



# CONTRACTOR LICENSE

AUTHORIZED BY THE  
West Virginia Contractor  
Licensing Board

NUMBER: WV053941

## CLASSIFICATION:

GENERAL BUILDING  
SPECIALTY  
SIDING  
ROOFING  
FINISHED CARPENTRY

MICHAEL KERNS  
DBA ACTION CONSTRUCTION  
193 TANNER LANE  
WALKER, WV 26180

DATE ISSUED

AUGUST 16, 2025

Authorized Signature

EXPIRATION DATE

AUGUST 16, 2026

Chair, West Virginia Contractor  
Licensing Board

WEST VIRGINIA  
CONTRACTOR  
LICENSING BOARD

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Action Construction  
193 Tanner Lane  
Walker, WV 26180

### SURETY:

(Name, legal status and principal place of business)

Merchants National Bonding, Inc.  
P.O. Box 14498  
Des Moines, IA 50306-3498

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

### OWNER:

(Name, legal status and address)

State of West Virginia Department of Administration Purchasing Division  
2019 Washington Street  
East Charleston, WV 25305

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** \$ 5%

Five Percent of Amount Bid

### PROJECT:

(Name, location or address, and Project number, if any)

Raleigh County Headquarters Roof Replacement - 379 Market Road, Beckley WV

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 14th day of October, 2025



(Witness)

Action Construction

(Principal)

(Seal)

By:

(Title)

Merchants National Bonding, Inc.

(Surety)

(Seal)

By:

(Title) Melissa Ray

Attorney-in-Fact



# MERCHANTS BONDING COMPANY™ POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, and MERCHANTS NATIONAL INDEMNITY COMPANY, an assumed name of Merchants National Bonding, Inc., (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Amy Smith; Barbara Duncan; Brook T Smith; Deborah S Neichter; Jacob Motto; James T Smith; Jason D Cromwell; Jill Kemp; Kelsy Hoagland; Leigh McCarthy; Lynnette Long; Melissa Ray; Michael Ocasio; Raymond M Hundley; Susan Ritter; Suzanna Knight; Theresa Hintzman; William O Walker

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the By-Laws adopted by the Board of Directors of the Companies.

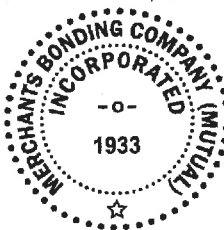
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner - Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 2nd day of June, 2025.



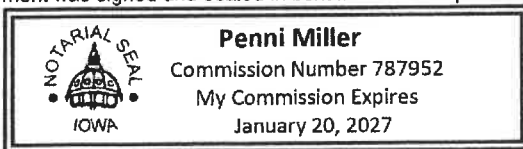
MERCHANTS BONDING COMPANY (MUTUAL)  
MERCHANTS NATIONAL BONDING, INC.  
MERCHANTS NATIONAL INDEMNITY COMPANY

By

President

STATE OF IOWA  
COUNTY OF DALLAS ss.

On this 2nd day of June, 2025, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL), MERCHANTS NATIONAL BONDING, INC., and MERCHANTS NATIONAL INDEMNITY COMPANY; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

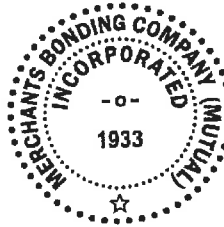


(Expiration of notary's commission  
does not invalidate this instrument)

Notary Public

I, Elisabeth Sandersfeld, Secretary of MERCHANTS BONDING COMPANY (MUTUAL), MERCHANTS NATIONAL BONDING, INC., and MERCHANTS NATIONAL INDEMNITY COMPANY do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 14th day of October, 2025



POA 0018 (5/25)

REQUEST FOR QUOTATION  
Roof Replacement

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**EXHIBIT A – Pricing Page**

**Removal and Replacement of entire Roofing System  
at 379 Market Road Beckley WV 25801**

DATE: 10-6-25  
VENDOR NAME: Action Construction  
AUTHORIZED SIGNATURE: [Signature]

The aforementioned, hereinafter called Vendor, being familiar with and understanding the bidding documents and also having examined the site and being familiar with all local conditions affecting the project hereby proposes to furnish all labor, materials, equipment, supplies, and transportation and to perform all work in accordance with the bidding documents within the time set forth for the sum of:

SQUARE FOOT PRICE FOR REPAIRS:

\$ 20.00

BASE BID:

For the lump sum of: \$ 338,212.00

(show amount in numbers)

Three hundred thirty eight thousand two hundred twelve dollars

(Show amount in words)

(In the event of a difference between written amount and the number amount, the written amount shall govern.)

CONTRACT AWARD:

The Contract shall be awarded to the vendor that provides the lowest overall lump sum  
cost.



**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Michael Kerns  
(Address) 193 Tanner Lane, Walker WV 26180  
(Phone Number) / (Fax Number) 304-481-8771  
(email address) mikekerns304@gmail.com

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Action Construction  
(Company)

(Signature of Authorized Representative)

Michael Kerns Owner 10-6-25  
(Printed Name and Title of Authorized Representative) (Date)

304-481-8771  
(Phone Number) (Fax Number)

mikekerns304@gmail.com  
(Email Address)

**REQUEST FOR QUOTATION  
Roof Replacement**

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**GENERAL CONSTRUCTION SPECIFICATIONS (No AIA Documents)**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of District 10 to establish a contract for the one time purchase of materials, labor, equipment and all incidentals to replace the entire existing ballasted roofing system at Mercer County WVDOH headquarters with a fully adhered membrane roofing system at 454 New Hope Road Princeton WV 24740
2. The Vendor shall furnish all materials, labor, and equipment necessary to complete all Construction Services. The Vendor shall furnish any incidental work, materials, labor, and equipment that are necessary to complete the Construction Services, even if such incidental work is not explicitly included in the Project Plans.
3. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions and in the Project Plans as defined below.
  - a) **"Construction Services"** means replacement of existing ballasted roof with a fully adhered *EPDM* roofing system.
  - b) **"Pricing Page"** means the pages contained in wvOASIS, attached hereto as Exhibit A, or included in the Project Plans upon which Vendor should list its proposed price for the Construction Services.
  - c) **"Solicitation"** means the official notice of an opportunity to supply the State with Construction Services that is published by the Purchasing Division.
  - d) **"Project Plans"** means documents developed by an architect, an engineer, the Agency, or another design professional, which are attached hereto as Exhibit B, that provide detailed instructions on how the Construction Services are to be performed. In the event that Project Plans contain drawings or other documents too large to attach in Exhibit B, Vendors can obtain copies in accordance with Section 9 of these Specifications.
  - e) **"EPDM"** means Ethylene Propylene Diene Monomer which is a thermoset membrane roof material.
  - f) **"IBC"** Means International Building Code.
  - g) **"PVDF"** Mean polyvinylidene difluoride

Revised 06/08/18

**REQUEST FOR QUOTATION**  
**Roof Replacement**

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**4. ORDER OF PRECEDENCE:** This General Construction Specifications document will have priority over, and supersede, anything contained in the Project Plans.

**5. QUALIFICATIONS:** Vendor, or Vendor's staff if requirements are inherently limited to individuals rather than corporate entities, shall have the following minimum qualifications:

**5.1 Experience:** Vendor, or Vendor's supervisory staff assigned to this project, must have successfully completed at least ten (10) projects that involved work similar to that described in these specifications or the Project Plans. Compliance with this experience requirement will be determined prior to contract award by the State through references provided by the Vendor upon request, through knowledge or documentation of the Vendor's past projects, through confirmation of experience requirements from the architect assisting the State in this project, or some other method that the State determines to be acceptable. Vendor must provide any documentation requested by the State to assist in confirmation of compliance with this provision. References, documentation, or other information to confirm compliance with this experience requirement may be requested after bid opening and prior to contract award.

**5.2 Licensing:** vendor must have a valid contractor's license

**6. CONTRACT AWARD:** The Contract is intended to provide Agency with a purchase price for the Construction Services. The Contract will be awarded to the lowest qualified responsible bidder meeting the required specifications. If the Pricing Pages contain alternates/add-ons, the Contract will be awarded based on the grand total of the base bid and any alternates/add-ons selected.

**7. SELECTION OF ALTERNATES:** Pursuant to W. Va. Code § 5-22-1(f), any solicitation of bids shall include no more than five alternates. Alternates, if accepted, shall be accepted in the order in which they are listed on the bid form. Any unaccepted alternate contained within a bid shall expire 90 days after the date of the opening of bids for review. Determination of the lowest qualified responsible bidder shall be based on the sum of the base bid and any alternates accepted.

**8. PERFORMANCE:** Vendor shall perform the Construction Services in accordance with this document and the Project Plans.

**REQUEST FOR QUOTATION**  
**Roof Replacement**

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**9. SUBSTITUTIONS:** Any substitution requests must be submitted in accordance with the official question and answer period described in the INSTRUCTIONS TO VENDORS SUBMITTING BIDS, Paragraph 4. Vendor Question Deadline. Vendors submitting substitution requests should submit product brochures and product specifications during the official question and answer period.

**10. PROJECT PLANS:** The checked box will apply to Project Plans for this solicitation.

☒ **No Additional Project Plan Documents:** There are no additional Project Plans other than those attached hereto as Exhibit B or any subsequent addenda modifying Exhibit B.

☐ **Additional Project Plan Documents:** There are additional Project Plan documents other than those attached as Exhibit B. Copies of the additional Project Plan documents not attached as Exhibit B can be obtained by contacting the entity identified below.

**11. CONDITIONS OF THE WORK**

**11.1. Permits:** The Vendor shall procure all necessary permits and licenses to comply with all applicable Federal, State, or Local laws, regulations and ordinances of any regulating body.

**11.2. Existing Conditions:** If discrepancies are discovered between the existing conditions and those noted in the specifications, Vendor must immediately notify the Agency's representative. Vendor must also immediately notify the Agency if suspected hazardous materials are encountered.

**11.3. Standard Work Hours:** The standard hours of work for this Contract will Monday – Friday, 6:30 am – 5:00 pm, excluding holidays recognized by the State of West Virginia. Any work outside of the standard hours of work must be approved in advance at the Agency's sole discretion. Authorization of work outside of the standard hours of work will not entitle Vendor to additional compensation.

**11.4. Project Closeout:** Project Closeout shall include the following:



**REQUEST FOR QUOTATION**  
**Roof Replacement**

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**11.4.1 Final Cleanup:** Vendor shall perform the final cleanup activities listed below, along with any other final cleanup activities normally associated with the work performed under this Contract, prior to final inspection:

**11.4.1.1** Remove and dispose of all construction related debris from the job site.

**11.4.2 Final Inspection:** Vendor shall participate in a final inspection with the Agency's project manager. The purpose of the final inspection will be to identify deficiencies that need to be remedied prior to Agency's final acceptance of the work. Vendor shall at all times be obligated to perform in accordance with the Contract and must take all actions necessary to ensure that work complies with requirements of Contract prior to final acceptance. Final acceptance does not waive or release Vendor from its obligation to ensure that work complies with the Contract requirements. Vendor shall submit any warranty documents to the Agency project manager at final inspection.

**12. FACILITIES ACCESS:** Performance of Contract Services may require access cards and/or keys to gain entrance to Agency's facilities. In the event that access cards and/or keys are required:

**12.1.** Vendor must identify principal service personnel which will be issued access cards and/or keys to perform service.

**12.2.** Vendor will be responsible for controlling cards and keys and will pay replacement fee, if the cards or keys become lost or stolen.

**12.3.** Vendor shall notify Agency immediately of any lost, stolen, or missing card or key. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

**12.4.** Vendor shall inform all staff of Agency's security protocol and procedures.

**13. MISCELLANEOUS:**

**13.1. Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this

REQUEST FOR QUOTATION  
Roof Replacement

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Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Michael Kern's

Telephone Number: 304-481-8771

Fax Number: NA

Email Address: miheKerns304@gmail.com



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

I, Michael Kernis, after being first duly sworn, depose and state as follows:

1. I am an employee of Action Construction; and,  
(Company Name)
2. I do hereby attest that Action Construction  
(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: Michael Kernis  
 Signature: [Signature]  
 Title: owner  
 Company Name: Action Construction  
 Date: 10-7-25

STATE OF WEST VIRGINIA,

COUNTY OF wood, TO-WIT:

Taken, subscribed and sworn to before me this 7 day of October, 2025.

By Commission expires Feb, 20 2028

(Seal)

[Signature]  
 (Notary Public)



**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DOT2600000017**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge the addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

|                                                    |                                          |
|----------------------------------------------------|------------------------------------------|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of the addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Action Construction  
Company  
[Signature]  
Authorized Signature  
10-6-25  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expire

# **SOLICITATION NUMBER: CRFQ DOT2600000017**

## **Addendum Number: 1**

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2600000017 ("Solicitation") to reflect the change(s) identified and described below.

### **Applicable Addendum Category:**

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☒ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

### **Additional Documentation:**

Attach Pre-Bid Sign-in Sheets

Bid Opening remains 10/14/2025 @ 1:30 PM

### **Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.





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

|                                                             |                            |                         |                                                                                   |
|-------------------------------------------------------------|----------------------------|-------------------------|-----------------------------------------------------------------------------------|
| <b>Proc Folder:</b> 1770803                                 |                            |                         | <b>Reason for Modification:</b><br>Addendum No. 1<br>Attach Prebid Sign-in Sheets |
| <b>Doc Description:</b> Mercer County HDQs Roof Replacement |                            |                         |                                                                                   |
| <b>Proc Type:</b> Central Purchase Order                    |                            |                         |                                                                                   |
| <b>Date Issued</b>                                          | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>                                                                    |
| 2025-09-26                                                  | 2025-10-14 13:30           | CRFQ 0803 DOT2600000017 | 2                                                                                 |

|                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------|
| <b>BID RECEIVING LOCATION</b>                                                                                         |
| BID CLERK<br>DEPARTMENT OF ADMINISTRATION<br>PURCHASING DIVISION<br>2019 WASHINGTON ST E<br>CHARLESTON WV 25305<br>US |

|                              |                  |                   |  |
|------------------------------|------------------|-------------------|--|
| <b>VENDOR</b>                |                  |                   |  |
| <b>Vendor Customer Code:</b> |                  |                   |  |
| <b>Vendor Name :</b>         |                  |                   |  |
| <b>Address :</b>             |                  |                   |  |
| <b>Street :</b>              |                  |                   |  |
| <b>City :</b>                |                  |                   |  |
| <b>State :</b>               | <b>Country :</b> | <b>Zip :</b>      |  |
| <b>Principal Contact :</b>   |                  |                   |  |
| <b>Vendor Contact Phone:</b> |                  | <b>Extension:</b> |  |

|                                                                                                 |
|-------------------------------------------------------------------------------------------------|
| <b>FOR INFORMATION CONTACT THE BUYER</b><br>John W Estep<br>304-558-2566<br>john.w.estep@wv.gov |
|-------------------------------------------------------------------------------------------------|

|                           |              |             |
|---------------------------|--------------|-------------|
| <b>Vendor Signature X</b> | <b>FEIN#</b> | <b>DATE</b> |
|---------------------------|--------------|-------------|

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

**ADDITIONAL INFORMATION****ADDENDUM NO\_1**

Addendum No\_1 issued to publish and distribute the attached information to the vendor Community

**REQUEST FOR QUOTATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of District 10 to establish a contract for the onetime purchase of *materials, labor, equipment and all incidentals to replace the entire existing ballasted roofing system at Mercer County WVDOH headquarters with a fully adhered membrane roofing system at 454 New Hope Road Princeton WV 24740. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.*

| INVOICE TO                                                                    |  |  |  | SHIP TO                                                                       |  |  |  |
|-------------------------------------------------------------------------------|--|--|--|-------------------------------------------------------------------------------|--|--|--|
| DIVISION OF HIGHWAYS<br>DISTRICT TEN<br>270 HARDWOOD LN<br>PRINCETON WV<br>US |  |  |  | DIVISION OF HIGHWAYS<br>DISTRICT TEN<br>270 HARDWOOD LN<br>PRINCETON WV<br>US |  |  |  |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|--------------|-----|------------|------------|-------------|
| 1    | Roof systems |     |            |            |             |

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 25174100  |              |               |         |

**Extended Description:**

Roof systems

**SCHEDULE OF EVENTS**

| <u>Line</u> | <u>Event</u>                                      | <u>Event Date</u> |
|-------------|---------------------------------------------------|-------------------|
| 1           | Pre-Bid - 9:00am 454 New Hope Road , Princeton WV | 2025-09-25        |
| 2           | Tech Questions due by 10:00am                     | 2025-10-03        |

# Pre-Bid Sign-In Sheet

Solicitation Number: CRFQ 0803 DOT 210 \*17  
 Date of Pre-Bid Meeting: 9/25/25 9:00AM  
 Location of Prebid Meeting: 1028 - 454 New Hope Rd Pctm WV

## Please Note:

Vendors must sign-in on this sheet to verify attendance at the Pre-Bid meeting. Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid. For further verification, please also provide a business card if possible.

| Firm Represented:*  | Rep Name (Printed): | Firm Address:                     | Telephone #:  | Fax #: | Email:                    |
|---------------------|---------------------|-----------------------------------|---------------|--------|---------------------------|
| WVDOH               | Debra K Woods       | 270 Hardwood Lane Pctm WV         | 304-3716-3061 |        | debra.k.woods@wv.gov      |
| WVDOH               | Erica Harvey        | 270 Hardwood Ln, Pctm WV          | 304-922-5308  |        | erica.d.harvey@wv.gov     |
| WVDOH               | Kevin Weiss         | "                                 | 304-887-0076  |        | kevin.e.weiss@wv.gov      |
| Action Construction | Mike Kerns          | 193 Turner Lane Walker WV. 26180  | 804/481-8771  |        | MikeKerns304@gmail.com    |
| Tri-State Roadway   | Dillon Burch        | PO Box 1231 Charleston, WV        | 304-755-8355  |        | dburch@tri-state-surf.com |
| VERTEX ROCK INC.    | JOE CUTLER          | 1250 CADET CT. MANASSAS, VA 20109 | 703-744-2121  |        | JOE@VERTEXROCK INC. WV    |

\*One Vendor Per Representative - No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

# Pre-Bid Sign-In Sheet

Solicitation Number: CRFQ 0803 DOT 26\*17  
 Date of Pre-Bid Meeting: 9/25/25 9:00AM  
 Location of Prebid Meeting: 1028 - 454 New Hope Rd Pctn, WV

## Please Note:

Vendors must sign-in on this sheet to verify attendance at the Pre-Bid meeting. Failure to legibly sign in may be grounds for declaring a vendor ineligible to bid. For further verification, please also provide a business card if possible.

| Firm Represented:* | Rep Name (Printed): | Firm Address:                                 | Telephone #:    | Fax #: | Email:                       |
|--------------------|---------------------|-----------------------------------------------|-----------------|--------|------------------------------|
| QXO                | LEE<br>MCCLANAHAN   | 1616 PENN'SYLVANIA AVE<br>CHARLESTON WV 25302 | 304<br>638-7663 |        | LEE.MCCLANAHAN@<br>QXO.COM   |
| AAK                | Keith Anderson      | Kennsville, NC                                | 3368333330      |        | PC@aacrc.com                 |
| DDH                | Lee Poff            | 454<br>New Hope Road,<br>Pctn, WV             | 304-887-9300    |        | PC<br>Colon.L.Poff@aacrc.gov |
| DOH                | Mike<br>Dixon       | 270 Hardwood<br>Lane<br>Princeton WV          | 304-646-8118    |        | Michael.W.Dixon<br>@WVU.GOV  |
|                    |                     |                                               |                 |        |                              |
|                    |                     |                                               |                 |        |                              |

\*One Vendor Per Representative - No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ DOT26\*17**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

|                                                    |                                          |
|----------------------------------------------------|------------------------------------------|
| <input type="checkbox"/> Addendum No. 1            | <input type="checkbox"/> Addendum No. 6  |
| <input checked="" type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Action Construction  
Company

[Signature]

Authorized Signature

10-6-25  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

**SOLICITATION NUMBER: CRFQ DOT26\*17**  
**Addendum Number: 2**

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☒ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☐ Other

**Description of Modification to Solicitation:**

- 1. Attach vendor questions and responses.**

**No other changes**

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



## **TECHNICAL QUESTIONS**

### **CRFQ DOT 2600000017 MERCER CO. HEADQUARTERS ROOF REPLACEMENT**

1. The Specifications shows for ½ inch OSB to go on top of the insulation. We cannot do that because it will void the Warranty. With the taper system being installed, that will consist of two layers. You do not need a cover board for a 20 year warranty. So my question is, do you still want to install a cover board?

**Answer:** Yes, we do wish to have cover board. It is to be a minimum High- Density (HD) cover board, consisting of 2 layers with staggered joints.

2. In the Specifications, it shows for the insulation R value to be a minimum of R2.5 and an average R value of R25. It must either be an average R value or a minimum R value so that we don't have to build up the edge with a lot of extra woodwork that will not be known until we do the work. An average R value is usually used on garages, workshops, etc. My question is, do you want to use the average or minimum R value insulation?

**Answer:** The specs call for a low-rise foam, a minimum of 2.5 inches.

The specs call for an average R-Value of tapered insulation shall be R-25 at a minimum.



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

|                                                             |                            |                         |                                                                                    |
|-------------------------------------------------------------|----------------------------|-------------------------|------------------------------------------------------------------------------------|
| <b>Proc Folder:</b> 1770803                                 |                            |                         | <b>Reason for Modification:</b><br>ADDENDUM NO_2<br>Vendor Questions and Responses |
| <b>Doc Description:</b> Mercer County HDQs Roof Replacement |                            |                         |                                                                                    |
| <b>Proc Type:</b> Central Purchase Order                    |                            |                         |                                                                                    |
| <b>Date Issued</b>                                          | <b>Solicitation Closes</b> | <b>Solicitation No</b>  | <b>Version</b>                                                                     |
| 2025-10-01                                                  | 2025-10-14 13:30           | CRFQ 0803 DOT2600000017 | 3                                                                                  |

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :**

**Address :**

**Street :**

**City :**

**State :**

**Country :**

**Zip :**

**Principal Contact :**

**Vendor Contact Phone:**

**Extension:**

**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

|                                                                                                 |
|-------------------------------------------------------------------------------------------------|
| <b>ADDITIONAL INFORMATION</b>                                                                   |
| ADDENDUM NO_2                                                                                   |
| Addendum No_2 issued to publish and distribute the attached information to the Vendor Community |

|                                                                               |                                                                               |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>INVOICE TO</b>                                                             | <b>SHIP TO</b>                                                                |
| DIVISION OF HIGHWAYS<br>DISTRICT TEN<br>270 HARDWOOD LN<br>PRINCETON WV<br>US | DIVISION OF HIGHWAYS<br>DISTRICT TEN<br>270 HARDWOOD LN<br>PRINCETON WV<br>US |

| Line | Comm Ln Desc | Qty | Unit Issue | Unit Price | Total Price |
|------|--------------|-----|------------|------------|-------------|
| 1    | Roof systems |     |            |            |             |

|                  |                     |                      |                |
|------------------|---------------------|----------------------|----------------|
| <b>Comm Code</b> | <b>Manufacturer</b> | <b>Specification</b> | <b>Model #</b> |
| 25174100         |                     |                      |                |

**Extended Description:**  
Roof systems

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