



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 1

List View

- General Information**
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1972362

Procurement Type: Central Purchase Order

Vendor ID: VS0000014990

Legal Name: VERTEX ROOFING CONTRACTORS INC

Alias/DBA:

Total Bid: \$980,000.00

Response Date: 06/26/2026

Response Time: 16:17

Responded By User ID: neckley02

First Name: Nicole

Last Name: Eckley

Email: nicole@vertexroofinc.com

Phone: 7037942121

SO Doc Code: CRFQ

SO Dept: 0310

SO Doc ID: DNR2600000020

Published Date: 6/18/26

Close Date: 6/30/26

Close Time: 13:30

Status: Closed

Solicitation Description: Wildlife Elkins Operations Center New Roof

Total of Header Attachments: 1

Total of All Attachments: 1

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Building and Facility Construction and Maintenance Services				980000.00

Comm Code	Manufacturer	Specification	Model #
72000000			

Commodity Line Comments:

Extended Description:

New Roof Construction - EOC



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: 1972362

Doc Description: Wildlife Elkins Operations Center New Roof

Reason for Modification:

Addendum #1 is issued to publish agency responses to all vendor questions, publish pre-bid sign in s..... See Page 2 for complete info

Proc Type: Central Purchase Order

Date Issued	Solicitation Closes	Solicitation No	Version
2026-06-18	2026-06-30 13:30	CRFQ 0310 DNR2600000020	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code: VS0000014990

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

Joseph (Josh) E Hager III

(304) 558-2306

joseph.e.hageriii@wv.gov

**Vendor
 Signature X**

FEIN# 45-3744003

DATE 06/26/2026

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

Reason for Modification:

Addendum #1 is issued to publish agency responses to all vendor questions, publish pre-bid sign in sheet, additional project clarifications and to extend the bid close date until 6/30/2026 @ 1:30 PM ET.

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of the WV Division of Natural Resources to establish a contract for the complete replacement of the roof at the Elkins Operations Center as well as two (2) auxiliary structures per the attached specifications and terms and conditions.

INVOICE TO		SHIP TO	
DIVISION OF NATURAL RESOURCES 112 CALIFORNIA AVENUE BLDG 4 CHARLESTON WV US		DIVISION OF NATURAL RESOURCES WILDLIFE RESOURCES SECTION ELKINS OPERATIONS CENTER 738 WARD RD ELKINS WV US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Building and Facility Construction and Maintenance Services	1	LS	\$980,000.00	\$980,000.00

Comm Code	Manufacturer	Specification	Model #
72000000	Garland		

Extended Description:

New Roof Construction - EOC

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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	Document Phase	Document Description	Page
DNR2600000020	Final	Wildlife Elkins Operations Center New Roof	3

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

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) Jonathan Zimmer President

(Address) 12050 Cadet Ct. Manassas, Virginia 20109

(Phone Number) / (Fax Number) 703-794-2121

(email address) Jon@vertexroofinc.com Nicole@vertexroofinc.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through w/OASIS, 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.

Vertex Roofing Contractors, Inc

(Company)

(Signature of Authorized Representative)

Jonathan Zimmer President

(Printed Name and Title of Authorized Representative) (Date)

703-794-2121

(Phone Number) (Fax Number)

Jon@vertexroofinc.com Nicole@vertexroofinc.com

(Email Address)

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ 0310 DNR260000020

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 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 addenda may be cause for rejection of this bid. I further understand 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.

Vertex Roofing Contractors, Inc.

Company



Authorized Signature

8/26/2026

Date

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

REQUEST FOR QUOTATION
WV DNR Elkins Operations Center
New Roof Construction

13. 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.

14. 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:

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

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

14.3. Vendor shall notify Agency immediately of any lost, stolen, or missing card or key.

14.4. Anyone performing under this Contract will be subject to Agency's security protocol and procedures.

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

15. MISCELLANEOUS:

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

Contract Manager: Nicole Eckley

Telephone Number: 703-794-2121

Fax Number: N/A

Email Address: Jon@vertexroofinc.com
nicole@vertexroofinc.com

REQUEST FOR QUOTATION
WV DNR Elkins Operations Center
New Roof Construction

15.2. Owner's Representative: Owner's representative for notice purposes is

Name: Edward Rains

Telephone Number: 304-236-0415

Fax Number: _____

Email Address: edward.l.raines@wv.gov

EXHIBIT A – PRICING PAGE
WV DNR Elkins Operations Center
New Roof Construction

Name of Vendor:

Vertex Roofing Contractors, Inc

Address of Vendor:

12050 Cadet Ct. Manassas, Virginia 20109

Phone Number of Vendor:

703-794-2121

WV Contractors License No.

WV- 051075

We, the undersigned, having examined the site and being familiar with the local conditions affecting the cost of the work and also being familiar with the general conditions to bidders, drawings, and specifications, hereby proposes to furnish all materials, equipment, and labor to complete all work in a workmanlike manner, as described in the Bidding documents.

"A" Base Bid

The Base Bid shall consist of all the work described in the Bidding Documents including the Plans, Project Manual, and any addendums not identified as an additive alternate.

Total Base Bid:

Lump sum for all labor, materials, and equipment necessary for a complete project.

Written in numbers.

\$ 980,000.00

Total Base Bid: "A"

Lump sum for all labor, materials, and equipment necessary for a complete project.

Written in words.

Nine Hundred Eighty Thousand Dollars

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, Virginia 20109-7891, 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 Obligee, in the penal sum of Five Percent of the Total Bid (\$ 5%) 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
Elkins Operations Center Roof Replacement Project

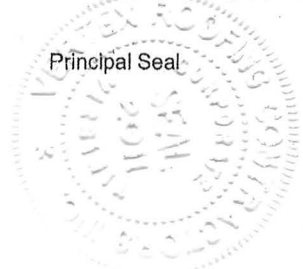
NOW THEREFORE,

- (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 Obligee 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 30th day of June , 2026 .

Principal Seal



Vertex Roofing Contractors, Inc
(Name of Principal)
By Nicole Eckley
(Must be President, Vice President, or
Duly Authorized Agent)
Vice 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. 2681970

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
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 30th day of June, 2026



Christopher C. Zwygart
Christopher C. Zwygart
Secretary

While a bond(s) is active, a bonded principal is a member of West Bend Mutual Holding Company. Please visit <https://www.thesilverlining.com/annual-meeting> for details regarding the annual membership meeting and your voting rights.



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. Zwiygart".

Christopher C. Zwiygart
Secretary



West Bend Insurance Company



**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:

- I am an employee of Vertex Roofing Contractors, Inc.; and,
(Company Name)
- 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: [Signature]

Title: President

Company Name: Vertex Roofing Contractors, Inc.

Date: 6/26/2026

STATE OF ~~WEST VIRGINIA~~ Virginia

COUNTY OF Prince William, TO-WIT:

Taken, subscribed and sworn to before me this 26 day of June, 2026.

By Commission expires March 31, 2028

(Seal)

NICOLE FAYE ECKLEY NOTARY PUBLIC REG. #7517451 COMMONWEALTH OF VIRGINIA MY COMMISSION EXPIRES 03/31/2028
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[Signature]
(Notary Public)