



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

State of West Virginia
Purchase Order

CORRECT ORDER NUMBER MUST APPEAR
 ON ALL PACKAGES, INVOICES, AND
 SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Date: 07-26-2024

Order Number:	CPO 0211 4006 GSD240000022 2	Procurement Folder:	1420333
Document Name:	Building 6 7th & 8th Floor Restroom Renovations Project	Reason for Modification: Change Order 1 To Issue Notice to Proceed	
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 6982 CHARLESTON RD		Requestor Phone:	304-352-5492	
WALTON WV 25286-8844		Requestor Email:	kari.j.dean@wv.gov	
US		<div style="font-size: 2em; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
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

7/26/24 6L

Total Order Amount:	\$480,000.00
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Purchasing Division's File Copy

MKP 07/26/2024

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara [Signature]</i> 7/26/2024 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John L. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>[Signature]</i> 7-31-24 ELECTRONIC SIGNATURE ON FILE
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7/31/2024

Extended Description:

Change Order

Change Order No. 1 is issued to establish effective start and effective end dates and to issue the Notice to Proceed for the contract according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Contract Term: 8/5/2024 through 11/18/2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	480000.00
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



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

July 26, 2024

Start to Finish Construction LLC
6982 Charleston Rd.
Walton, WV 25286-8844

Attn: Stanley Kinder

NOTICE TO PROCEED

Per issuance of Purchase Order Number CPO GSD240000022, this is your notification to commence work on Monday, August 5, 2024, to provide all equipment, materials and incidentals for services related to Building 6 7th & 8th Floor Restroom Renovations, per the bid requirements, terms, and conditions of CRFQ GSD2400000025.

Given the contract's terms and conditions, you have One Hundred and Five (105) calendar days from the issuance of the Notice to Proceed for Final Completion. The contract start date is August 5, 2024, with Substantial Completion to be Sunday, November 3, 2024 and Final Completion to be Monday, November 18, 2024.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5517, or e-mail at James.R.Jones@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "James R. Jones".

James (Jamie) R. Jones, Procurement Administrator

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West Virginia Secretary of State — Online Data Services

Business and Licensing

Online Data Services Help

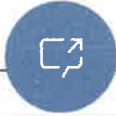
Business Organization Detail

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

Officers	
Type	Name/Address
Member	STEVEN A. KINDER 6982 CHARLESTON RD WALTON, WV, 25286
Member	CHRISTOPHER W. KINDER 705 CLARK DR. WALTON, WV, 25177
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.

Friday, July 26, 2024 — 1:31 PM

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Any Words

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e.g. 123456789, Smith Corp

"Start to Finish Construction LLC" x

Entity ▼

Location ▼



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MKP</u> Date: <u>07/26/2024</u>	Agency: General Services Division
Solicitation No. _____	Procurement Officer Submitting Requisition: Jamie Jones
_____	Requisition No. _____
C/o I NTP	PF No.: 1420333

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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 type="checkbox"/>	<input checked="" 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. Lettrey, Senior Buyer*