



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: 04-07-2026

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 0803 1058 DOT2600000010 2	<b>Change Order No:</b>	1	<b>Procurement Folder:</b>	1771601
<b>Document Name:</b>	Raleigh County HDQs Roof Replacement			<b>Reason for Modification:</b>	
<b>Document Description:</b>	Raleigh County HDQs Roof Replacement			Change Order No. 01 To issue the Notice to Proceed	
<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>	2026-02-23
<b>Free on Board:</b>	FOB Dest, Freight Prepaid			<b>Effective End Date:</b>	2026-04-09

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	VS0000046520	<b>Requestor Name:</b>	Debrina K Woods	
ACTION CONSTRUCTION 193 TANNER LANE		<b>Requestor Phone:</b>	(304) 716-3061	
WALKER WV 26180		<b>Requestor Email:</b>	debrina.k.woods@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>	3044818771			<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
DIVISION OF HIGHWAYS DISTRICT TEN 270 HARDWOOD LN PRINCETON WV 24740 US	DIVISION OF HIGHWAYS RALEIGH COUNTY HEADQUARTERS 379 MARKET RD BECKLEY WV 25801 US

*CR 4-8-26*

<b>Total Order Amount:</b>	\$338,212.00
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Purchasing Division's File Copy

*JR 4/8/26*

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>[Signature]</i> 4/8/26 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>[Signature]</i> 4-10-26 ELECTRONIC SIGNATURE ON FILE
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*4/9/2026*

**Extended Description:**

Change Order No. 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.

Contract Term: 2/23/26 - 04/09/26

No other changes.

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 Raleigh 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 End Date: 04/09/2026

Project Scope: Replacement Roof at Raleigh County Headquarters

Duration of the Project: 45 days

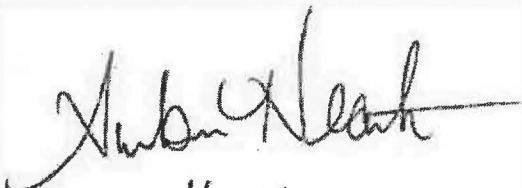
Contract Reference Number: CPO DOT26\*10

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@wv.gov.

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



Amber Heath



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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.*

#### 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		

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Principal Office Address</b>	193 TANNER LN WALKER, WV, 261805622
<b>Principal Office Mailing Address</b>	193 TANNER LN WALKER, WV, 261805622
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Owner</b>	MICHAEL J KERNS 193 TANNER LN WALKER, WV, 261805622
<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>
ACTION CONSTRUCTION	FN TRADENAME	7/23/2015	
ACTION CONSTRUCTION	FN TRADENAME	7/23/2015	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

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

Wednesday, April 8, 2026 — 6:40 AM

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Scheduled SAM Maintenance Show Details  
Apr 3, 2026



See All Alerts

Revolutionary FAR Overhaul Impacts to SAM.gov Show Details  
Aug 15, 2025



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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 <sup>i</sup>
- All Words <sup>i</sup>
- Exact Phrase <sup>i</sup>

e.g. 123456789, Smith Corp

"action construction" <sup>x</sup>

Entity <sup>v</sup>

Location <sup>v</sup>

Status <sup>^</sup>

- Active
- Inactive

Reset <sup>↻</sup>

Entity Information <sup>^</sup>



All Entity Information

Entities

Disaster Response Registry

Re: <sup>^</sup>



## No matches found

Your search did not return any results for active records.  
Would you like to include inactive records in your search results?

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>TL</u> Date: <u>4/6/24</u>  Solicitation No. <u>CO#1 notice to proceed</u>	Agency: WV DOT  Procurement Officer Submitting Requisition: Amber Heath  Requisition No. CPO DOT26*10 - CO#1  PF No.: 1771601
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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				
	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"/>
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input 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 type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_

