



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: 06-22-2026

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 0403 0013 DBS2600000006 2	Change Order No:	1	Procurement Folder:	1924752
Document Name:	WVSDB Flooring Update	Reason for Modification: Change Order 01 To issue Notice to Proceed			
Document Description:	WVSDB Flooring Update				
Procurement Type:	Central Purchase Order				
Buyer Name:	James W Atkins				
Telephone:	(304) 558-0094				
Email:	james.w.atkins@wv.gov				
Shipping Method:	Best Way	Effective Start Date:	2026-06-01		
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-10-29		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000042162 MONARCH FLOORING COMPANY LLC PO Box 1211 Bridgeport WV 26330 US Vendor Contact Phone: 3046698264 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Tabitha J Crist Requestor Phone: (304) 822-4810 Requestor Email: tabitha.crist@k12.wv.us 2026 FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	Not Entered																				
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757-1894 US	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757-1894 US

CR 6-23-26
Purchasing Division's File Copy

Total Order Amount:	\$84,143.00
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PURCHASING DIVISION AUTHORIZATION DATE: 6/23/26 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 6/25/26 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 6-25-26 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 01

To establish the contract 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, including all authorized change orders.

Contract Term: 06/01/2026 through 10/29/2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	30161710	0.00000		0.000000	84143.00
Service From	Service To	Manufacturer		Model No	
2026-06-01	2026-10-29				

Commodity Line Description: WVSDb Flooring Update

Extended Description:

WVSDb Flooring Update



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

June 1, 2026

Jason Matheny
Monarch Flooring Company LLC
PO Box 1211
Bridgeport, WV 26330

Subject: CPO DBS 2600000006 – Notice To Proceed

The West Virginia Schools for the Deaf and the Blind is issuing this letter as a Notice To Proceed for the performance of the contract services of the above Purchase Order. As per the specifications, the contract item must be completed within one hundred and fifty (150) calendar days from the date indicated below on this letter. The contract item must be completed for the agency, West Virginia Schools for the Deaf and the Blind, located at 301 E. Main St, Romney WV 26757.

Notice To Proceed date: June 1, 2026

Should you have further questions don't hesitate to contact us.

Very truly yours,

Tabitha J Crist
Chief Financial Officer
West Virginia Schools for the Deaf and the Blind

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

Business Organization Detail

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

MONARCH FLOORING COMPANY, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	8/22/2019		8/22/2019	Domestic	Profit			

Organization Information			
Business Purpose	2383 - Construction - Special Trade Contractors - Building Finishing Contractors (drywall & insulation, painting & wall covering, flooring, tile & terrazzo, finishing carpentry)		
Charter County	Harrison	Control Number	9AS20
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	No

Addresses

Type	Address
Notice of Process Address	JASON MATHENY PO BOX 1211 BRIDGEPORT, WV, 26330
Principal Office Address	107 TOLLEY DRIVE BRIDGEPORT, WV, 26330 USA
Principal Office Mailing Address	PO BOX 1211 BRIDGEPORT, WV, 26330 USA
Type	Address

Officers

Type	Name/Address
Manager	JASON MATHENY 1001 BRIARWOOD RD BRIDGEPORT, WV, 26330
Organizer	JASON MATHENY 1001 BRIARWOOD RD BRIDGEPORT, WV, 26330 USA
Type	Name/Address

Annual Reports

Filed For
2025
2024
2023
2022
2021
2020
Date filed

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

Thursday, June 18, 2026 — 8:41 AM

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Search

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Search Editor

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- ☐ All Words [i](#)
- ☐ Exact Phrase [i](#)

e.g. 123456789, Smith Corp

"MONARCH FLOORING COMPANY, LLC" [x](#)

Entity

Location

Status

- ☒ Active
- ☐ Inactive

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Entity Information [^](#)



All Entity Information

Entities

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12</u> Date: <u>6/18/20</u> Solicitation No. <u>C.O. #7</u>	Agency: 0403- WVSDB Procurement Officer Submitting Requisition: Tabitha Crist Requisition No. CPO DBS26*06 PF No.: 1924752
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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	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions www.state.wv.us/admin/purchase/TCP.pdf	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10 Insurance requirements				
Commercial General Liability	☐	☐	☐	☐
Automobile Liability	☐	☐	☐	☐
Workers' Compensation/Employer's Liability	☐	☐	☐	☐
Cyber Liability	☐	☐	☐	☐
Builder's Risk/Installation Floater	☐	☐	☐	☐
Professional Liability	☐	☐	☐	☐
Other (specify)	☐	☐	☐	☐
11 Office of Technology CIO pre-approval	☐	☐	☐	☐
12 Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☒
4	Justification for price increases/backdating/other	☐	☐	☒	☒
5	Bond Rider (Construction)	☐	☐	☒	☒
6	Secretary of State Verification	☒	☐	☒	☒
7	State debarment verification	☒	☐	☒	☒
8	Federal debarment verification	☒	☐	☒	☒

**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: _____

