



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: 12-16-2024

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 4006 GSD2400000022 3	Procurement Folder:	1420333
Document Name:	Building 6 7th & 8th Floor Restroom Renovations Project	Reason for Modification: Change Order No. 2 To reduce the contract.	
Document Description:	Building 6 7th & 8th Floor Restroom Renovations Project		
Procurement Type:	Central Purchase Order		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-08-05
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-11-18

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	VS0000021297	Requestor Name:	Kari J Westfall	
START TO FINISH CONSTRUCTION LLC		Requestor Phone:	304-352-5492	
6982 CHARLESTON RD		Requestor Email:	kari.j.dean@wv.gov	
WALTON	WV	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
US	25286-8844			
Vendor Contact Phone:	3045326655			Extension:
Discount Details:				
	Discount Allowed	Discount Percentage	Discount Days	
#1	No	0.0000	0	
#2	Not Entered			
#3	Not Entered			
#4	Not Entered			

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 6 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

12/23/24 GC

Total Order Amount:	\$469,800.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H. 12/23/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. 1/10/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>1-10-25</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 2 is issued to decrease the original contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders, except that the lump sum is decreased as defined in the attached documentation.

Effective Date of Change December 13, 2024

Original Contract Price \$480,000.00
Change Order 2 decrease (\$10,200.00)
New Contract total \$469,800.00

No other changes

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	469800.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Building 6 7th & 8th Floor Restroom Renovations Base Bid

Extended Description:

See Exhibit A - Pricing page



Document G701™ – 2017

Change Order

PROJECT: Building 6 7th and 8th Floor Renovations

CONTRACT INFORMATION:
Date: 8/5/24

CHANGE ORDER INFORMATION:
Change Order Number: 001
Date: 12/10/24

OWNER: General Services Division
1900 Kanawha Blvd. East
Charleston, WV 25305

ARCHITECT: GSD/A-E
1900 Kanawha Blvd. East
Charleston, WV 25305

CONTRACTOR: Start to Finish Construction, LLC
6982 Charleston Road
Walton, WV 25286

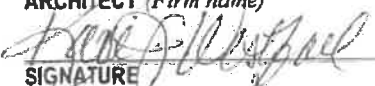
THE CONTRACT IS CHANGED AS FOLLOWS:

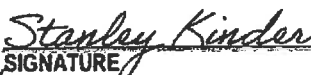
(Switched from Contractor supplied hand dryers to Owner supplied paper towel dispensers, and changes to HVAC needing done due to prior work that had already been done.

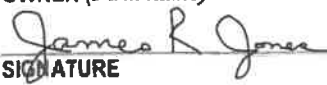
The original Contract Sum was	\$ 480,000
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 480,000
The Contract Sum will be increased by this Change Order in the amount of	\$ -10,200
The new Contract Sum including this Change Order will be	\$ 469,800
The Contract Time will be increased by Sample (0) days.	
The new date of Substantial Completion will be	

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

GSD/A-E
 ARCHITECT (Firm name)

 SIGNATURE
 KARI J. WESTFALL/PM
 PRINTED NAME AND TITLE
 12.13.24
 DATE

Start to Finish Construction, LLC
 CONTRACTOR (Firm name)

 SIGNATURE
 Stanley Kinder, Project Manager
 PRINTED NAME AND TITLE
 12/10/24
 DATE

General Services Division
 OWNER (Firm name)

 SIGNATURE
 James R. Jones, Proc. Admin.
 PRINTED NAME AND TITLE
 12/13/2024
 DATE



START TO FINISH CONSTRUCTION, LLC
GENERAL CONTRACTOR SERVICES

G701 Cover Sheet

Deduction 1- Switched contractor supplied Hand Dryers to Owner
supplied paper towel dispensers= -\$3200

Deduction 2- Changes to the HVAC systems in the plans as some was
already completed= -\$7,000



Approved
[Signature]

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

John K. McHugh
Acting Cabinet Secretary

John K. McHugh
Director

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division

From: James R. Jones, Procurement Administrator

James R. Jones

Date: December 13, 2024

Ref: Change Order #2 – CPO GSD240000022 – Bldg. 6 7th & 8th Flr. Restroom Renovations

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#5) to our contract (CPO GSD240000022) with Start to Finish Construction, LLC for Building 6 7th & 8th Floor Restroom Renovations Project. Per the documentation attached here and to the Header of the WV OASIS procurement document, we are requesting an decrease of \$10,200.00, as a result of work that was not required of the Vendor. The Agency supplied Hand Dryers and Paper Towel Dispenser to ensure consistency of equipment throughout the building. In addition, another project had addressed HVAC changes that had been included in the original contract.

Original Contract Award Amount	=	\$480,000.00
Change Order #2 (reduction)	=	(\$ 10,200.00)
New Contract Amount	=	\$469,800.00

Please make this increase effective immediately.

If you have any questions or need additional information, please contact me via email at James.R.Jones@wv.gov or by phone at (304) 352-5517.

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Business Organization Detail

NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.

START TO FINISH CONSTRUCTION LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	11/19/2019		11/19/2019	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock
Charter County	Roane	Control Number	9AT70
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	6982 CHARLESTON RD WALTON, WV, 25286
Mailing Address	6982 CHARLESTON RD WALTON, WV, 25286
Notice of Process Address	MISTI KINDER 6982 CHARLESTON RD WALTON, WV, 25286
Principal Office Address	6982 CHARLESTON RD WALTON, WV, 25286
Type	Address

Officers	
Type	Name/Address
Member	STEVEN A. KINDER 6982 CHARLESTON RD WALTON, WV, 25286
Member	MISTI D. KINDER 6982 CHARLESTON RD WALTON, WV, 25286
Organizer	WVSV LLC 6982 CHARLESTON RD WALTON, WV, 25286
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
Date filed	

For more information, please contact the Secretary of State's Office at 304-558-8000.

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"Dougherty Co." ×

"Start to Finish" ×

Entity ∨

Location ∧

Zip Code

e.g. 20001

State / Territory

Select State / Territory ∨

West Virginia ×

City

Select State (Optional) ∨

Select City ∨

Country

Select Country ∨

Status ∧

- Active
- Inactive

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>12/19/2024</u> Solicitation No. _____ C/O # 2	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. _____ PF No.: 1420333
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

#	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: *Melissa K. Patton, Senior Buyer*

*MELP
12/19/2022*