



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: 10-21-2024

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 ADJ2500000029 2	Procurement Folder:	1488702
Document Name:	Buckhannon USPFO Lighting Installation (Construction)	Reason for Modification:	Change Order 01: To Issue Notice to Proceed
Document Description:	Change Order 01: To Issue Notice to Proceed		
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:	2024-10-21
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-04-19

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000018890	Requestor Name:	Robert A Skaggs
RAA CONTRACTING		Requestor Phone:	(304) 561-6550
2682 CAMP GROUND RD		Requestor Email:	robert.a.skaggsii.nfg@army.mil
TUNNELTON	WV 26444		
US			
Vendor Contact Phone:	304-698-6660 Extension:		
<b>Discount Details:</b>			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

**2025**  
 FILE LOCATION \_\_\_\_\_

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 10-22-24*

Total Order Amount:	\$55,671.00
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Purchasing Division's File Copy

<i>OMP 10/22/24</i> PURCHASING DIVISION AUTHORIZATION DATE: <i>10.22.24</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>10-23-24</i> ELECTRONIC SIGNATURE ON FILE
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*10/23/2024*

**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: October 21, 2024 through April 19, 2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	55671.00
Service From	Service To	Manufacturer	Model No		
2024-10-21	2025-04-19				

**Commodity Line Description:** Buckhannon USPFO Lighting Installation (Construction)

**Extended Description:**

See attached Exhibit A Bid Form

Buckhannon USPFO Lighting Installation (Construction)



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

NGWV-FMO

18 October, 2024

**NOTICE TO PROCEED**

**TO:** RAA Contracting  
2682 Camp Ground Road  
Tunnelton, WV 26444

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

**SUBJECT:** Notice to Proceed for the West Virginia Army National Guard's USPFO Lighting Replacement.

**NOTICE TO PROCEED DATE: 21 October 2024**

RAA Contracting is authorized to proceed with work as per the Contract Documents for Contract number CPO-ADJ2500000029. Work should begin by 21 October 2024 and last for a term of 180 days, with work completed no later than **19 April, 2025**.

Please provide all submittals for this project immediately for approval.

The point of contact for this correspondence is the undersigned at 304-881-2369 or email at [craig.a.welch5.nfg@army.mil](mailto:craig.a.welch5.nfg@army.mil).

Respectfully,

A handwritten signature in black ink that reads "Craig Welch".

Craig Welch  
Project Manager  
WVARNG - CFMO

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: 8                      Date: 10/22/24  CPO ADJ25*29	Agency: WV Adjutant General/WVANG <hr/> Procurement Officer Submitting Requisition: Cara M. Suppa <hr/> Requisition No. CPO ADJ2500000029 - CO1 NTP <hr/> PF No.: 1488702
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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 ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<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.

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**Business Organization Detail**

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**RAA CONTRACTING LLC**

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC   Limited Liability Company	1/17/2024		1/17/2024	Domestic	Profit				

Organization Information									
<b>Business Purpose</b>					<b>Capital Stock</b>				
<b>Charter County</b>	Preston				<b>Control Number</b>				
<b>Charter State</b>	WV				<b>Excess Acres</b>				
<b>At Will Term</b>	A				<b>Member Managed</b>	MBR			
<b>At Will Term Years</b>					<b>Par Value</b>				
<b>Authorized Shares</b>					<b>Young Entrepreneur</b>	No			

Addresses	
Type	Address
<b>Designated Office Address</b>	2682 CAMP GROUND RD TUNNELTON, WV, 26444
<b>Mailing Address</b>	2682 CAMP GROUND RD TUNNELTON, WV, 26444 USA
<b>Notice of Process Address</b>	ROBERT AYERSMAN III 2682 CAMP GROUND RD TUNNELTON, WV, 26444
<b>Principal Office Address</b>	2682 CAMP GROUND RD TUNNELTON, WV, 26444 USA
Type	Address

Officers	
Type	Name/Address
<b>Member</b>	ROBERT AYERSMAN III 2682 CAMP GROUND RD TUNNELTON, WV, 26444
<b>Organizer</b>	ROBERT AYERSMAN III 2682 CAMP GROUND RD TUNNELTON, WV, 26444
Type	Name/Address

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

Tuesday, October 22, 2024 — 7:42 AM

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