



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: 03-17-2026

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 0803 1058 DOT2600000011 2	Change Order No:	1	Procurement Folder:	1770803
Document Name:	Mercer County HDQs Roof Replacement			Reason for Modification:	
Document Description:	Mercer County HDQs Roof Replacement			Change Order 1 to:	
Procurement Type:	Central Purchase Order			1. Issue Notice to Proceed	
Buyer Name:	John W Estep				
Telephone:	304-558-2566				
Email:	john.w.estep@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2026-02-23
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-04-20

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000046520			Requestor Name:	Debrina K Woods
ACTION CONSTRUCTION 193 TANNER LANE				Requestor Phone:	(304) 716-3061
WALKER WV 26180				Requestor Email:	debrina.k.woods@wv.gov
US				<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION</div>	
Vendor Contact Phone:	3044818771	Extension:			
Discount Details:					
	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 OF HIGHWAYS DISTRICT TEN 270 HARDWOOD LN PRINCETON WV 24740 US	DIVISION OF HIGHWAYS DISTRICT TEN 270 HARDWOOD LN PRINCETON WV 24740 US

CR 3-10-26

Total Order Amount:	\$338,212.00
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Purchasing Division's File Copy

JE 3/18/26

PURCHASING DIVISION AUTHORIZATION DATE: <i>JA 3-18-26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>3-23-26</i> ELECTRONIC SIGNATURE ON FILE
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3/23/2026

Extended Description:

Change Order No. 01 is issued to establish the effective start and effective end dates.

No other changes.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25174100	0.00000		0.000000	338212.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Roof systems

Extended Description:

Roof systems



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

**1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-0444**

**Michael J. DeMers
Deputy Secretary of Transportation**

**Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways**

02/17/2026

Dear Action Construction,

This Notice to Proceed (NTP) is issued under the terms of the contract dated 12/04/2025, between WV Division of Highways and Action Construction for the project titled Mercer County HDQs Roof Replacement.

In accordance with the contract, we hereby authorize you to commence work on the project, starting on 02/23/2026. The following details are provided to facilitate the timely and efficient execution of the project:

Project Start Date: 02/23/2026

Project Scope: Replacement Roof at Mercer County Headquarters

Duration of the Project: 45 days

Contract Reference Number: CPO DOT26*11

Required Deliverables/Deadlines: Material is ordered and pending delivery in two weeks.

Contact Information: Michael Dixon

Please ensure that all necessary preparations are made for the project's start, and coordinate with our project management team to ensure a smooth execution. If you have any questions or require additional information, please do not hesitate to contact Michael Dixon at 304-920-5072 or Michael.w.dixon.

Thank you for your attention to this matter. We look forward to a successful collaboration and the timely completion of this project.

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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.

MICHAEL J KERNS

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
SP Sole Proprietor	7/23/2015			Domestic				

Organization Information		
Business Purpose		Capital Stock
Charter County		Control Number
Charter State	WV	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur Not Specified

Addresses	
Type	Address
Principal Office Address	193 TANNER LN WALKER, WV, 261805622
Principal Office Mailing Address	193 TANNER LN WALKER, WV, 261805622
Type	Address

Officers	
Type	Name/Address
Owner	MICHAEL J KERNS 193 TANNER LN WALKER, WV, 261805622
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
ACTION CONSTRUCTION	FN TRADENAME	7/23/2015	
ACTION CONSTRUCTION	FN TRADENAME	7/23/2015	
DBA Name	Description	Effective Date	Termination Date

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

Wednesday, March 18, 2026 — 8:57 AM

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