



DEPARTMENT OF THE ARMY  
ADJUTANT GENERAL'S OFFICE  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
1707 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1026

MEMORANDUM

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**DATE:** July 21, 2022

**TO:** Mr. W. Michael Sheets, Director  
West Virginia Division of Purchasing

**FROM:** Mr. Chuck Bowman, Procurement Manager  
West Virginia Office of the Adjutant General

**RE:** Request for Emergency Purchase

On 7/08/2022, the Point Pleasant BII Building suffered severe roof damage because of a thunderstorm cell that occurred in the area that evening. It was Monday, July 11, before the damage was noticed by a caretaker that was mowing grass and noticed several roof fasteners on the ground. The caretaker entered the building and discovered massive amounts of water on the floor. He accessed the roof and discovered the roofing membrane rolled back and the decking exposed on a significant portion of the roof.

The Division of Engineering & Facilities was contracted and informed of the situation. The caretaker was instructed to get the roof covered as soon as possible. I gave preliminary Emergency Purchasing approval and our office contacted Tri-State Roofing. The contractor arrived July 14, conducted an inspection of the situation and offered two options, one for repairing the affected area only and one for total roof replacement.

Copies of both proposals are attached with this memo along with photos of the damaged roof and building interior.

We have filed a claim with BRIM and are waiting to find out which option they will entertain and approve.

With that, we respectfully request permission to utilize the emergency procurement process as this project will exceed the delegated limit, in accordance with section 6.3.3 Emergency Purchases Exceeding the Delegated Limit of the WV Purchasing Division Handbook and WV Code §5A-3-15.

Thank you in advance for your consideration of this request.

Sincerely,  


Chuck Bowman  
Procurement Manager  
304.561.6654  
[Charles.A.Bowman26.nfg@army.mil](mailto:Charles.A.Bowman26.nfg@army.mil)













**CONTRACTORS FOR:**

ROOFING  
INDUSTRIAL SHEETING  
SHEET METAL FABRICATION AND ERECTION  
HEATING & AIR CONDITIONING SYSTEMS  
& SERVICE

**ROOFING & SHEET METAL COMPANY**

PO BOX 1949 PARKERSBURG, WV 26102 - SHIPPING: 101 SOUTH MEADVILLE ROAD, DAVISVILLE, WV 26142  
PHONE (304) 485-6593 • FAX (304) 485-2841 • CONTRACTOR LICENSE #WV004542  
E-Mail: parkersburg@tri-stateservice.com Website: www.tri-stateservicegroup.com

To: Mr. Christopher Griffith  
WV Army National Guard  
4194 Ohio River Road  
Point Pleasant, WV 25550

Date: July 15, 2022

Re: 279 Fairground Road, Pt. Pleasant, WV- Emergency Roof Repair

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**Note:** This is a repair quote for the wind damaged portion of the roof. No guarantees or warranties on roof repairs. Tri-State recommends full roof system replacement.

**DESCRIPTION OF WORK TO BE PERFORMED:**

- Remove loose EPDM (over approximately 50% of the roof area).
- Remove existing wet insulation and replace with 1 1/2" Polyiso.
- Adhere .060 EPDM and splice into existing roof membrane.
- The tie into existing membrane may leak due to weathering of old membrane.
- Remove and dispose of all debris generated by our work.

**TOTAL PRICE:**

**ONE HUNDRED FIFTY SIX THOUSAND FOUR HUNDRED DOLLARS: ..... \$156,400.00**

\*In the event the price of any freight, materials, products or labor to be used in this work should increase 5% or greater from the price at which the freight/material/product/labor was available to the contractor at the time of submission of this proposal, then the price quoted shall be increased to reflect the additional cost.

**ACCEPTED:**

Firm/Owner: \_\_\_\_\_

TRI-STATE ROOFING & SHEET METAL COMPANY

By: \_\_\_\_\_

By: JP Hushion

Title: \_\_\_\_\_

Title: SEPL

Date: \_\_\_\_\_

Date: July 15, 2022

The terms and conditions set forth on the reverse side are a part of this proposal and contract. This Proposal is subject to revision or withdrawal by Tri-State until communication of acceptance, and may be revised after communication of acceptance where an inadvertent error by Tri-State has occurred. This Proposal expires thirty (30) days after the date stated above, unless Tri-State Roofing & Sheet Metal Company expressly agrees to an extension in writing.

(See reverse side for terms and conditions)



CONTRACTORS FOR:

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To: Mr. Christopher Griffith
WV Army National Guard
4194 Ohio River Road
Point Pleasant, WV 25550

Date: July 15, 2022

Re: 279 Fairground Road, Pt. Pleasant, WV- Emergency Roof Replacement

Note: Existing roof system consists of EPDM membrane, 1/2" HD Wood Fiber, and 1" EPS over metal deck. Replacement quote uses polyiso in lieu of EPS due to flammability of EPS, 1.5" polyiso is needed for enough rigidity to span metal deck flutes. Button cap systems are no longer manufactured. Adhered system is quoted as 'like' replacement.

DESCRIPTION OF WORK TO BE PERFORMED:

- Remove existing roof system to expose wood deck.
Mechanically fasten (1) layer of 1.5" polyiso insulation and (1) layer of 1/2" high density wood fiber cover board to metal deck.
Install tapered insulation crickets between through wall scupper drains to reduce ponding water along walls.
Adhere .060 EPDM membrane over insulation. Flash up and over parapet walls.
Fabricate and install .040 mill finished aluminum coping at top of parapet walls.
Fabricate and install (12) stainless steel through wall scupper sleeves. Existing aluminum leader heads and downspouts to remain.
Remove and dispose of all debris generated by our work.
Furnish a 20 year manufacturer's warranty.
Quote includes all permits, taxes, and fees.

TOTAL PRICE:

TWO HUNDRED SEVENTY-FOUR THOUSAND NINE HUNDRED FORTY DOLLARS:..... \$274,940.00

\*In the event the price of any freight, materials, products or labor to be used in this work should increase 5% or greater from the price at which the freight/material/product/labor was available to the contractor at the time of submission of this proposal, then the price quoted shall be increased to reflect the additional cost.

ACCEPTED:

Firm/Owner: TRI-STATE ROOFING & SHEET METAL COMPANY
By: JP Hushion
Title: SEPL
Date: July 15, 2022

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