



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: 11-13-2024

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 0603 0603 ADJ2500000014 2	Procurement Folder:	1477107
Document Name:	Buckhannon USPFO Restroom Renovations(Construction)	Reason for Modification:	Change Order 01: To Issue Notice to Proceed
Document Description:	Buckhannon USPFO Restroom Renovations(Construction)		
Procurement Type:	Central Purchase Order		
Buyer Name:	David H Pauline		
Telephone:	304-558-0067		
Email:	david.h.pauline@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-11-04
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-07-02

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000170852	Requestor Name:	Robert A Skaggs
LYTLE CONSTRUCTION CORP 102 BIERER LN MORGANTOWN WV 26508-9098 US		Requestor Phone:	(304) 561-6550
Vendor Contact Phone:	999-999-9999	Requestor Email:	robert.a.skaggsii.nfg@army.mil
Discount Details:		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>	
Discount Allowed	Discount Percentage Discount Days		
#1	No 0.0000 0		
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR CHARLESTON WV 25311 US	BUILDING TRADE SPECIALIST UNITED STATES PROPERTY FISCAL OFFICE 50 ARMORY RD BUCKHANNON WV 26201-8818 US

CR 11-15-24

Total Order Amount:	\$1,040,467.00
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Purchasing Division's File Copy

<i>11/14/24</i> PURCHASING DIVISION AUTHORIZATION DATE: <i>JA 11.14.24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>11-19-24</i> ELECTRONIC SIGNATURE ON FILE
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11/19/2024

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 order.

Contract Term: 11/04/2024 through 07/02/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	1021403.00
Service From	Service To	Manufacturer	Model No		
2024-11-04	2025-07-02				

Commodity Line Description: Buckhannon USPFO Restroom Renovations(Construction)

Extended Description:

Refer to Bid Form to input pricing.

BASE BID-Provide labor, materials, tools, supplies and equipment to renovate restrooms per the attached documentation.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72000000	0.00000		0.000000	19064.00
Service From	Service To	Manufacturer	Model No		
2024-11-04	2025-07-02				

Commodity Line Description: ALTERNATE NO.1- Replacement of additional flooring

Extended Description:

ALTERNATE NO. 1-Replacement of additional flooring as indicated on the drawings.

**WEST VIRGINIA ARMY NATIONAL GUARD
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE
DIVISION OF ENGINEERING & FACILITIES
1707 Coonskin Drive
Charleston, West Virginia, 25311-1085**

18 OCT 2024

NOTICE TO PROCEED

TO: Lytle Construction Corp
102 Bierer Ln
Morgantown, WV 26508

FROM: West Virginia Army National Guard
CFMO – Division of Engineering & Facilities
1707 Coonskin Drive
Charleston, WV 25311

SUBJECT: Notice to Proceed for the Buckhannon USPFO Restroom Renovations

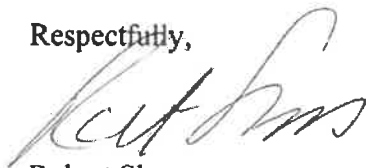
NOTICE TO PROCEED DATE: 4 NOV 2024

Lytle Construction Corp is authorized to proceed with work as per the Contract Documents for Contract number ADJ25*014. Work should begin by **4 NOV 2024** and last for a term of **240** days, with work completed no later than **2 JULY 2025**.

Please provide all submittals for this project immediately for approval.

If you have any questions please contact Mr. Robert Skaggs at 304-719-8745.

Respectfully,



Robert Skaggs
Technical Analyst

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>11/14/2024</u> Solicitation No. <u>CPO ADJ25*14</u>	Agency: WV Adjutant General/WVANG <hr/> Procurement Officer Submitting Requisition: Cara M. Suppa <hr/> Requisition No. CPO ADJ250000014 - CO1 NTP Buckhannon USPFO Restroom Reno (Construction) <hr/> PF No.: 1477107
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

FOR CHANGE ORDERS/RENEWALS:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
20	Federal debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: David Pauline

REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** RE **Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**

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Business Organization Detail

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LYTLE CONSTRUCTION CORPORATION

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/19/2001		12/19/2001	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)	Capital Stock	2500.0000
Charter County	Monongalia	Control Number	44742
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	5.000000
Authorized Shares	500	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	102 BIERER LN MORGANTOWN, WV, 26508
Mailing Address	102 BIERER LN MORGANTOWN, WV, 26508
Notice of Process Address	RONALD G LYTLE 102 BIERER LANE MORGANTOWN, WV, 26508
Principal Office Address	102 BIERER LANE MORGANTOWN, WV, 26508
Type	Address

Officers	
Type	Name/Address
Director	RONALD G. LYTLE 103 BIERER LANE MORGANTOWN, WV, 26508
Incorporator	RONALD G LYTLE 1165 HAMPTON AVE MORGANTOWN, WV, 26505 USA
Incorporator	JENNIFER L LYTLE 1165 HAMPTON AVE MORGANTOWN, WV, 26505 USA
President	RONALD G. LYTLE 103 BIERER LANE MORGANTOWN, WV, 26508
Secretary	RONALD G. LYTLE 103 BIERER LANE MORGANTOWN, WV, 26508
Treasurer	RONALD G. LYTLE 103 BIERER LANE MORGANTOWN, WV, 26508
Vice-President	RONALD G. LYTLE 103 BIERER LANE MORGANTOWN, WV, 26508
Type	Name/Address

Name Changes	
Date	Old Name
1/18/2002	LYTLE CONSTRUCTION INCORPORATED
Date	Old Name

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Date	Amendment
1/18/2002	NAME CHANGE: FROM LYTLE CONSTRUCTION INCORPORATED
Date	Amendment

Annual Reports	
Filed For	Date filed
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017x	
2017	
2016	
2015	
2014	
2013	
2012	
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2010	
2009	
2008	
2007	
2006	
2005	
2004	
2003	
Date filed	

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

Thursday, November 14, 2024 — 6:52 AM

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e.g. 1606N020Q02

"lytle construction corp" ×

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