



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: 05-20-2026

CORRECT ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES, AND
SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CPO 0803 0066 DOT2600000018 2	Change Order No:	1	Procurement Folder:	1856665
Document Name:	Removal, Repair, & Replacement of The District 8 HQ Roof			Reason for Modification: Change Order 01 To Increase Contract and Issue Notice to Proceed	
Document Description:	Removal, Repair, & Replacement of The District 8 HQ Roof				
Procurement Type:	Central Purchase Order				
Buyer Name:	John W Estep				
Telephone:	304-558-2566				
Email:	john.w.estep@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2026-04-28
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-10-25

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000014990 VERTEX ROOFING CONTRACTORS INC 12050 CADET CT MANASSAS VA 20109 US Vendor Contact Phone: 7037942121 Extension: Discount Details:	Requestor Name: Careasa M Nichols Requestor Phone: 304-414-3212 Requestor Email: careasa.m.nichols@wv.gov																				
<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>No</td><td></td><td>0</td></tr><tr><td>#3</td><td>No</td><td></td><td>0</td></tr><tr><td>#4</td><td>No</td><td></td><td>0</td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No		0	#3	No		0	#4	No		0	2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No		0																		
#3	No		0																		
#4	No		0																		

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT EIGHT - ALL LOCATIONS PO BOX 1516 ELKINS WV 26241 US	DIVISION OF HIGHWAYS DISTRICT EIGHT - HEADQUARTERS 1101 N. RANDOLPH AVE. ELKINS WV 26241 US

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

Total Order Amount: \$662,462.36

PURCHASING DIVISION AUTHORIZATION DATE: 6-2-26 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 6/26/2026 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 6-26-26 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 01 is issued to increase the original contract, establish the contract effective start and 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.

Effective Date of Change: May 19, 2026

Original Contract Price: \$651,000.00

Change Order No. 01

Increase: \$11,462.36

Contract New Total: \$662,462.36

Contract Term: 04/28/2026 through 10/25/2026

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000		0.000000	662462.36
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Roofing Service

Extended Description:

REMOVAL, REPLACEMENT, AND REPAIR OF DISTRICT 8 HEADQUARTERS ROOF



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

May 19, 2026

TO: John Estep, Buyer
WV Purchasing Division

FROM: Kristy James, Director
Procurement Division

A handwritten signature in black ink, appearing to read "Kristy James", written over the printed name in the "FROM" field.

SUBJECT: Change Order #1 Issue Notice to Proceed & Change Order Increase for CPO
DOT26*18 District 8 Headquarters Roof

Due to an oversight on the part of the District, WVDOT is requesting the issuance of the Notice to Proceed for Vertex Roofing Contractors Inc., to begin work on CPO DOT26*18 effective 4/28/2026. The vendor has one hundred and eighty days (180) to complete the roof installation project. The anticipated completion date is October 25, 2026.

In addition, the vendor is requesting a change order increase to cover unforeseen costs associated with the roof replacement project at District 8 Headquarters building.

The increase is required due to deteriorating decking and support structures around the perimeter of the building. In addition, plywood around the structure was compromised and required replacement. The total CPO amount was \$651,000.00 with an increase of \$11,462.36 for a new total of \$662,462.36.

If you have questions regarding this request, please contact Kristy.E.James@WV.Gov.

AIA® Document G701™ – 2017

Change Order

PROJECT: (name and address)

District 8 HQ Roof Replacement
1121 N Randolph Ave
Elkins, WV 26241

CONTRACT INFORMATION:

Contract For: AHQ 8 roof replacement
Date: 03/18/2026

CHANGE ORDER INFORMATION:

Change Order Number: 1
Date: 04/28/2026

OWNER: (name and address)

West Virginia Division of Highways (WVDOH)
2019 Washington St
East Charleston WV 25305

ARCHITECT: (name and address)

The Garland Company
3800 E 91st TS
Cleveland OH 44105

CONTRACTOR: (name and address)

Vertex Roofing Contractors Inc.
12050 Cadet Ct
Manassas VA 20109

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.)

Install new wood decking: Total install 2,944 sq. ft Contract included 500 square feet of decking contract change by 2,444 square feet. of decking at \$4.69 per sq.ft
2,444 sq.ft X \$4.69 per sq ft = \$11,462.36

The original Contract Sum was	\$ 651,000.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 651,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 11,462.36
The new Contract Sum, including this Change Order, will be	\$ 662,462.36
The Contract Time will be unchanged by The new date of	(0) days.

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.

The Garland Company

ARCHITECT (Firm name)

Christian Reeves

SIGNATURE

Christian Reeves

PRINTED NAME AND TITLE

04/28/26

DATE

Vertex Roofing Contractors Inc.

CONTRACTOR (Firm name)

[Signature]

SIGNATURE

Jonathan Zimmer

PRINTED NAME AND TITLE

04/28/2026

DATE

WV DOT

OWNER (Firm name)

Robert W. Stewart

SIGNATURE

Robert Stewart
Deputy Business Manager

PRINTED NAME AND TITLE

5/20/2026

DATE

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

District 8 HQ Plywood Replacement

Attached photos in the report show each plywood with various explanations of each area. We replaced 92 total sheets or 2,944sqft. Total roofing area for the project is 18,300sqft of roofing. The original contract allotment was 500sqft. Any plywood found to have **water damage, delamination, heat rot, or warping** was replaced. Warping is hard to see from photos, any warped decking is a massive problem for metal roofing causing major oil canning in the material if it is not replaced. Nine sheets of plywood were used to cover over existing box vents, no longer needed due to new ventilation at ridge vent area. Ten sheets were used to sheet over the original tongue and groove decking on the dormer of the original house on the property. The remaining seventy-three sheets replaced damaged plywood as described above.

At the start of the project and over the first three days the foreman stayed in contact with Mike Lewis and Matt with WVDOH on site, referring to the plywood count each day.

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Business Organization Detail

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VERTEX ROOFING CONTRACTORS INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/30/2013		5/30/2013	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		Member Managed
At Will Term Years		Par Value
Authorized Shares	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	12050 CADET CT MANASSAS, VA, 20109
Notice of Process Address	VERTEX ROOFING CONTRACTORS INC. 12050 CADET CT MANASSAS, VA, 20109
Principal Office Address	12050 CADET CT MANASSAS, VA, 20109 USA
Principal Office Mailing Address	12050 CADET CT MANASSAS, VA, 20109 USA
Type	Address

Officers	
Type	Name/Address
President	JONATHAN ZIMMER 9137 EUCLID CT MANASSAS, VA, 20110
Type	Name/Address

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

Thursday, May 21, 2026 — 10:25 AM

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