



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: 07-21-2026

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 0211 4023 GSD2600000020 2	Change Order No:	1	Procurement Folder:	1904817
Document Name:	Building 23 Facade Repair Project			Reason for Modification:	Change Order 1 is issued to issue NTP and correct the contract value due to processing errors.
Document Description:	Construction Building 23 Facade Repair Project				
Procurement Type:	Central Purchase Order				
Buyer Name:	David H Pauline				
Telephone:	304-558-0067			Email:	david.h.pauline@wv.gov
Shipping Method:	Best Way			Effective Start Date:	2026-07-21
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-10-19

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000201085 RADFORD & RADFORD INC PO BOX 1857 BECKLEY WV 25802 US Vendor Contact Phone: 304-252-5240 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: Aaron M Armstrong Requestor Phone: 304-352-5535 Requestor Email: aaron.m.armstrong@wv.gov 2027 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
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 23 407 NEVILLE ST BECKLEY WV 25801 US

CR 7-24-26

Total Order Amount:	\$155,850.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: 7/21/26 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 8/3/2026 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 7/23/24 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 1 - 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: July 21st, 2026 through October 19th, 2026

Change Order No. 1 will also correct the awarded value due to issue with initial purchase order not including all awarded work. Commodity Line 1 was established as a "item" rather than a "service" resulting in an undervalued purchase order. It was also missing the award of the Alternative No1 (to be added via this change order).

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	97950.00
Service From	Service To	Manufacturer		Model No	
2026-07-21	2026-10-19				

Commodity Line Description: Base Bid

Extended Description:

See Exhibit "A" Pricing Page to input pricing

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121103	0.00000	LS	57900.000000	0.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: This line is being inactivated to correct the purchase order

Extended Description:

Alternate Bid No. 1

To Include Painting West Elevation in addition to Base Bid

This line is being inactivated to correct the purchase order.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72121103	0.00000		0.000000	57900.00
Service From	Service To	Manufacturer		Model No	
2026-07-21	2026-10-19				

Commodity Line Description: Alternate Bid No. 1
Painting West Elevation

Extended Description:

Alternate Bid No. 1

To Include Painting West Elevation in addition to Base Bid



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

July 7, 2026

Radford & Radford Inc
PO BOX 1857
Beckley, WV, 25802

Re: CPO GSD2600000020 Building 23 Façade Repair Project

Attn: Mrs. Radford

Notice to Proceed & Contract Correction

Per issuance of Purchase Order Number CPO 0211 GSD2600000020, this is your notification to commence work on (Tuesday) July 21st, 2026, to provide all labor, equipment, materials, and incidentals for services related to the Building 23 Façade Repair Project, per the bid requirements, terms, and conditions of CRFQ 0211 GSD2600000032.

Given the contract's terms and conditions, the Vendor will have Ninety (90) calendar days from the issuance of the Notice to Proceed to finish the project. The contract start date is July 21st, 2026 and the Final Completion date is October 19, 2026.

Also, the Agency incorrectly awarded the contract for \$97,950.00. I would like to correctly award the contract at \$155,850.00 which would include the award of Bid Alternate 1 (Painting West Elevation). With your approval, please sign and date below to confirm it is ok for me to proceed with correction and award of the contract including Bid Alternate 1.

Name and Title (Printed): *Beth Radford, Vice-President*

Signature: *Beth Radford*

Date: *7/7/26*

If you have any questions, or need additional information, please contact me via email at CodyG.Taylor@wv.gov or by phone at (304) 352-5531.

West Virginia General Services Division Agrees to award
Alternate 1 and issue NTP.

Cody Taylor

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Business Organization Detail

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RADFORD & RADFORD, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/1/1963		6/1/1963	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 10000.0000
Charter County	Raleigh	Control Number	0
Charter State	WV	Excess Acres	2
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	860 RAGLAND ROAD BECKLEY, WV, 25801
Notice of Process Address	KEVIN M. RADFORD 860 RAGLAND ROAD BECKLEY, WV, 25801
Principal Office Address	860 RAGLAND ROAD BECKLEY, WV, 25801 USA
Principal Office Mailing Address	PO BOX 1857 BECKLEY, WV, 25802 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	RICHARD E. RADFORD PINEY VIEW, WV, 25906 USA
Incorporator	LESLIE FARLEY FOREST HILL, WV, 24935 USA
President	KEVIN M. RADFORD PO BOX 290 PINEY VIEW, WV, 25906
Secretary	KEVIN RADFORD P.O. BOX 290 PINEY VIEW, WV, 25906

Hi, I'm SOLO! I can help you file your Annual Report.

Treasurer	BETH RADFORD PO BOX 290 PINEY VIEW, WV, 25906
Vice-President	BETH RADFORD P.O. BOX 290 PINEY VIEW, WV, 25906
Type	Name/Address

Date	Amendment
3/17/2006	AMENDMENT FILED CREATING 10 AUTHORIZED SHARES.
6/16/1987	CHANGE OF NAME FROM: RADFORD & FARLEY, INC.
Date	Amendment

Annual Reports	
Filed For	
2026	
2025	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, July 13, 2026 — 12:36 PM

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Jun 10, 2026



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"radford & radford inc"



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