,988,200.13

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	2026-05-30				

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	2026-05-30				

Commodity Line Description: Change Order 3

Extended Description:

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72121103	0.00000		0.000000	14880.00
Service From	Service To	Manufacturer		Model No	
2025-06-24	2026-05-30				

Commodity Line Description: Change Order 5

Extended Description:

AIA® Document G701® – 2017

Change Order

PROJECT: <i>(Name and address)</i> WV Consolidated State Lab Facility - Site Grading Package	CONTRACT INFORMATION: Contract For: General Construction Date: 06-24-2025	CHANGE ORDER INFORMATION: Change Order Number: 005 Date: 04-27-2026
OWNER: <i>(Name and address)</i> General Services Division Dept. of Administration 112 California Ave., Bldg. 4, 6th Floor Charleston, WV 25305	ARCHITECT: <i>(Name and address)</i> ZMM LLC 222 Lee Street West Charleston, WV 25302	CONTRACTOR: <i>(Name and address)</i> K & N Contracting Inc. PO Box 607 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:

Hydroseed the entire flat area of the project site

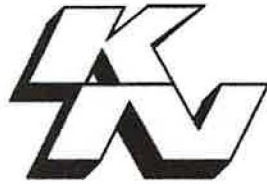
The original Contract Sum was	\$ 1,650,650.08
The net change by previously authorized Change Orders	\$ 322,670.05
The Contract Sum prior to this Change Order was	\$ 1,973,320.13
The Contract Sum will be increased by this Change Order in the amount of	\$ 14,880.00
The new Contract Sum including this Change Order will be	\$ 1,988,200.13

The Contract Time will be unchanged by (0) days.
The new date of Substantial Completion will be Unchanged

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 <i>(Signature)</i>	 _____ CONTRACTOR <i>(Signature)</i>	 _____ OWNER <i>(Signature)</i>
BY: Rodney Pauley, Project Manager <i>(Printed name, title, and license number if required)</i>	Timothy Keaton, Project Manager <i>(Printed name and title)</i>	James R. Jones Procurement Administrator <i>(Printed name and title)</i>
4.29.26 _____ Date	04/30/2026 _____ Date	5/11/2026 _____ Date



Contracting Inc.

Cost Change Proposal No. 5

Date: 04/30/2026

Project: WV GSD State Lab Site Grading Facility ZMM

Project No. 24016

Description: WV GSD State Lab Site Grading Facility

Description:

-CCD #5- Hydroseed disturbed areas at job site.

Cost Breakdown:

- Labor, Equipment, and material	\$14,880.00
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Estimated Total: \$14,880.00

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.
4/17/2026	26-60

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

P. O. Number

Item	Description	Qty	Rate	Total
Excavating/Ha...	WV State Consolidated Lab - South Charleston Labor, equipment and materials to hydroseed disturbed areas		14,880.00	14,880.00
Total				\$14,880.00



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Search

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e.g. 1606N020Q02

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Keyword Search

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Simple Search

Search Editor

- Any Words
- All Words
- Exact Phrase

e.g. 123456789, Smith Corp

"k&n CONTRACTING INC"

Entity

Location

Status

- Active
- Inactive

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Entity Information



All Entity Information

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Disaster Response Registry

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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			
Business Purpose		Capital Stock	100.0000
Charter County		Control Number	85421
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	10.000000
Authorized Shares	10	Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	5146 ELK RIVER ROAD P O BOX 607 ELKVIEW, WV, 25071
Notice of Process Address	KENNETH E. NEWHOUSE PO BOX 607 ELKVIEW, WV, 25071
Principal Office Address	5146 ELK RIVER ROAD P O BOX 607 ELKVIEW, WV, 25071 USA
Principal Office Mailing Address	P.O. BOX 607 ELKVIEW, WV, 25071 USA
Type	Address

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

Annual Reports	
Filed For	
2025	

2024
2023
2022
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2019
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2009
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, May 18, 2026 — 2:25 PM

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RIDER TO:

CRFQ GSD250000010-WV Consolidated State Lab Facility Site Grading Project
Performance 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 Nine Hundred Seventy-three Thousand Three Hundred Twenty Dollars and
13/100s (\$1,973,320.13)
to
One Million Nine Hundred Eighty-eight Thousand Two Hundred Dollars and 13/100s
(\$1,988,200.13).

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 29th day of April 2026.

Signed, sealed, and dated:
April 29, 2026.

AFFIX PRINCIPAL CORPORATE SEAL



AFFIX SURETY CORPORATE SEAL



Kenneth E. Newhouse, President

Jason M. McCoy, Attorney-in-Fact

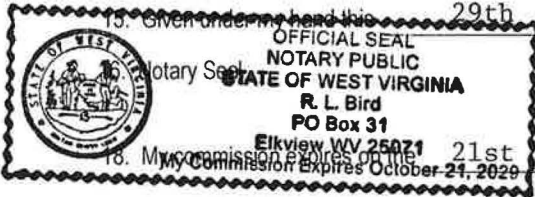
ACKNOWLEDGMENTS

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 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 29th day of April 20 26
16. Notary Seal _____
17. R. L. Bird
(Notary Public)
18. My commission expires on the 21st day of October 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 Jason M. McCoy
23. who as, Attorney-in-Fact 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 29th day of April 20 26
26. Notary Seal _____
27. _____
(Notary Public)
28. My commission expires on the _____ day of July 20 28



Sufficiency in Form and Manner of Execution Approved

This 2nd day of June 20 26

By: _____
Attorney General
(Deputy Attorney General)



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 *James R. Jones*
Date: April 30, 2026
Ref: **CO #5 – CPO GSD250000015 – Consolidated State Laboratory Facility Site Package**

Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#5) 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 in the contract of \$14,880 to cover costs associated with hydroseeding the site. This is a requirement of the DEP as a result of not being able to commence construction in a timely manner.

Original Contract Price: \$1,650,650.08
Change Order #1: NTP
Change Order #2: \$ 234,065.78
Change Order #3: \$ 88,604.27
Change Order #4: Extension
Change Order #5: \$ 14,880.00
New Contract Total: \$1,988,200.13

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.

Total Cost:

Current \$1,973,320.13, Increase \$14,880.00, New Total \$1,988,200.13

Award Document Number:

CPO GSD2500000014 CO 5

Description of Action/Purpose of Procurement

Requesting approval to proceed with Change Order #5, which will increase the contract for the Consolidated State Laboratory Site Package, to a new total of \$1,988,200.13, required to cover the cost of hydroseeding the site. This is a requirement of the DEP as a result of not moving directly into the construction project.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>5/19/2024</u> Solicitation No. <u>CPO ASD 25*15</u>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. CPO GSD2500000015 PF No.: 1531431
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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____