



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: 04-29-2026

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 0705 0705 LOT2600000003 2	Change Order No:	1	Procurement Folder:	1908053
Document Name:	Sealing and Striping of Asphalt Parking Lot at Lottery HQ			Reason for Modification:	
Document Description:	Sealing and Striping of Asphalt Parking Lot at Lottery HQ			Change Order 01 - To Issue Notice to Proceed	
Procurement Type:	Central Purchase Order				
Buyer Name:	Brandon L Barr				
Telephone:	304-558-2652				
Email:	brandon.l.barr@wv.gov				
Shipping Method:	Best Way	Effective Start Date:	2026-05-12		
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-11		

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000046584	Requestor Name:	Thomas P Hymes
ELEVATE ASPHALT SERVICES LLC		Requestor Phone:	304-352-1831
320 LEAH DRIVE		Requestor Email:	thymes@wvlottery.com
PRINCETON	WV 24739	<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	3048886223 Extension:		
Discount Details:			
	<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
ACCOUNTS PAYABLE LOTTERY PO BOX 2067	PURCHASING LOTTERY 900 PENNSYLVANIA AVE
CHARLESTON WV 25327-2067	CHARLESTON WV 25302
US	US

*4/30/26 BC*

Purchasing Division's File Copy

Total Order Amount:	\$16,499.00
---------------------	-------------

PURCHASING DIVISION AUTHORIZATION DATE: <i>4/29/2026</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>5/4/2026</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>	ENCUMBRANCE CERTIFICATION DATE: <i>5-5-26</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>
---	---	--

**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 orders.

The contract per section-3 of the General Terms and Conditions for a Fixed Period Contract, calls for all work to be completed within thirty (30) calendar days.

Contract Term: 05/12/2026 through 06/11/2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	30121600	0.00000		0.000000	16499.00
Service From	Service To	Manufacturer	Model No		
2026-05-12	2026-06-11				

**Commodity Line Description:** Repairs, Cleaning, Sealing & Painting of Asphalt

**Extended Description:**

See Exhibit A - Pricing page.

Repairs, Cleaning, Sealing and Painting of Asphalt: Pricing to include all materials, labor, equipment, mileage, other incidentals necessary to complete the project.



P.O. BOX 2067  
CHARLESTON, WV 25327

DAVID R. BRADLEY  
ACTING DIRECTOR

PHONE: 304.558.0500  
wvlottery.com

**NOTICE TO PROCEED**

April 28, 2026

**Contractor:**  
Elevate Asphalt Services, LLC  
320 Leah Drive  
Princeton, WV 24739

**RE:** CPO LOT26000000003 - WV Lottery - Sealing and Striping of Asphalt Parking Lot at Lottery HQ

The West Virginia Lottery hereby authorizes the contractor **Elevate Asphalt Services, LLC** to proceed with the above referenced construction contract for Sealing and Striping of the Asphalt Parking Lot located at Lottery Headquarters, 900 Pennsylvania Ave, Charleston, WV beginning on: May 12, 2026

The contract per section-3 of the General Terms and Conditions for a Fixed Period Contract, calls for all work to be completed within thirty (30) calendar days.

Therefore, the contract substantial completion date is established as: June 11, 2026

Thank You,

Thomas Hymes Procurement Specialist, Senior  
West Virginia Lottery

Acceptance Attachment: Elevate Asphalt Services, LLC

\_\_\_\_\_  
Name/Signature

4/28/2026

\_\_\_\_\_  
Date

owner

\_\_\_\_\_  
Title

CC:  
Brandon L. Barr - Purchasing Division, Senior Buyer  
Steve Compston - WV Lottery, Deputy Director, Security  
Russell Greene - WV Lottery, Security Systems Administrator  
Joe Jones - WV Lottery, Building Maintenance Manager  
Thomas Powell (Jason) - Elevate Asphalt Services, LLC

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>10-Brandon Barr</u> Date: <u>4/29/2026</u>  Solicitation No. <u>CPO LOT26*03</u>	Agency: Lottery  Procurement Officer Submitting Requisition: Thomas Hymes  Requisition No. CPO LOT26*03  PF No.: 1908053
---	--

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				
	Commercial General Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" 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"/>
<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 type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*4/29/2026*