



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: 03-05-2026

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 0211 4028 GSD2500000014 5	<b>Change Order No:</b>	4	<b>Procurement Folder:</b>	1531431
<b>Document Name:</b>	WV Consolidated State Lab Facility - Site Grading Package			<b>Reason for Modification:</b>	
<b>Document Description:</b>	WV Consolidated State Lab Facility - Site Grading Package			Change Order No. 4 To extend the contract	
<b>Procurement Type:</b>	Central Purchase Order				
<b>Buyer Name:</b>	Tara Lyle				
<b>Telephone:</b>	(304) 558-2544				
<b>Email:</b>	tara.l.lyle@wv.gov				
<b>Shipping Method:</b>	Best Way		<b>Effective Start Date:</b>	2025-06-24	
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		<b>Effective End Date:</b>	2026-05-30	

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000104658	<b>Requestor Name:</b>	Richard C Atencio	
K & N CONTRACTING INC PO BOX 607		<b>Requestor Phone:</b>	304-352-5515	
ELKVIEW WV 25071		<b>Requestor Email:</b>	richard.c.atencio@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	999-999-9999			<b>Extension:</b>
<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
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA JOBSITE - SEE SPECIFICATIONS  No City WV 99999 US

*CR 3-13-26*  
 Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$1,973,320.13
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<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara Lyle 3/11/26</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>3/18/2026</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Cody Rouse 3-18-26</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order

Change Order No. 4 is issued to extend the original contract to May 30, 2026 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to allow for completion of all work involved in the original scope as well as the additional repairs for this change order.

Effective date of change 3/5/2026

Extend Contract From: 01/17/2026 to 5/30/2026

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	1884715.86
Service From	Service To	Manufacturer	Model No		
2025-06-24	2026-05-30				

**Commodity Line Description:** WV Consolidated State Lab Facility - Site Grading Package

**Extended Description:**

Total Bid Amount - Pricing pages attached to the purchase order.  
Including Change Order 2 increase of \$234,065.78

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72121103	0.00000		0.000000	88604.27
Service From	Service To	Manufacturer	Model No		
2025-06-24	2026-05-30				

**Commodity Line Description:** Change Order 3

**Extended Description:**



# AIA® Document G701® – 2017

## Change Order

<b>PROJECT:</b> <i>(Name and address)</i> WV Consolidated State Lab Facility - Site Grading Package	<b>CONTRACT INFORMATION:</b> Contract For: General Construction  Date: 06-24-2025	<b>CHANGE ORDER INFORMATION:</b> Change Order Number: 004 Rev  Date: 03-03-2026
<b>OWNER:</b> <i>(Name and address)</i> General Services Division Dept. of Administration 112 California Ave., Bldg. 4, 6th Floor Charleston, WV 25305	<b>ARCHITECT:</b> <i>(Name and address)</i> ZMM LLC  222 Lee Street West Charleston, WV 25302	<b>CONTRACTOR:</b> <i>(Name and address)</i> K & N Contracting Inc.  PO Box 607 Elkview, WV 25071

### THE CONTRACT IS CHANGED AS FOLLOWS:

*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

\*No-cost change order to extend contract for installation of asphalt paving of entrance road

The original was	\$ 1,650,650.08
The net change by previously authorized Change Orders	\$ 322,670.05
The prior to this Change Order was	\$ 1,973,320.13
The will be unchanged by this Change Order in the amount of	\$ 0.00
The new including this Change Order will be	\$ 1,973,320.13

The Contract Time will be increased by One Hundred Thirty-Four (134) days.

The new date of ~~Substantial~~ Completion will be May 30, 2026  
Final

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

**NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.**

 ARCHITECT <i>(Signature)</i>	 CONTRACTOR <i>(Signature)</i>	 OWNER <i>(Signature)</i>
BY: Rodney Pauley, Project Manager <i>(Printed name, title, and license number if required)</i>	Timothy Keaton, Project Manager <i>(Printed name and title)</i>	James R Jones Procurement Administrator <i>(Printed name and title)</i>
03/03/2026 <i>Date</i>	03/03/2026 <i>Date</i>	3/5/2026 <i>Date</i>




STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

Eric L. Householder  
Cabinet Secretary

Bob Kilpatrick  
Director

**MEMORANDUM**

**To:** Tara Lyle, Buyer Supervisor, State Purchasing Division  
**From:** Jamie Jones, Procurement Administrator, General Services Division   
**Date:** March 5, 2026  
**Ref:** **CO #4 – CPO GSD2500000015 – Consolidated State Laboratory Facility Site Package**

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Tara:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#3) to our contract with K & N Contracting for the Consolidated State Laboratory Facility Site Package Project per the documentation attached here and to the Header of the wvOASIS procurement document. We are requesting an extension of 134 calendar days to achieve Final Completion. The new Substantial Completion date shall be April 30, 2026, with Final Completion to be May 30, 2026.

If you have any questions or need additional information, please contact me via email at [James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov) or by phone at (304) 352-5517.





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e.g. 1606N020Q02



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##### Search Editor

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

e.g. 123456789, Smith Corp

"K & N CONTRACTING, INC." ×

Entity ▾

Location ▴

#### Zip Code

e.g. 20001

#### State / Territory

Select State / Territory ▾

West Virginia ×

#### City

Select State (Optional) ▾

Select City ▾

#### Country

Select Country ▾

Status ^

Active

Inactive



Reset 


- Entity Information ^
- < All Entity Information
- Entities**
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- Responsibility / Qual: >

# No matches found


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  - Freedom of Information Act 
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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.*

### K & N CONTRACTING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	5/22/2006		5/22/2006	Domestic	Profit	BT		

Organization Information			
<b>Business Purpose</b>		<b>Capital Stock</b>	100.0000
<b>Charter County</b>		<b>Control Number</b>	85421
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	10.000000
<b>Authorized Shares</b>	10	<b>Young Entrepreneur</b>	Not Specified

Addresses
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Type	Address
<b>Designated Office Address</b>	5146 ELK RIVER ROAD P O BOX 607 ELKVIEW, WV, 25071
<b>Notice of Process Address</b>	KENNETH E. NEWHOUSE PO BOX 607 ELKVIEW, WV, 25071
<b>Principal Office Address</b>	5146 ELK RIVER ROAD P O BOX 607 ELKVIEW, WV, 25071 USA
<b>Principal Office Mailing Address</b>	P.O. BOX 607 ELKVIEW, WV, 25071 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>Director</b>	KENNETH E. NEWHOUSE P O BOX 607 ELKVIEW, WV, 25071
<b>Director</b>	MELISSA SINGLETON P O BOX 607 ELKVIEW, WV, 25071
<b>Incorporator</b>	KENNETH E. NEWHOUSE 228 FRAME ROAD ELKVIEW, WV, 25071 USA
<b>Incorporator</b>	MISTY L. NEWHOUSE 228 FRAME ROAD ELKVIEW, WV, 25071 USA
<b>President</b>	KENNETH E. NEWHOUSE P O BOX 607 ELKVIEW, WV, 25071
<b>Secretary</b>	MELISSA SINGLETON P O BOX 607 ELKVIEW, WV, 25071
Type	Name/Address

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

2024
2023
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, March 5, 2026 — 11:02 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>3/10/2026</u> Solicitation No. <u>CPO ASD 25 #15</u> <div style="text-align: center; font-size: 1.2em; margin-top: 10px;">                     CO#4                      Extend                 </div>	Agency: General Services Division Procurement Officer Submitting Requisition: Jamie Jones Requisition No. PF No.: 1531431
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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 ( <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 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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_