



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: 01-14-2025

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

<b>Order Number:</b>	CPO 0803 0758 DOT2500000007 2	<b>Procurement Folder:</b>	1537544
<b>Document Name:</b>	LS Roof Replacement - 07250067	<b>Reason for Modification:</b> Change Order 01 To Cancel Contract	
<b>Document Description:</b>	LS Roof Replacement - 07250067		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	John W Estep		
<b>Telephone:</b>	304-558-2566		
<b>Email:</b>	john.w.estep@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	VC0000139352	<b>Requestor Name:</b>	Donna J Bishoff	
FIVE STAR ROOFING SYSTEMS INC 1119 S STATE ROAD 3		<b>Requestor Phone:</b>	304-269-8926	
HARTFORD CITY IN 47348 US		<b>Requestor Email:</b>	donna.j.bishoff@wv.gov	
<b>Vendor Contact Phone:</b>	000000000 Extension:	<div style="font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____		
<b>Discount Details:</b>				
<b>Discount Allowed</b>	<b>Discount Percentage</b>			<b>Discount Days</b>
#1 No	0.0000			0
#2 Not Entered				
#3 Not Entered				
#4 Not Entered				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT SEVEN DRAWER 1228 WESTON WV 26452 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS No City WV 99999 US

*CR 1-17-25*

<b>Total Order Amount:</b>	\$0.00
----------------------------	--------

Purchasing Division's File Copy

*JE 1/16/25*

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>1-17-25</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>1/21/2025</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>1-21-25</i> ELECTRONIC SIGNATURE ON FILE
--	---	--

**Extended Description:**

Change Order

Change Order No. 01 is issued to cancel this contract/purchase order in its entirety and all funds associated with the contact.

Effective date of cancellation 01/13/2025

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72152601	0.00000		0.000000	0.00
Service From	Service To	Manufacturer	Model No		

**Commodity Line Description:** Roof Replacement for 0721

**Extended Description:**

Roof Replacement for 0721



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

**Alanna J. Keller, P.E.**  
Deputy Secretary of Transportation  
Deputy Commissioner of Highways

**Jimmy Wriston, P. E.**  
Secretary of Transportation  
Commissioner of Highways

01/13/2025

Five Star Roofing Inc.  
1119 S State Road 3  
Hartford City, IN 47348

Re: Cancellation of Purchase Order CPO DOT2500000007

Dear Five Star Roofing Systems Inc.,

This letter serves as formal notification of the mutual cancellation of the Purchase Order CPO DOT2500000007, in the amount of \$125,550.00, dated 12/18/2024, between Five Star Roofing Systems Inc. and The West Virginia Division of Highways – District 7. Both parties have agreed to terminate the purchase order as of the date of this letter. Both parties acknowledge and agree that the Purchase Order is fully canceled, and no further actions will be required under this agreement.

Please sign below to acknowledge your agreement to the cancellation of the Purchase Order.

Vendor: \_\_\_\_\_

Agency Procurement Officer: \_\_\_\_\_

Sincerely,  
Amber Heath  
Assistant Director – Procurement Division  
WV Department of Transportation



*JW 1.17.25*

**WEST VIRGINIA DEPARTMENT OF TRANSPORTATION**

**Division of Highways**

**Office of the District Engineer/Manager  
District Seven**

**Post Office Box 1228 · Weston, West Virginia 26452 · (304) 269-0400**

**Alanna J. Keller, P.E.  
Deputy Secretary of Transportation  
Deputy Commissioner of Highways**

**Jimmy Wriston, P. E.  
Secretary of Transportation  
Commissioner of Highways**

**DATE**

**January 10, 2025**

**DATE: January 10, 2025**

**TO: Procurement**

**FROM: D7 Comptroller**

**SUBJECT: CPO Cancellation**

**Purchase Order Number: CPO 0803 DOT25\*07 Procurement Folder Number:**

**1537544 Purchase Order Description: LS Roof Replacement**

**I kindly request the cancellation of the awarded purchase order referenced above for the WV Division of Highways, District 7. Upon review, it has come to our attention that the specifications outlined in the order were flawed, and unfortunately, no vendor is able to fulfill the requirements as currently stated.**

**Thank you,  
Donna J. Bishoff  
D7 Comptroller**

You are viewing this page over a secure connection. Click here for more information.

## 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.*

### FIVE STAR ROOFING SYSTEMS, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	2/28/2012		2/28/2012	Foreign	Profit				

Organization Information									
<b>Business Purpose</b>	2389 - Construction - Special Trade Contractors - Other Specialty Trade Contractors (site prep, other specialty)			<b>Capital Stock</b>					
<b>Charter County</b>				<b>Control Number</b>	99TIT				
<b>Charter State</b>	IN				<b>Excess Acres</b>				
<b>At Will Term</b>				<b>Member Managed</b>					
<b>At Will Term Years</b>				<b>Par Value</b>					
<b>Authorized Shares</b>	0				<b>Young Entrepreneur</b>	Not Specified			

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	5400 D BIG TYLER RD CHARLESTON, WV, 25313
<b>Mailing Address</b>	1119 S STATE RD 3 HARTFORD CITY, IN, 47348 USA
<b>Notice of Process Address</b>	CHRIS SPEGAL 1119 S. STATE RD. 3 HARTFORD CITY, IN, 47348
<b>Principal Office Address</b>	1119 S. STATE RD. 3 HARTFORD CITY, IN, 47348 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	TAMMY SPEGAL 1119 S STATE RD 3 HARTFORD CITY, IN, 47348
<b>President</b>	CHRIS SPEGAL 1119 S. ST. RD. 3 HARTFORD CITY, IN, 47348
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
FIVE STAR COMMERCIAL ROOFING	TRADENAME	5/3/2013	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2025	
2024	
2023	

2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
<b>Date filed</b>

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

Thursday, January 16, 2025 — 9:15 AM

© 2025 State of West Virginia



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Sign In

Select Domain  
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By






### Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

- Any Words 
- All Words 
- Exact Phrase 

e.g. 123456789, Smith Corp

Five Star Roofing System 

Entity

Entity Name

No results found

Unique Entity ID

12345678901234567890

CAGE / NCAGE

Location



## No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>1/16/25</u>	Agency: WV DOT
Solicitation No. <u>CPO DOT25*07</u>	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CPO DOT2500000007
	PF No.: 1537544

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 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 type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: 