



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: 08-01-2024

Order Number:	CPO 0403 0013 DBS2400000007 2	Procurement Folder:	1373293
Document Name:	WVSDB PE Roof Replacement and related construction	Reason for Modification: Change Order 01 To Issue Notice to Proceed	
Document Description:	WVSDB PE Roof Replacement and related construction		
Procurement Type:	Central Purchase Order		
Buyer Name:	Joseph E Hager III		
Telephone:	(304) 558-2306		
Email:	joseph.e.hageriii@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-06-24
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-10-21

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000193847			Requestor Name:	Tabitha J Crist
HITE ASSOCIATES INC 11521 MINOR AVE				Requestor Phone:	(304) 822-4810
CUMBERLAND MD 21502				Requestor Email:	tabitha.crist@k12.wv.us
US				<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 18px;">FILE LOCATION _____</div>	
Vendor Contact Phone:	999-999-9999	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
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST
ROMNEY WV 26757-1894	ROMNEY WV 26757-1894
US	US

8/5/24-60

Purchasing Division's File Copy

Total Order Amount:	\$526,900.00
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PURCHASING DIVISION AUTHORIZATION DATE: <i>Tanya K...</i> 8/2/24 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>...</i> 8-6-24 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order 01

To establish the contract 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 Terms: 6/24/2024 - 10/21/2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000		0.000000	526900.00
Service From	Service To	Manufacturer	Model No		
2024-06-24	2024-10-21				

Commodity Line Description: Roofing Service

Extended Description:

Roof Replacement and related construction



June 24, 2024

Mr. Randy Rice
Hite Associates, Inc.
11521 Minor Ave
Cumberland, MD 21502

Re: West Virginia Schools of the Deaf and Blind
PE Roof Replacement and Related Construction - CPO 0403 0013 DBS2400000007 1
Changer Order #1: Notice To Proceed

Dear Mr. Rice:

You are notified to proceed with construction on the subject project on June 24, 2024. The 120-day contract time requires that all work be completed by October 21, 2024. Liquidated damages may be assessed in the amount of \$0.00 per calendar day after this date.

If you have any questions, please contact me at 304.767.3184.

Sincerely,

A handwritten signature in black ink that reads 'Barrow Koslosky'.

Barrow Koslosky, AIA, Construction Administrator

cc: Tabitha Crist, WV DOE
Jacob Bonar, WV DOE
Clayton Burch, WV SDB
Chris Campbell, AIA, ZMM, Inc.
File

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Business and Licensing

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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.

HITE ASSOCIATES, INCORPORATED

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/18/1991		12/18/1991	Foreign	Profit			

Organization Information			
Business Purpose	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)	Capital Stock	0.0000
Charter County		Control Number	0
Charter State	MD	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	11521 MILNOR AVE. CUMBERLAND, MD, 21502
Mailing Address	P.O. BOX 1273 CUMBERLAND, MD, 215011273 USA
Notice of Process Address	MARK FARRIS 11521 MILNOR AVENUE CUMBERLAND, MD, 21502
Principal Office Address	11521 MILNOR AVENUE CUMBERLAND, MD, 21502 USA
Type	Address

Officers	
Type	Name/Address
Director	MARK FARRIS, RANDY CIRILLO 14810 BOURBON STREET SW CUMBERLAND, MD, 21502
President	RANDY RICE 14810 BOURBON ST., SW CUMBERLAND, MD, 21502
Secretary	SCOTT R. RICE 15824 WOODSVIEW DR SW FROSTBURG, MD, 21532
Treasurer	SEAN D. FRADISKA 10605 PEARL VIEW PLACE LA VALE, MD, 21502
Vice-President	MARK FARRIS & RANDY CIRILLO, CARL BELT, JR. 13119 QUARRY RIDGE RD SW CUMBERLAND, MD, 21502
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
HITE ROOFING	TRADENAME	7/24/1995	
DBA Name	Description	Effective Date	Terminator



DLA CAGE Outage Show Details
Aug 2, 2024



See All Alerts

Important Reqs and Certs Update Show Details
Jul 18, 2024



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All Words

e.g. 1606N020Q02

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Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By



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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

"HITE ASSOCIATES INC." ×

- Classification ∨
- Excluded Individual ∨
- Excluded Entity ∨
- Federal Organizations ∨
- Exclusion Type ∨
- Exclusion Program ∨
- Location ∨
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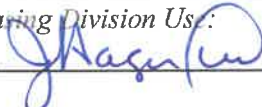
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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u></u> Date: <u>8-2-24</u> Solicitation No. <u>CPO DBS 24*07</u> <u>C/O # 1</u>	Agency: WVSDDB Procurement Officer Submitting Requisition: Tabitha Crist Requisition No. CPO DBS 24*07 Change Order #1 PF No.: 1373293
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: _____

