



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 3

List View

General Information [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 1770803

Procurement Type: Central Purchase Order

Vendor ID: VS0000014990

Legal Name: VERTEX ROOFING CONTRACTORS INC

Alias/DBA:

Total Bid: \$375,205.00

Response Date: 10/13/2025

Response Time: 16:16

Responded By User ID: neckley02

First Name: Nicole

Last Name: Eckley

Email: nicole@vertexroofinc.com

Phone: 7037942121

SO Doc Code: CRFQ

SO Dept: 0803

SO Doc ID: DOT2600000017

Published Date: 10/8/25

Close Date: 10/14/25

Close Time: 13:30

Status: Closed

Solicitation Description: Mercer County HDQs Roof Replacement

Total of Header Attachments: 3

Total of All Attachments: 3



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Solicitation Response

Proc Folder: 1770803
Solicitation Description: Mercer County HDQs Roof Replacement
Proc Type: Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2025-10-14 13:30	SR 0803 ESR10132500000002554	1

VENDOR
VS0000014990
VERTEX ROOFING CONTRACTORS INC

Solicitation Number: CRFQ 0803 DOT2600000017
Total Bid: 375205
Response Date: 2025-10-13
Response Time: 16:16:20
Comments:

FOR INFORMATION CONTACT THE BUYER
John W Estep
304-558-2566
john.w.estep@wv.gov

Vendor
Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Roof systems				375205.00

Comm Code	Manufacturer	Specification	Model #
25174100			

Commodity Line Comments:

Extended Description:

Roof systems



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia
Centralized Request for Quote
Construction

Proc Folder: 1770803			Reason for Modification: ADDENDUM NO_3 Vendor Questions and Responses Attach updated Terms and Conditions
Doc Description: Mercer County HDQs Roof Replacement			
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2025-10-08	2025-10-14 13:30	CRFQ 0803 DOT2600000017	4

BID RECEIVING LOCATION

BID CLERK
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON ST E
CHARLESTON WV 25305
US

VENDOR

Vendor Customer Code:
Vendor Name : Vertex Roofing Contractors Inc.
Address : 12050
Street : Cadet Ct
City : Manassas
State : Virginia
Country : USA
Zip : 20109
Principal Contact : Jonathan Zimmer
Vendor Contact Phone: 703-794-2121
Extension:

FOR INFORMATION CONTACT THE BUYER

John W Estep
304-558-2566
john.w.estep@wv.gov

Vendor Signature X  **FEIN#** 45-3744003 **DATE** 10-14-2025

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION
ADDENDUM NO_3
Addendum No_3 issued to publish and distribute the attached information to the Vendor Community

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT TEN 270 HARDWOOD LN PRINCETON WV US	DIVISION OF HIGHWAYS DISTRICT TEN 270 HARDWOOD LN PRINCETON WV US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Roof systems	1	LS	\$375,205.00	\$375,205.00

Comm Code	Manufacturer	Specification	Model #
25174100		.60 Mill EPDM	

Extended Description:
Roof systems

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	Pre-Bid - 9:00am 454 New Hope Road , Princeton WV	2025-09-25
2	Tech Questions due by 10:00am	2025-10-03

	Document Phase	Document Description	Page 3
DOT2600000017	Final	Mercer County HDQs Roof Replacement	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

State of West Virginia
Purchasing Division

CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

In accordance with *West Virginia Code* § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified below in the Required Report Content section.

Instructions: Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

Contract Identification:

Contract Number: DOT2600000017

Contract Purpose: HDQ Roof Replacment

Agency Requesting Work: DOT Mercer County

Required Report Content: The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- ☐ Information indicating the education and training service to the requirements of *West Virginia Code* § 21-1D-5 was provided;
- ☐ Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- ☐ Average number of employees in connection with the construction on the public improvement;
- ☐ Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor Contact Information:

Vendor Name: Vertex Roofing Contractors Inc.

Vendor Telephone: 703-794-2121

Vendor Address: 12050 Cadet Ct.

Vendor Fax: _____

Manassas, Virginia 20109

Vendor E-Mail: Jon@vertexroofinc.com
Nicole@vertexroofinc.com



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

I, Jonathan Zimmer, after being first duly sworn, depose and state as follows:

1. I am an employee of Vertex Roofing Contractors Inc.; and,
(Company Name)
2. I do hereby attest that Vertex Roofing Contractors Inc.
(Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code §21-1D**.

The above statements are sworn to under the penalty of perjury.

Printed Name: Jonathan Zimmer

Signature: 

Title: President

Company Name: Vertex Roofing Contractors Inc.

Date: 10/14/2025

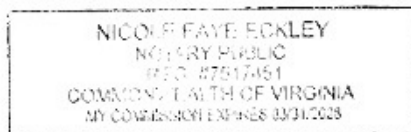
STATE OF ^{NE}~~WEST~~ VIRGINIA,

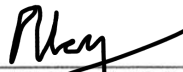
COUNTY OF Prince William, TO-WIT:

Taken, subscribed and sworn to before me this 14 day of October, 2025.

By Commission expires March 31, 2028

(Seal)




(Notary Public)

Agency _____
REQ.P.O# _____

BID BOND

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, Vertex Roofing Contractors, Inc
of 12050 Cadet Ct, Manassas, VA 20109-7897, as Principal, and West Bend Insurance Company
of 1900 S 18th Ave, West Bend, WI 53095, a corporation organized and existing under the laws of the State of Wisconsin
with its principal office in the City of West Bend, as Surety, are held and firmly bound unto the State
of West Virginia, as Oblige, in the penal sum of Five Percent of the Total Amount Bid (\$5% of the Total Amount Bid) for the payment of which,
well and truly to be made, we jointly and severally bind ourselves, our heirs, administrators, executors, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Purchasing Section of the
Department of Administration a certain bid or proposal, attached hereto and made a part hereof, to enter into a contract in writing for
Mercer County HDQ Roof Replacement
Removal and Replacement of existing flat roof with new EPDM
454 New Hope Rd.; Princeton, WV 24740

NOW THEREFORE,

(a) If said bid shall be rejected, or
(b) If said bid shall be accepted and the Principal shall enter into a contract in accordance with the bid or proposal
attached hereto and shall furnish any other bonds and insurance required by the bid or proposal, and shall in all other respects perform
the agreement created by the acceptance of said bid, then this obligation shall be null and void, otherwise this obligation shall remain in
full force and effect. It is expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no
event, exceed the penal amount of this obligation as herein stated.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no
way impaired or affected by any extension of the time within which the Oblige may accept such bid, and said Surety does hereby
waive notice of any such extension.

WITNESS, the following signatures and seals of Principal and Surety, executed and sealed by a proper officer of Principal and
Surety, or by Principal individually if Principal is an individual, this 14th day of October, 2025.

Principal Seal

Vertex Roofing Contractors, Inc
(Name of Principal)

By Jonathan Zimmer
(Must be President, Vice President, or
Duly Authorized Agent)
President
(Title)

Surety Seal



West Bend Insurance Company
(Name of Surety)

Gregory Bennett
Gregory Bennett Attorney-in-Fact

IMPORTANT – Surety executing bonds must be licensed in West Virginia to transact surety insurance, must affix its seal, and must attach a power of attorney with its seal affixed.



Bond No. 2659748

POWER OF ATTORNEY

Know all men by these Presents, that West Bend Insurance Company (formerly known as West Bend Mutual Insurance Company prior to 1/1/2024), a corporation having its principal office in the City of West Bend, Wisconsin does make, constitute and appoint:

Gregory Bennett

lawful Attorney(s)-in-fact, to make, execute, seal and deliver for and on its behalf as surety and as its act and deed any and all bonds, undertakings and contracts of suretyship, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed in amount the sum of: Thirty Million Dollars (\$30,000,000)

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of West Bend Insurance Company by unanimous consent resolution effective the 1st day of January 2024.

Appointment of Attorney-In-Fact. The president or any vice president, or any other officer of West Bend Insurance Company may appoint by written certificate Attorneys-In-Fact to act on behalf of the company in the execution of and attesting of bonds and undertakings and other written obligatory instruments of like nature. The signature of any officer authorized hereby and the corporate seal may be affixed by facsimile to any such power of attorney or to any certificate relating therefore and any such power of attorney or certificate bearing such facsimile signatures or facsimile seal shall be valid and binding upon the company, and any such power so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the company in the future with respect to any bond or undertaking or other writing obligatory in nature to which it is attached. Any such appointment may be revoked, for cause, or without cause, by any said officer at any time.

Any reference to West Bend Mutual Insurance Company in any Bond and all continuations thereof shall be considered a reference to West Bend Insurance Company.

In witness whereof, West Bend Insurance Company has caused these presents to be signed by its president undersigned and its corporate seal to be hereto duly attested by its secretary this 1st day of January 2024.

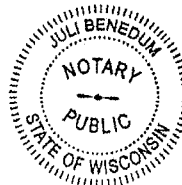
Attest Christopher C. Zwygart
Christopher C. Zwygart
Secretary



Robert J. Jacques
Robert J. Jacques
President

State of Wisconsin
County of Washington

On the 1st day of January 2024, before me personally came Robert Jacques, to me known being by duly sworn, did depose and say that he is the President of West Bend Insurance Company, the corporation described in and which executed the above instrument; that he knows the seal of the said corporation; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the board of directors of said corporation and that he signed his name thereto by like order.



Juli Benedum
Juli Benedum
Lead Corporate Attorney
Notary Public, Washington Co., WI
My Commission is Permanent

The undersigned, duly elected to the office stated below, now the incumbent in West Bend Insurance Company, a Wisconsin corporation authorized to make this certificate, Do Hereby Certify that the foregoing attached Power of Attorney remains in full force effect and has not been revoked and that the Resolution of the Board of Directors, set forth in the Power of Attorney is now in force.

Signed and sealed at West Bend, Wisconsin this 14th day of October, 2025.



Christopher C. Zwygart
Christopher C. Zwygart
Secretary



THE SILVER LINING®

Digital Seal, Signature Authority and Enforceability

The use of an electronic image of the corporate seal of West Bend Insurance Company (the "Digital Seal") and the attachment of the Digital Seal to any surety bond issued by West Bend Insurance Company is authorized. The Digital Seal may be affixed to any West Bend Insurance Company bond and relied upon to the same extent as if a raised corporate seal were physically attached to the bond. Also, as permitted by law, the electronic delivery and submission of any surety bond on behalf of West Bend Insurance Company and the execution of such surety bonds by an attorney-in-fact of the West Bend Insurance Company using a digital signature shall have the same legal effect as delivery of a tangible original with the original "wet" signature of an attorney-in-fact.

Delivery of a digital copy of this Digital Seal, Signature Authority and Enforceability notice, executed electronically, to an Obligee or Obligee's representative shall constitute effective execution and delivery of this notice and shall have the same legal effect as delivery of a tangible original of the notice with my original "wet" signature.

In witness whereof, this has been executed by the Secretary of West Bend Insurance Company.

Dated this 2nd day of April, 2024.

A handwritten signature in cursive script that reads "Christopher C. Zwygart".

Christopher C. Zwygart
Secretary



West Bend Insurance Company