



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: 03-18-2026

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 0211 4074 GSD2600000013 2	Change Order No:	1	Procurement Folder:	1637530
Document Name:	Bldg. 74 Renovations Project			Reason for Modification:	
Document Description:	Bldg. 74 Renovations Project			Change Order No.1 To issue Notice to Proceed.	
Procurement Type:	Central Purchase Order				
Buyer Name:	Tara Lyle				
Telephone:	(304) 558-2544				
Email:	tara.l.lyle@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2026-03-30
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2027-03-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000205011			Requestor Name:	Kari J Westfall
MARCH WESTIN COMPANY INC				Requestor Phone:	304-352-5492
360 FRONTIER AVE				Requestor Email:	kari.j.dean@wv.gov
MORGANTOWN	WV	265053008			
US					
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				

2026
 FILE LOCATION _____

INVOICE TO	SHIP TO
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 74 PLAZA FOUR 318-324 4TH AVE SOUTH CHARLESTON WV 25303 US

CR 3-20-26

Total Order Amount:	\$8,143,300.00
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara Lyle 3/19/26</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>3/19/2026</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	ENCUMBRANCE CERTIFICATION DATE: <i>3-24-26</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>
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3/23/2026

Extended Description:

Change Order No. 1

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 Term: 03/30/2026 through 03/30/2027.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72121103	0.00000		0.000000	8143300.00
Service From	Service To	Manufacturer	Model No		
2026-03-30	2027-03-30				

Commodity Line Description: Bldg. 74 Renovations Project

Extended Description:

Bldg. 74 Renovations Project



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

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Director

March 18, 2026

March Westin Company Inc.
360 Frontier Avenue
Morgantown, WV 26505-3008

Attn: Tanner Boster,

NOTICE TO PROCEED

Per issuance of Purchase Order Number CPO GSD2600000013, this is your notification to commence work on Monday, March 30, 2026, to provide all equipment, materials, and incidentals for services related to the Building 74 Renovation Project, per the bid requirements, terms, and conditions of CRFQ GSD2600000017.

Given the contract's terms and conditions, you have Three Hundred and Sixty-Five (365) calendar days from the issuance of the Notice to Proceed to complete the project. The effective start date shall be March 30, 2026, and the effective end date shall be March 30, 2027.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at 304-352-5517, or email at James.R.Jones@wv.gov.

Sincerely,

A handwritten signature in blue ink that reads "James R. Jones".

James R. Jones
Procurement Administrator

Cc: Kari Westfall
Phil Warnock

Days Calculator: Days Between Two Dates

How many days, months, and years are there between two dates?

Count Days Add Days Workdays Add Workdays Weekday Week No

From and including: **Monday, March 30, 2026**
 To, but not including **Tuesday, March 30, 2027**

Result: 365 days

It is 365 days from the start date to the end date, but not including the end date.

Or 1 year excluding the end date.

Or 12 months excluding the end date.

Alternative time units

365 days can be converted to one of these units:

- 31,536,000 seconds
- 525,600 minutes
- 8760 hours
- 365 days
- 52 weeks and 1 day
- 100.00% of a common year (365 days)

March 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2026						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2026–February 2027						
May 2026: 31 days included						
June 2026: 30 days included						
July 2026: 31 days included						
August 2026: 31 days included						
September 2026: 30 days included						
October 2026: 31 days included						
November 2026: 30 days included						
December 2026: 31 days included						
January 2027: 31 days included						
February 2027: 28 days included						

March 2027						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

= First day included (Mar 30, 2026) = Last day included (Mar 29, 2027)

Make a New Calculation

- Make adjustment and calculate again
- Start again with a new calculation between two other dates
- New calculation, with both date and time included



Home Search Data Bank Data Services Help

Search

All Words

e.g. 1606N020Q02

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

"March Westin Company Inc."

Entity

Location

Status

- Active
- Inactive

Reset

Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q...



No matches found

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

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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.

MARCH-WESTIN COMPANY, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	6/13/1984		6/13/1984	Domestic	Profit			

Organization Information			
Business Purpose	2362 - Construction - Construction of Buildings - Nonresidential Building Construction (industrial, commercial & institutional building)		Capital Stock 100000.0000
Charter County	Monongalia	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	1.000000
Authorized Shares	100000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	360 FRONTIER STREET MORGANTOWN, WV, 26505
Notice of Process Address	KEVIN L. SALISBURY 360 FRONTIER ST. MORGANTOWN, WV, 26505
Principal Office Address	360 FRONTIER ST. MORGANTOWN, WV, 26505
Principal Office Mailing Address	360 FRONTIER ST. MORGANTOWN, WV, 26505
Type	Address

Officers	
Type	Name/Address
Director	JAME BARVINCHAK (VP MARKETING) 360 FRONTIER STREET MORGANTOWN, WV, 26505
Incorporator	LARRY KOPELMAN 526 CHAS. NAT'L. PLAZA CHARLESTON, WV, 25301
President	JAMES RIDGEWAY 360 FRONTIER STREET MORGANTOWN, WV, 26505
Secretary	MARGUERITE HORVATH 360 FRONTIER STREET MORGANTOWN, WV, 26505
Treasurer	KEVIN SALISBURY 360 FRONTIER STREET MORGANTOWN, WV, 26505
Vice-President	MATTHEW BOURNE 360 FRONTIER STREET MORGANTOWN, WV, 26505
Type	Name/Address

Date	Amendment
1/27/2000	INCREASE IN AUTH CAP STK FROM \$100,000 WITH 100,000 AT \$1.00 PAR TO \$125,000 AUTH CAP WITH 125,000 SHARES AT A \$1.00 VALUE.

12/1/1993

INCREASE IN AUTH. CAP. STK FROM \$5000 WITH 5000 SHARES AT A \$1.00 PAR TO \$100,000 WITH 100,000 SHARES AT \$1.00 PAR

Date

Amendment

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

2005

2004

2003

2002

2001

2000

1999

Date filed

[File Your Current Year Annual Report Online Here](#)

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

Thursday, March 19, 2026 — 10:59 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>3/19/2024</u> Solicitation No. <u>CPO GSD 26#13</u> <u>GSD GSD 1637530</u> <u>CO#1 NTP</u>	Agency: General Services Division Procurement Officer Submitting Requisition: James Jones Requisition No. CPO GSD2600000013 PF No.: 1637530
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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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input 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 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: _____