



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: 06-16-2026

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 0310 6565 DNR2500000018 4	Change Order No:	1	Procurement Folder:	1501586
Document Name:	Elk River Trail HQ Building Construction			Reason for Modification:	Change Order No. 02 issued to increase the contract and adjust to final quantities.
Document Description:	Elk River Trail HQ Building Construction				
Procurement Type:	Central Purchase Order				
Buyer Name:	Joseph (Josh) E Hager III				
Telephone:	(304) 558-2306			Email:	joseph.e.hageriii@wv.gov
Shipping Method:	Best Way			Effective Start Date:	2025-05-26
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-02-19

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000210211	Requestor Name:	James H Adkins
JARRETT CONSTRUCTION SERVICES INC		Requestor Phone:	(304) 558-3397
PO BOX 5250		Requestor Email:	jamie.h.adkins@wv.gov
CHARLESTON	WV	2026 FILE LOCATION _____	
US	25361		
Vendor Contact Phone:	304-344-9140		
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
PARKS & RECREATION-PEM SECTION	SUPERINTENDENT
DIVISION OF NATURAL RESOURCES	DIVISION OF NATURAL RESOURCES
112 CALIFORNIA AVENUE	ELK RIVER RAIL TRAIL
BLDG 4	P.O. BOX 9
CHARLESTON	CLAY
WV 25305	WV 25043
US	US

CR 6-17-26

Purchasing Division's File Copy

Total Order Amount: \$940,703.44

PURCHASING DIVISION AUTHORIZATION	ATTORNEY GENERAL APPROVAL AS TO FORM	ENCUMBRANCE CERTIFICATION
DATE: <i>6/16/2026</i>	DATE: <i>6/25/2026</i>	DATE: <i>6-25-26</i>
ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE	ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 02 is issued to increase the original contract according to all terms, conditions, prices, and specification contained in the original contract, including all authorized change orders, and adjust to final quantities.

Effective 02/19/2026

Original Contract Price: \$887,755.00
Change Order No. 02 Increase: 52,948.44
Contract New Total: \$940,703.44

All provisions of the original contract and subsequent change orders not modified herein shall remain in full force and effect.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72100000	0.00000		0.000000	887755.00
Service From	Service To	Manufacturer		Model No	
2025-05-26	2026-02-19				

Commodity Line Description: Building and Facility Construction and Maintenance Services

Extended Description:

Includes construction of a new headquarters building.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72100000	0.00000		0.000000	52948.44
Service From	Service To	Manufacturer		Model No	
2025-05-26	2026-02-19				

Commodity Line Description: Change Order No. 02

Extended Description:

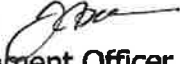
Includes construction of a new headquarters building.



Governor Patrick Morrisey

Director Brett W. McMillion

MEMORANDUM

To: Jamie Adkins 
Chief Procurement Officer

From: Donald E. Bailey, Jr., PE 
Construction Project Manager

Date: May 28, 2026

Subject: Elk River Trail Headquarters
CPO DNR25*18
Change Order No. 2
20-Day Late Memo

The West Virginia Division of Natural Resources, Planning, Engineering, and Maintenance Section requests that changes be made to the above-referenced project as outlined in Change Order No. 2.

It is understood that this contract change order is more than 20 days past the original contract end date. It took additional time to obtain final project field quantities and prepare all of the necessary documentation.

Please let me know if you have any questions.

APPROVED
[Signature]
6/16/26

MEMORANDUM

To: Jamie Adkins
Chief Procurement Officer

From: Donald E. Bailey, Jr., PE *DEB JR*
Construction Project Manager

Date: May 28, 2026

Subject: Elk River Trail Headquarters
CPO DNR25*18
Change Order No. 2 _ Final Quantities

This packet represents an application for a change order for the above-referenced project. This is the first change order after the notice to proceed. The work included third-party geotechnical management, relocating the power service, removal and disposal of a n unknown septic tank, installation of subsurface drains for the gutter downspouts, installation of crack isolation membrane between concrete floor and tile. This project was bid as a lumpsum project on estimated quantities for materials and labor along with unit prices provided by the bidder. Deviations in final quantities and work are described below:

- This project required additional testing and technical management beyond that which was originally anticipated. Once construction was underway, unexpected soil conditions were encountered which forced modifications to the design and construction of the footings.
- The location of electrical service entry was revised by the local power company resulting in a reduction in underground trenching. Even though this was a reduction in length of trenching, it resulted in additional costs for a new power pole and materials required to make the connection at the building.
- An unknown buried septic tank was encountered during excavation for the new sanitary system. The tank had to be pumped, removed, and properly disposed in accordance with State and federal regulations. In order to revise the septic

system, an additional percolation test was required to obtain a permit for the relocated system.

- Installation of the subsurface drains for the gutter downspouts revealed conflicts that prevented the use of the specified six-inch drain leaders. To ensure proper function, the system was revised to four-inch leaders.
- The floor of the building is constructed of reinforced concrete overlain by ceramic tile. In order to prevent shrinkage cracks from migrating up through the tile, the Owner and Architect determined that a crack isolation membrane system should be applied to all control joints in the concrete portion of the floor.

These items were necessary for successful completion of this project:

1. Coordination and management for required testing	\$44,400.51
2. Underground trenching	\$971.33
3. Removal of existing septic tank	\$1,541.50
4. Downspout rain leader revision	\$513.83
5. Crack isolation membrane at all joints.....	\$4,583.29
6. Additional percolation test.....	\$937.98

Total Change Order\$52,948.44

All remaining work was completed as bid. The total for the original bid was \$887,755.00. The changes described herein resulted in an overall increase in the project total of \$52,948.44 – an increase of over 6.0%. This yields a new grand total of \$940,703.44.

If you have questions or need additional information, please call.

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address) Elk River Trail HQ Construction 12 Buffalo Creek Clay, WV 25043	CONTRACT INFORMATION: Contract For: General Construction - CPO DNR25-18 Date: 05-19-2026	CHANGE ORDER INFORMATION: Change Order Number: 002 Date: 05-19-2026
OWNER: (Name and address) WV DNR 112 California Ave. Charleston, WV 25305	ARCHITECT: (Name and address) WYK Associates, Inc. 205 Washington Ave. Clarksburg, WV 26301	CONTRACTOR: (Name and address) Jarrett Construction Svcs., Inc. 1605 Virginia St. E. Charleston, WV 25311

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.)

PCO #001 Coordination & Management of Required Testing	\$44,400.51
PCO #002 Underground Trenching	\$971.33
PCO #003 Removal of Existing Septic Tank	\$1,541.50
PCO #004 Downspout Rain Leader Revision	\$513.83
PCO #005 Crack Isolation Membrane at Control Joints	\$4,583.29
PCO #006 Additional Percolation Test	\$937.98
TOTAL ADDITION (See ATTACHMENT A for cost breakdown)	\$52,948.44

The original Contract Sum was	\$ 887,755.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 887,755.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 52,948.44
The new Contract Sum including this Change Order will be	\$ 940,703.44

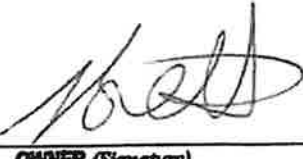
The Contract Time will be unchanged by () days.
 The new date of Substantial Completion will be

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: James B. Swiger, AIA, NCARB,
 LEED AP BD+C, CHC
*(Printed name, title, and license
 number if required)*
 5/19/26
 Date


CONTRACTOR (Signature)
 BY: John H. Jarrett
(Printed name and title)
 5/19/26
 Date


OWNER (Signature)
 BY: Brett W. McMillion, Director
(Printed name and title)
 5/26/26
 Date



TO: Don Bailey, Jr., PE, PS
Construction Project Manager

FROM: James B. Swiger, AIA, NCARB, LEED AP BD+C, CHC
Principal-in-Charge

DATE: February 27, 2026

SUBJECT: Elk River Trail New HQ Building
CCT DNR23*03
Change Order #2

WYK Associates, Inc. has compiled Change Order Proposal #2 for the above referenced project. We have reviewed the following Change Order Proposals submitted by JARRETT Construction Services, Inc.:

- PCO #001 Coordination & Management of Required Testing – Owner Request
- PCO #002 Underground Trenching – Owner Request
- PCO #004 Removal of Existing Septic Tank – Owner Request
- PCO #005 Downspout Rain Leader Revision – Unforeseen conditions discovered during construction
- PCO #006 Crack Isolation Membrane at Control Joints – Owner Request
- PCO #007 Additional Percolation Test – Owner Request

I have evaluated their proposals due to unforeseen conditions discovered and the Owner requested items during construction with related contractor / subcontractor backup. I recommend the Change Order Proposal #2 be approved for JARRETT Construction Services, Inc., in the amount of \$52,948.44. In my professional opinion the cost is acceptable.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "James B. Swiger, AIA".

James B. Swiger, AIA, NCARB, LEED AP BD+C, CHC
President

Attachments: Elk River Trail New HQ Building – DNR_CO #2 Package_02-27-26

cc: Stephen Kelley, Senior Project Manager, WYK Associates, Inc.



May 15, 2026

Mr. Donald E. Bailey, Jr. PE, PS
West Virginia State Parks and Division of Natural Resources
Planning, Engineering, and Maintenance
112 California Avenue
Charleston, WV 25305

Subj: Elk River Trail HQ Building Construction – Clay, WV – Change Order Request Letter

Dear Mr. Bailey,

On behalf of Jarrett Construction Services, Inc. (JCSI), I am submitting this correspondence to provide a general overview of several change order requests that have been formally submitted for review and approval. Each item outlined below represents a change clarification that has arisen during the course of construction.

PCO #001. Coordination and Management of Required Testing

Civil & Environmental Consultants, Inc. subcontract costs for soil compaction testing, concrete testing, reimbursables, and laboratory fees, additional project management and field labor support, general conditions impacts and subcontractor inefficiencies caused by testing delays.

PCO #002. Underground Trenching

The location of the electrical service entry was revised by the local power company, Black Diamond Power, resulting in a reduction of underground trenching from the original 155 linear feet to approximately 70 linear feet. While this revision reduces the trenching scope and is reflected as a deductive change, it also introduced additional costs not captured in the original contract, including:

Purchase and installation of a new power pole and added labor and materials to meet the revised power company service requirements.

PCO #004. Removal of Existing Septic Tank

During excavation, an abandoned septic tank was uncovered in the original location of the proposed septic system. The tank was pumped out, removed, disposed of, and the area backfilled and compacted.

PCO #005. Downspout Rain Leader Revision

Field installation revealed clearance conflicts that prevented use of the specified 6-inch rain leaders. To maintain proper function, the drainage system was revised to two (2) 4-inch SDR 35 leaders per side of the building. This change, reviewed and confirmed with the design team, resolves the conflict while maintaining system performance.

PCO #006. Crack Isolation Membrane at Control Joints

At the request of the Owner and Architect, a crack isolation membrane system (Mapelastic Aquadefense with reinforcing fabric) was applied at all control joints within floor tile areas. This was added to enhance long-term performance and durability of the tile system.

PCO #007. Additional Percolation Test

During site excavation and grading, an unforeseen existing septic system was discovered at the originally proposed location of the new septic system. Per RFI #14 and the Owner's direction, the existing septic system was to be removed and discarded. In order to establish a revised location for the new septic system, an additional percolation test was required. This test presented new soil results and subsequently allowed us to obtain a permit for the relocated system.

Conclusion:

Each of the above items represents either an unforeseen condition, design clarification, or Owner-requested revision, all of which resulted in an improved final product. Jarrett Construction has completed all work in accordance with project specifications and design.

We respectfully request review and approval of this change order so the contract amount may be adjusted to reflect the actual quantities installed and services provided.

Sincerely,



John H. Jarrett, PE

President

Jarrett Construction Services, Inc.

Cc: Architect – James Swiger – via email
Architect – Stephen Kelley – via email



PCO #001

Jarrett Construction Services, Inc.
1605 Virginia St East
Charleston, West Virginia 25311
Phone: (304) 344-9140

Project: J2506 - Elk River Trail HQ
12 Buffalo Creek Road
Clay, West Virginia 25043

Prime Contract Potential Change Order #001: CE #001 - Coordination and Management of Required Testing

TO:	WVDNR 324 4th Avenue South Charleston, West Virginia 25303	FROM:	Jarrett Construction Services, Inc. PO Box 5250 Charleston, West Virginia 25361
PCO NUMBER/REVISION:	001 / 1	CONTRACT:	J2506 - Elk River Trail HQ
REQUEST RECEIVED FROM:	Stephen Kelley (WYK Associates, Inc.)	CREATED BY:	Kurtis Clinton (Jarrett Construction Services, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	6/23/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	14 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$44,400.51

POTENTIAL CHANGE ORDER TITLE: CE #001 - Coordination and Management of Required Testing

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #001 - Coordination and Management of Required Testing

In response to RFI #3 and subsequent correspondence between the Design Team and WVDNR, it was clarified that Jarrett Construction Services will assume responsibility for coordinating all future testing with Civil & Environmental Consultants (CEC) for the duration of the project. This task was not identified in the original project scope or the associated bid documents, specifically Sheet S002, which depicted materials testing as a responsibility of the Owner. As such, this constitutes a change in scope and has resulted in project delay, additional management burdens, and incurred subcontractor costs that were not previously anticipated.

Jarrett Construction Services, Inc. (JCSI) will manage the materials testing scope as a **time-and-material subcontract** with CEC. The estimated cost submitted by CEC totals **\$31,218**, and is broken down as follows:

- **Soil Compaction Testing and Oversight:** \$9,000
- **Concrete Testing and Oversight:** \$16,800
- **Estimated Reimbursables & Laboratory Fees:** \$5,418

CEC's pricing is based on their **2025 CEC WV Office Rate Tables**. If additional services beyond the estimates are required, the following **hourly rates** will apply:

- Principal: \$275/hr
- Project Manager: \$165/hr
- Project Consultant: \$130/hr
- Staff Consultant: \$115/hr

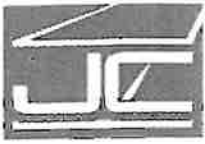
Additional fees include:

- **Technology & Office Service Fee:** 3% of hourly rates
- **Reimbursable Fee Markup:** 12% applied to items such as vehicle mileage, field equipment, testing kits, gauges, and proctor testing.

Jarrett Construction Services will coordinate this subcontract as part of our general scope of construction management.

Note: CEC has included a **Limitation of Liability** clause within their subcontract with JCSI with a value of **\$500,000** and is to be passed through to the Owner for this change order.

This change order request also includes a **contract time extension of 14 calendar days**. This additional time reflects the impact of this change in responsibility and the resulting delay. During this period, JCSI incurred the following costs:



JARRETT

CONSTRUCTION SERVICES

PCO #001

- **Internal Labor Costs** – Project Manager and Superintendent time coordinating with CEC, assisting with sample collection and preparation for proctor testing.
- **General Conditions Impact** – Downtime due to lack of clarity on testing requirements halted work activities and forced labor reassignments to other job sites.
- **Subcontractor Impact** – Our site contractor was required to demobilize and remobilize equipment. In addition, they incurred **equipment rental fees on other jobs** due to their equipment being tied up on our site while work was paused awaiting soil compaction test results.

The primary basis for this change order is the **reassignment of the responsibility for materials testing**—specifically soil compaction testing—from the Owner (as understood from the bidding documents) to the General Contractor, Jarrett Construction. This reassignment resulted in:

- A significant scope change,
- Unbudgeted costs,
- Schedule disruption, and
- Unrecoverable downtime and inefficiencies.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	1-1000.S GENERAL CONDITIONS.Commitment	Project Management Labor Hours	\$468.75
2	1-1041.L Superintendent.Labor	Superintendent Labor Hours	\$2,874.75
3	2-2100.S SITE PREPARATION.Commitment	Site Preparation Delay Expenses	\$5,022.02
4	2-2999.S SOILS TESTING.Commitment	Testing	\$31,218.00
Subtotal:			\$39,583.52
Builder's Risk (0.40%):			\$158.33
General Liability (3.60%):			\$120.37
Subcontractor Insurance (0.50%):			\$181.20
Bonds - P&P (≈ 0.59%):			\$231.56
Fee (Work Performed by GC) (15.00%):			\$501.53
Fee (Work Performed by GC's Subcontractors) (10.00%):			\$3,624.00
Grand Total:			\$44,400.51

James Swiger (WYK Associates, Inc.)

WVDNR
324 4th Avenue
South Charleston, West Virginia 25303

Jarrett Construction Services, Inc.
PO Box 5250
Charleston, West Virginia 25361

07/16/2025

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

BRANCH F45
573 NEW GOFF MOUNTAIN RD
CROSS LANES WV 25313-1425
304-776-7028
304-776-7158 FAX

249642861

Job Site

ELK RIVER TRAIL
12 BUFFALO CREEK RD
CLAY WV 25043

Office: 304-965-0841

BOBS DUMP TRUCK SERVICE
PO BOX 185
CLENDENIN WV 24045

Customer # : 1294445
Quote Date : 06/24/25
Estimated Out : 06/25/25 12:00 PM
Estimated In : 07/02/25 12:00 PM
UR Job Loc : 12 BUFFALO CREEK RD,
UR Job # : 18
Customer Job ID:
P.O. # : TBD
Ordered By : BRIAN ST CLAIR
Written By : JORDAN ADKINS
Salesperson : JORDAN ADKINS

**This is not an invoice
Please do not pay from this document**

RENTAL ITEMS:			Minimum	Day	Week	4 Week	Estimated Amt.
Qty	Equipment	Description					
1	9051060	EXCAVATOR 43000-54999#		969.00	2,312.00	6,389.00	2,312.00
1	9062110	DOZER STANDARD TRACK 100-114HP		588.00	1,822.00		N/C
						Rental Subtotal:	2,312.00
SALES/MISCELLANEOUS ITEMS:							
Qty	Item		Price		Unit of Measure		Extended Amt.
1	WV PROP TAX RECOVERY FEE	[DRSURWV/MCI]	34.680		EACH		34.68
1	ENVIRONMENTAL SERVICE CHARGE	[ENV/MCI]	46.240		EACH		46.24
1	DELIVERY CHARGE		1000.000		EACH		1,000.00
1	PICKUP CHARGE		1000.000		EACH		1,000.00
						Sales/Misc Subtotal:	2,080.92
						Agreement Subtotal:	4,392.92
						Rental Protection:	346.80
						Tax:	282.30
						Estimated Total:	5,022.02

COMMENTS/NOTES:

CONTACT: BRIAN ST CLAIR
CELL#: 304-767-1518

Rental Costs incurred
from Site Contractor
due to project delay and
equipment availability.

This proposal may be withdrawn if not accepted within 30 days. The above referenced Rental Protection Plan, environmental, and tax charges are estimates and are subject to change.

NOTICE: This is not a rental agreement. The rental of equipment and any items listed above is subject to availability and subject to the terms and conditions of the Rental and Service Agreement, which are available at <https://www.unitedrentals.com/legal/rental-service-terms-US> and which are incorporated herein by reference. A COPY OF THE RENTAL AND SERVICE AGREEMENT TERMS ARE AVAILABLE IN PAPER FORM UPON REQUEST.

June 10, 2025

Attn: Mr. Kurtis Clinton
Jarrett Construction Services, Inc.
1605 Virginia St E
Charleston, West Virginia 25311

Dear Mr. Clinton:

Subject: Proposal for Professional Services
Elk River Trailhead HQ
Clay, West Virginia
CEC Project 353-949

Civil & Environmental Consultants, Inc. (CEC) presents for your consideration our proposal to provide Construction Quality Assurance (CQA) services during the construction of the Elk River Trailhead HQ.

The following sections present our project understanding and purpose, scope of services, unit rates and estimated fees, invoicing, schedule, and closing remarks.

1.0 PROJECT UNDERSTANDING AND PURPOSE

CEC understands that Jarrett Construction Services, Inc., is seeking construction services in relation to the construction of the Elk River Trailhead HQ. The scope of this proposal is based on the email received from Kurtis Clinton on June 6, 2025.

The purpose of our CQA services is to provide an engineer, field technician or geologist (herein referred to as field technician) to observe, test, document, and report construction activities for conformance with project drawings, specifications, special provisions, and applicable regulations.

2.0 SCOPE OF SERVICES

CEC proposes the following scope of services to achieve the above stated purpose and the requirements of the RFP.

CQA Monitoring - Compaction Testing: CEC's field technician will observe materials used in the field to assess their conformance with project specifications. CEC will observe placement and compaction of fill materials on a full-time basis. Compacted fill will be tested at the required frequencies for conformance with the project requirements using a nuclear densometer. If soil conditions change from the materials initially collected and tested in the laboratory, CEC will notify you that additional laboratory testing is needed. The technician will work with you and the geotechnical engineer of record to provide recommendations for over-excavation of unsuitable materials as necessary to achieve required compaction.

CQA Monitoring - Bearing Capacity Testing: CEC's field technician will test the bearing capacity of soils located at the bottom of the foundation using a proving ring penetrometer for compliance in accordance with the project specifications.

CQA Monitoring - Concrete Testing: Observations and testing for reinforced cast-in-place concrete will be performed according to the requirements of project specifications. CEC assumes that the testing of the cement, fine aggregates, coarse aggregates, mix verification, and preliminary laboratory strength testing will be performed by the concrete supplier, and that the mix designs will be approved by the Engineer prior to construction. CEC requests that the approved mix designs be provided for our review prior to construction and be readily identifiable on concrete truck delivery tickets. The files will be retained for our records and will be used to verify the materials being used onsite during construction. Sampling frequency and field testing will be in accordance with project documents. The samples will be utilized for determination of slump, air content (pressure method), concrete temperature, and making cylinders for compressive strength testing in the laboratory. Samples will be taken in accordance with the governing specifications and documented as such. CEC will obtain samples of the concrete materials for testing and transport compressive strength test cylinders to a certified lab for future testing after initial curing. CEC's subcontracted laboratory will perform compressive strength testing at the required intervals for laboratory cured test cylinders based upon the project specifications for compliance. If additional cylinders are requested at time of placement, additional fees could be accrued.

CEC will document observations during concrete construction regarding placement conditions, consistency, batch to discharge time, mix verification (as provided on delivery tickets), and overall concrete construction while present onsite. Concrete compressive strength testing reports will be distributed to the owner for compliance and record keeping.

CQA Monitoring – General: The field technician will abide by the standard of care for guidance, verification, and documentation of project governing standards. The field technician will also abide by the standard of care for guidance, verification, and documentation of any on-site material storage methods in correspondence with project governing standards.

Reporting, Administration, and Management: CEC's field technician and project manager will maintain and distribute daily records of the work performed including daily field reports (DFRs) with nuclear compaction test results. Electronic copies of DFRs will be e-mailed to the Clerk of Works within 24 hours of the end of the DFR shift.

DFRs will include at minimum the following information:

- Project name;
- Field technician's name;
- Field technician's hours onsite;
- Date;

- Weather;
- Contractor's name and onsite supervisor;
- A detailed description of the work observed;
- Photographs (4 minimum) with description;
- A list of the services performed by our field technician;
- Compaction test results;
- Concrete test results;
- A list of visitors onsite;
- List of materials received daily;
- Summary of conversations and discussions conducted onsite, and
- Documentation of nonconforming conditions including recommendations and remedial actions performed to resolve issues encountered onsite.

The CEC project manager will provide oversight of the field personnel, review the results of field testing, and communicate with the Clerk of Works regarding construction. There are a few understandings, summarized below, which CEC is presenting as part of this proposal.

- CEC's field technician will not direct the work and specify or recommend construction methodologies. Furthermore, the general contractor has the sole responsibility for construction site safety in accordance with all applicable federal, state, and local regulations.
- CEC's field representative will not have the authority to stop work except for safety issues. If deficiencies with respect to the construction are observed, CEC will advise the general contractor and immediately notify you.
- CEC will not have the authority to make revisions, modifications, and additions to drawings and documents prepared by others. CEC will advise you when field conditions warrant changes and will request that you authorize any changes to construction documents to address such issues.
- CEC is aware that total project oversight hours may vary and that final payment for services will be based on actual time to provide these services.

3.0 ESTIMATED FEES AND UNIT RATES

CEC will provide the scope of professional services outlined herein on a unit rate basis. Our rates per the requirements of the project are based on a time and materials basis ten (10) hours on site/day and two and a half (2.5) travel portal to portal, for compaction testing, bearing capacity testing of soils, and testing of fresh concrete. Project management hours will be estimated at 0.5 hours daily for review and distribution of DFRs during project duration. A minimum of four (4) hours will be invoiced for days that our field technician is requested to be at the site or for cancellations of field work received day of work operations. Overtime hours (hours worked over forty) will be invoiced at 1.5 times the hourly rate.

CQA, Compaction and Bearing Capacity Testing

\$120.00/ hr @ 75 hour\$9,000.00

CQA, Concrete Testing and Sample Transportation

\$120.00/ hr @ 140 hours.....\$16,800.00

Reimbursable

Vehicle @ \$125.00 / day\$3,000.00

Concrete testing w/ Air meter kit @ \$32.00/ day\$288.00

Nuclear Density Gauge @ \$40.00 / day\$240.00

Laboratory Fees

Standard Proctor (ASTM D698)\$150/test

Concrete Cylinder Compression (ASTM C39) 108 @ \$17.50 / each.....\$1,890.00

Total Estimated Fees\$31,218.00

Additional hours of project management time could be accrued for required project related site visits, meetings, and other project scope related tasks requested by the Clerk of Works and will be invoiced at unit rates shown below. The hourly rates provided are based on the current CEC 2025 WV Offices Rate Table.

Professional Labor:

Principal.....\$275.00/hr.

Project Manager.....\$165.00/hr.

Project Consultant\$130.00/hr.

Staff Consultant.....\$115.00/hr.

4.0 INVOICING

CEC will provide the scope of services outlined herein on a time and materials basis. Should the project extend past the calendar year of 2025, CEC will update fees based on this proposal for increase in fees associated with updates to CEC's 2026 rates, should they apply. Final inspection fees will be based on the contractor's actual schedule required to complete the work being inspected and tested by CEC. CEC will not perform services beyond our approved scope without prior authorization from you.

Invoicing of professional services past will be at the unit rates provided. Reimbursable expenses, including subcontracted services, are reflected in the rates above. Reimbursable expenses that are not included herein will be invoiced at fee, plus a 12% administrative fee. A Technology and Office Service Fee, equivalent to 3% of professional fees, will be added to each invoice for project expenses associated with software, computer technology, and incidental office expenses.

Mr. Kurtis Clinton
CEC Project 353-949
Page 5
June 10, 2025

5.0 SCHEDULE

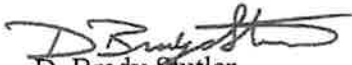
CEC is available to start work on this project once the project schedule is finalized. In order to provide our client with quality service, CEC requests a minimum of 48 hours' notice prior to when services are required. CEC estimates a total of 24 days on site.

6.0 CLOSING REMARKS

Thank you for the opportunity to submit this proposal and to be of service to Jarrett Construction Services, Inc. Please call if we can offer any additional information.

Very truly yours,

CIVIL & ENVIRONMENTAL CONSULTANTS, INC.


D. Brady Stutler
Project Manager


Joseph D. Robinson
Vice President

Attachments: CEC Terms and Conditions

CEC's Schedule of Terms and Conditions, which governs the proposed work, is attached. CEC's proposal is valid for thirty (30) days from the date of the proposal, after which time the validity may only be extended with CEC's consent. CEC reserves the right to revise, adjust or withdraw this proposal if not accepted by Jarrett Construction Services, Inc. within thirty (30) days of the date of the proposal. Your written acceptance below will form a binding contract pursuant to the attached Terms and Conditions. The individual signing below warrants that they have authority to sign and execute this Agreement on behalf of Jarrett Construction Services, Inc.

CEC Project 353-949, dated 6/10/2025

ACCEPTED BY: Jarrett Construction Services, Inc.

Signature: _____ Date: _____

Name: _____ Title: _____



PCO #002

Jarrett Construction Services, Inc.
1605 Virginia St East
Charleston, West Virginia 25311
Phone: (304) 344-9140

Project: J2506 - Elk River Trail HQ
12 Buffalo Creek Road
Clay, West Virginia 25043

Prime Contract Potential Change Order #002: CE #002 - Underground Trenching

TO:	WVDNR 324 4th Avenue South Charleston, West Virginia 25303	FROM:	Jarrett Construction Services, Inc. PO Box 5250 Charleston, West Virginia 25361
PCO NUMBER/REVISION:	002 / 1	CONTRACT:	J2506 - Elk River Trail HQ
REQUEST RECEIVED FROM:		CREATED BY:	Kurtis Clinton (Jarrett Construction Services, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	8/7/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$971.33

POTENTIAL CHANGE ORDER TITLE: CE #002 - Underground Trenching

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #002 - Underground Trenching

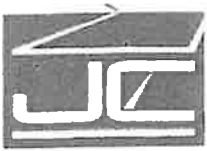
Due to a revision in the location of the electrical service entry, the total linear footage of underground trenching required for the electrical line from the power source to the Elk River Trail HQ Building has been reduced. The original plans called for approximately 155 linear feet of trenching from the existing onsite power pole to the building. However, with the installation of a newly set power pole and the local power company providing overhead service to that new pole, the required trenching was reduced to approximately 70 linear feet. This change results in a notable reduction in labor, equipment usage, and materials associated with the underground trenching scope, and is to be accounted for as a deductive change to the contract value.

However, additional costs were incurred by the electrical contractor that were not included in the original bid. These added costs include the purchase of the new power pole, as well as the labor and materials necessary to install and pull wire per the local power company's revised requirements.

ATTACHMENTS:

RECC ERTHQ PCO#1 Revised Service Entrance.pdf , _Brian St. Clair Confirmation of Price Reduction.pdf

#	Budget Code	Description	Amount
1	1-1000.S GENERAL CONDITIONS.Commitment	Project Management	\$225.00
2	1-1041.L Superintendent.Labor	Superintendent Oversight	\$300.00
3	2-2100.S SITE PREPARATION.Commitment	Reduction in Underground Trenching	\$(3,500.00)



JARRETT

CONSTRUCTION SERVICES

PCO #002

#	Budget Code	Description	Amount
4	16-16100.S ELECTRICAL.Commitment	Electrical Material & Labor	\$3,808.13
Subtotal:			\$833.13
Builder's Risk (0.40%):			\$3.33
General Liability (3.60%):			\$18.90
Subcontractor Insurance (0.50%):			\$1.54
Bonds - P&P (≈ 0.59%):			\$4.87
Fee (Work Performed by GC) (15.00%):			\$78.75
Fee (Work Performed by GC's Subcontractors) (10.00%):			\$30.81
Grand Total:			\$971.33

James Swiger (WYK Associates, Inc.)

WVDNR

324 4th Avenue

South Charleston, West Virginia 25303

Jarrett Construction Services, Inc.

PO Box 5250

Charleston, West Virginia 25361

08/12/2025

SIGNATURE

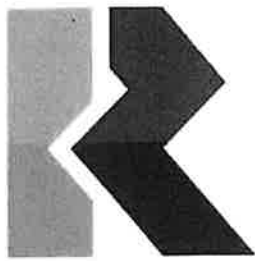
DATE

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DATE



ROGERS

COMMERCIAL DIVISION

WV046346

July 17, 2025

Electrical PCO#1 – Install New Fiber Service Entrance

Project: Elk River Trail – New HQ Building
12 Buffalo Creek
Clay, WV 25043

Architect: WYK Associates

General Contractor: Jarrett Construction Services
1605 Virginia St East
Charleston, WV 25311

Electrical PCO#1: **\$3,808.13**

Electrical PCO#1 includes:

- Supply/Install 35' Utility Pole
- Supply/Install 2" Rigid Conduit Mast with Clamp Weather Head
- Supply/Install 200Amp Meter Combo Unit
- Supply/Install Surge Arrest Unit (into meter combo)
- Supply/Install Weather Proof GFCI Receptacle (below meter combo)
- Supply/Install Additional 300' 3/0 & 75' #4 Ground (up mast & from meter combo to disconnect at building)
- (26) Additional Electrician Labor Hours @ \$52.00 per hour
- Sales Tax
- (Credit) for 210' Less of 3" PVC (from original service entrance)

Clarifications:

- All Digging and Cover by Jarrett Construction
- Surge Unit & GFCI was requirement from local utility company
- Local utility company does not pull underground making this change necessary

If you have any questions or comments do not hesitate call or reply.

Jason Tomaro

Commercial Division Manager

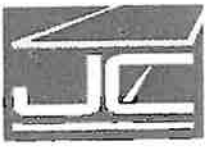
O: 304-367-2985

C: 304-207-3000

jtomaro@r-ecci.com

Rogers Electrical Contracting Company, Inc.
Phone 304-363-5752

246 Business Park Drive, Fairmont, WV 26554
R-ECCI.COM



Jarrett Construction Services, Inc.
1605 Virginia St East
Charleston, West Virginia 25311
Phone: (304) 344-9140

Project: J2506 - Elk River Trail HQ
12 Buffalo Creek Road
Clay, West Virginia 25043

Prime Contract Potential Change Order #004: CE #004 - Removal of Existing Septic Tank

TO:	WVDNR 324 4th Avenue South Charleston, West Virginia 25303	FROM:	Jarrett Construction Services, Inc. PO Box 5250 Charleston, West Virginia 25361
PCO NUMBER/REVISION:	004 / 1	CONTRACT:	J2506 - Elk River Trail HQ
REQUEST RECEIVED FROM:		CREATED BY:	Kurtis Clinton (Jarrett Construction Services, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	8/7/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$1,541.50

POTENTIAL CHANGE ORDER TITLE: CE #004 - Removal of Existing Septic Tank

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #004 - Removal of Existing Septic Tank

In reference to RFI #14, an existing septic tank was uncovered during site excavation in the originally proposed location of the new septic system. As confirmed during the Owner's meeting held on 7/9/25, the new septic system has since been relocated and will no longer conflict with the existing tank. However, to achieve final finished grade in this area, approximately 14 inches of topsoil must be removed, which is expected to expose a significant portion of the existing tank—estimated to protrude approximately 12 inches above finished grade.

To resolve this conflict, the existing septic tank, believed to be a plastic, cylindrical structure measuring approximately 40 inches in diameter and 5 feet 4 inches in length, is to be pumped out, fully removed, and disposed of. Following removal, the excavation area will be properly backfilled and compacted to meet project specifications. The full size and depth of the tank are currently unverified and may require additional excavation at the time of removal. This scope is being submitted as an additive change to the contract and includes all necessary labor, equipment, disposal, and materials required to complete the work.

ATTACHMENTS:

Email Confirmation from Bob's Dump Truck.pdf

#	Budget Code	Description	Amount
1	1-1000.S GENERAL CONDITIONS.Commitment	Project Management	\$150.00
2	1-1041.L Superintendent.Labor	Superintendent Oversight	\$300.00
3	2-2100.S SITE PREPARATION.Commitment	Excavation of Existing Septic Tank	\$500.00



JARRETT

CONSTRUCTION SERVICES

PCO #004

#	Budget Code	Description	Amount
4	2-2100.S SITE PREPARATION.Commitment	Pumping of Existing Septic Tank	\$400.00
Subtotal:			\$1,350.00
Builder's Risk (0.40%):			\$5.40
General Liability (3.60%):			\$16.20
Subcontractor Insurance (0.50%):			\$4.50
Bonds-P&P (= 0.59%):			\$7.90
Fee (Work Performed by GC) (15.00%):			\$67.50
Fee (Work Performed by GC's Subcontractors) (10.00%):			\$90.00
Grand Total:			\$1,541.50

James Swiger (WYK Associates, Inc.)

WVDNR

324 4th Avenue

South Charleston, West Virginia 25303

Jarrett Construction Services, Inc.

PO Box 5250

Charleston, West Virginia 25361

08/12/2025

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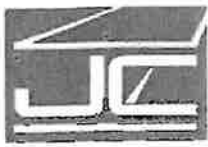
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Jarrett Construction Services, Inc.
1605 Virginia St East
Charleston, West Virginia 25311
Phone: (304) 344-9140

Project: J2506 - Elk River Trail HQ
12 Buffalo Creek Road
Clay, West Virginia 25043

Prime Contract Potential Change Order #005: CE #005 - Downspout Rain Leader Revision

TO:	WVDNR 324 4th Avenue South Charleston, West Virginia 25303	FROM:	Jarrett Construction Services, Inc. PO Box 5250 Charleston, West Virginia 25361
PCO NUMBER/REVISION:	005 / 1	CONTRACT:	J2506 - Elk River Trail HQ
REQUEST RECEIVED FROM:		CREATED BY:	Patrick Lusk (Jarrett Construction Services, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	7/31/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$513.83

POTENTIAL CHANGE ORDER TITLE: CE #005 - Downspout Rain Leader Revision

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #005 - Downspout Rain Leader Revision

During installation of the building's rain leader system, it was determined that the originally specified 6" rain leaders could not be accommodated due to clearance conflicts with the cast iron boots and surrounding structural conditions. As a result, the rainwater drainage system was revised to utilize two (2) 4" SDR 35 leaders in lieu of a single 6" leader. This revision allows each half of the building's roof to be drained separately, resolving the clearance issue while maintaining proper flow and performance.

The original architectural intent could not be achieved with the 6" leaders, necessitating this change. The revised configuration was reviewed and confirmed during a phone conversation with the design team. This scope adjustment will be performed by Bob's Dump Truck, with an associated cost increase in the range of \$350 to \$500. The current estimate reflects a \$300 upcharge based on the material and installation differences required for the 4" SDR leaders.

ATTACHMENTS:

Email Confirmation for James Swiger.pdf

#	Budget Code	Description	Amount
1	1-1000.S GENERAL CONDITIONS.Commitment	Project Management	\$75.00
2	1-1041.L Superintendent.Labor	Superintendent Labor	\$75.00
3	2-2100.S SITE PREPARATION.Commitment	(2) 4" SDR 35 Rain Leaders	\$300.00
		Subtotal:	\$450.00
		Builder's Risk (0.40%):	\$1.80
		General Liability (3.60%):	\$5.40
		Subcontractor Insurance (0.40%):	\$1.50
		Bonds-P&P (= 0.59%):	\$2.63
		Fee (Work Performed by GC) (15.00%):	\$22.50
		Fee (Work Performed by GC's Subcontractors) (10.00%):	\$30.00
		Grand Total:	\$513.83

James Swiger (WYK Associates, Inc.)

WVDNR

324 4th Avenue

South Charleston, West Virginia 25303

Jarrett Construction Services, Inc.

PO Box 5250

Charleston, West Virginia 25361



08/12/2025

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



PCO #006

Jarrett Construction Services, Inc.
1605 Virginia St East
Charleston, West Virginia 25311
Phone: (304) 344-9140

Project: J2506 - Elk River Trail HQ
12 Buffalo Creek Road
Clay, West Virginia 25043

Prime Contract Potential Change Order #006: CE #007 - Crack Isolation Membrane at Control Joints

TO:	WVDNR 324 4th Avenue South Charleston, West Virginia 25303	FROM:	Jarrett Construction Services, Inc. PO Box 5250 Charleston, West Virginia 25361
PCO NUMBER/REVISION:	006 / 1	CONTRACT:	J2506 - Elk River Trail HQ
REQUEST RECEIVED FROM:		CREATED BY:	Kurtis Clinton (Jarrett Construction Services, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	8/13/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	2 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$4,583.29

POTENTIAL CHANGE ORDER TITLE: CE #007 - Crack Isolation Membrane at Control Joints

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #007 - Crack Isolation Membrane at Control Joints

At the request of the Owner and Architect, Aquadefense Crack Isolation Membrane with Reinforcing Fabric will be applied at all designated control joints to enhance crack isolation and ensure long-term durability of the tile system. This application was not included in the original contract scope but will now be incorporated in all locations where control joints occur within floor tile areas. The Aquadefense Crack Isolation Membrane serves as a flexible barrier over the control joints, reducing the risk of cracking due to minor substrate movement or settling.

The product selected for this application is Mapelastick Aquadefense by MAPEI, with Reinforcing Fabric installed per manufacturer recommendations, and all installation will be performed in accordance with the manufacturer's specifications and procedures to ensure compliance with the product warranty. This change includes all labor, materials, and associated installation costs, and is to be included as an additive modification to the contract. Due to the added scope of work, we will be requesting an additional two (2) calendar days be added to the project schedule.

ATTACHMENTS:

BID QUOTE - Family Carpet.pdf , _CRACK ISOLATION ADD - Jarrett Elk River Trail.pdf , _Aqua Defense.pdf , _Aqua Defense Cr Iso.pdf

#	Budget Code	Description	Amount
1	1-1000.S GENERAL CONDITIONS.Commitment	Project Management	\$880.00
2	1-1041.L Superintendent.Labor	Superintendent Oversight	\$1,200.00
3	9-9310.S CERAMIC TILE.Commitment	Crack Isolation Membrane	\$1,880.00
Subtotal:			\$3,960.00
Builder's Risk (0.40%):			\$15.84
General Liability (3.60%):			\$74.88
Subcontractor Insurance (0.50%):			\$9.40
BondsP&P (≈ 0.59%):			\$23.17
Fee (Work Performed by GC) (15.00%):			\$312.00
Fee (Work Performed by GC's Subcontractors) (10.00%):			\$188.00
Grand Total:			\$4,583.29



JARRETT
CONSTRUCTION SERVICES

PCO #006

James Swiger (WYK Associates, Inc.)

WVDNR

324 4th Avenue

South Charleston, West Virginia 25303

Jarrett Construction Services, Inc.

PO Box 5250

Charleston, West Virginia 25361

08/13/2025

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE



PCO #007

Jarrett Construction Services, Inc.
1605 Virginia St East
Charleston, West Virginia 25311
Phone: (304) 344-9140

Project: J2506 - Elk River Trail HQ
12 Buffalo Creek Road
Clay, West Virginia 25043

Prime Contract Potential Change Order #007: CE #010 - Additional Percolation Test

TO:	WVDNR 324 4th Avenue South Charleston, West Virginia 25303	FROM:	Jarrett Construction Services, Inc. PO Box 5250 Charleston, West Virginia 25361
PCO NUMBER/REVISION:	007 / 1	CONTRACT:	J2506 - Elk River Trail HQ
REQUEST RECEIVED FROM:		CREATED BY:	Kurtis Clinton (Jarrett Construction Services, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	9/17/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$937.98

POTENTIAL CHANGE ORDER TITLE: CE #010 - Additional Percolation Test

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #010 - Additional Percolation Test

During site excavation and grading, an unforeseen existing septic system was discovered at the originally proposed location of the new septic system. Per RFI #14 and the Owner's direction, the existing septic system was to be removed and discarded. In order to establish a revised location for the new septic system, an additional percolation test was required. This test presented new soil results and subsequently allowed us to obtain a permit for the relocated system. The additional percolation test was outside the original scope of work and resulted in an added cost of \$600.00.

ATTACHMENTS:

Elk River Trail 182a - Permit Application.pdf , Elk River Trail HQ Permit.pdf , Invoice.pdf

#	Budget Code	Description	Amount
1	1-1000.S GENERAL CONDITIONS.Commitment	Project Management	\$75.00
2	1-1041.L Superintendent.Labor	Superintendent Labor	\$150.00
3	2-2740.S SEPTIC SYSTEMS.Commitment	Additional Percolation Test	\$600.00
Subtotal:			\$825.00
Builder's Risk (0.40%):			\$3.30
General Liability (3.60%):			\$8.10
Subcontractor Insurance (0.50%):			\$3.00
Bonds-P&P (≈ 0.59%):			\$4.83
Fee (Work Performed by GC) (15.00%):			\$33.75
Fee (Work Performed by Subcontractors) (10.00%):			\$60.00
Grand Total:			\$937.98



JARRETT
CONSTRUCTION SERVICES

PCO #007

James Swiger (WYK Associates, Inc.)

WVDNR

324 4th Avenue

South Charleston, West Virginia 25303

Jarrett Construction Services, Inc.

PO Box 5250

Charleston, West Virginia 25361

09/17/2025

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

TR Davis Inc

34 Bass Avenue
Barboursville, WV 25504

PHONE: 304-736-3249

We have changed our
address. Please remit all
payments to the new
address to the left. Thank
you.

Invoice

Date	Invoice #
9/11/2025	20251342

Bill To	Ship To
Jarrett Construction Services PO Box 5250 Charleston WV 25361	

**YOUR BUSINESS IS GREATLY
APPRECIATED!!!**

P.O. No.

Terms

Due Date

Net 15

9/26/2025

Quantity	Description	Rate	Amount
1	Soil Percolation Test FOR ELK RIVER WV State sales Taxes	600.00 6.00%	600.00 0.00

Total \$600.00

Payments/Credits \$0.00

Balance Due \$600.00

LATE CHARGES AND INTREST AT A RATE
OF 18% WILL BE APPLIED TO OVERDUE
INVOICES

Your septic tank needs to be cleaned
on average every three to five years
some more often. Call us for all your
pumping needs.

**WE SELL SEPTIC SYSTEM
ADDITIVES GIVE US A CALL !!!**

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

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JARRETT CONSTRUCTION SERVICES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/16/1999		7/16/1999	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 500.0000
Charter County	Kanawha		Control Number 0
Charter State	WV		Excess Acres 0
At Will Term			Member Managed
At Will Term Years			Par Value 1.000000
Authorized Shares	500	Young Entrepreneur	Not Specified

Addresses

Type	Address
Designated Office Address	1605 VIRGINIA STREET E CHARLESTON, WV, 25311
Notice of Process Address	JOHN H. JARRETT 1605 VIRGINIA STREET EAST CHARLESTON, WV, 25311
Principal Office Address	1605 VIRGINIA STREET EAST CHARLESTON, WV, 25311 USA
Principal Office Mailing Address	P.O. BOX 5250 CHARLESTON, WV, 25361 USA
Type	Address

Officers

Type	Name/Address
Incorporator	JOHN HOWARD JARRETT 107 BEECHVALE DR CROSS LANES, WV, 25313
President	JOHN H. JARRETT 1605 VIRGINIA STREET EAST CHARLESTON, WV, 25311
Secretary	SUSAN M JARRETT 1605 VIRGINIA STREET EAST CHARLESTON, WV, 25311
Type	Name/Address

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2021



Contract Award Data Processing Delay [Show Details](#)
May 4, 2026



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Subcontracting Plan Reporting Contract Retrieval Issue
[Show Details](#)
Apr 17, 2026



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"JARRETT CONSTRUCTION SERVICES, INC."



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- ☐ Inactive

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