



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Purchase Order

CORRECT ORDER NUMBER MUST APPEAR
 ON ALL PACKAGES, INVOICES, AND
 SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Date: 03-31-2026

Order Number:	CPO 1400 4902 AGR2600000017 2	Change Order No:	1	Procurement Folder:	1793301
Document Name:	Brush Creek 15 Dam Rehabilitation-Construction			Reason for Modification:	
Document Description:	Brush Creek 15 Dam Rehabilitation-Construction			Change Order 1	
Procurement Type:	Central Purchase Order			To Issue Notice to Proceed	
Buyer Name:	Larry D McDonnell				
Telephone:	304-558-2063				
Email:	larry.d.mcdonnell@wv.gov				
Shipping Method:	Best Way			Effective Start Date:	2026-03-23
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2027-12-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000047922			Requestor Name:	Christopher J Martin
SEQUOIA SERVICES LLC				Requestor Phone:	(304) 558-2204
3300 BATTLEGROUND AVE STE 102				Requestor Email:	cmartin@wvca.us
GREENSBORO	NC	27410		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	7046342954	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
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	ADMINISTRATIVE SERVICES 304-558-2204 WEST VIRGINIA CONSERVATION AGENCY WEST VIRGINIA CONSERVATION AGENCY 255 GUS R DOUGLASS LN CHARLESTON WV 25305-0193 US

CR 4-1-26

Total Order Amount:	\$17,284,010.00
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Purchasing Division's File Copy

<i>LM 3/31/26</i> PURCHASING DIVISION AUTHORIZATION DATE: <i>Maria C... 4/01/2026</i> ELECTRONIC SIGNATURE ON FILE	<i>[Signature]</i> ATTORNEY GENERAL APPROVAL AS TO FORM DATE: ELECTRONIC SIGNATURE ON FILE	<i>[Signature]</i> ENCUMBRANCE CERTIFICATION DATE: <i>4-2-26</i> ELECTRONIC SIGNATURE ON FILE
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4/2/2026

Extended Description:

Change Order 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: 3/23/2026 through 12/30/27

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72141203	0.00000		0.000000	17284010.00
Service From	Service To	Manufacturer		Model No	

Commodity Line Description: Brush Creek Site 15 Dam Rehab Construction Services

Extended Description:

Dam Rehabilitation services for Brush Creek 15.

See all attached documentation for further details.

PLEASE READ INSTRUCTIONS IN THEIR ENTIRETY. THE AMOUNT ENTERED ON THIS COMMODITY LINE SHOULD BE THE TOTAL COST FOR SITE 15 - SEE EXHIBIT A PRICING PAGE.



West Virginia
Conservation Agency

MEMORANDUM

To: Sequoia Services, LLC
From: Jean Faust, Procurement Officer, WV Conservation Agency
Date: March 20, 2026
Subject: Notice To Proceed-CPO AGR26*17-Construction/Dam Rehabilitation

Sequoia Services, LLC
3300 Battleground Ave. STE 102
Greensboro, NC 27410

Subject: Notice To Proceed-CPO AGR26*17-Construction/Dam Rehabilitation

To Whom It May Concern:

By order of this letter, your company has been authorized to proceed to provide Brush Creek Site 15 Dam Rehabilitation Construction Services specified in contract award # CPO AGR2600000017 for West Virginia Conservation Agency.

Please be advised that this Notice to Proceed date **March 23, 2026**. The contract end date is 12/30/27.

Sincerely,

Jean Faust
Procurement Officer
WV Conservation Agency

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Business and Licensing

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Business Organization Detail

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SEQUOIA SERVICES LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC Limited Liability Company	11/13/2019		11/13/2019	Foreign	Profit				

Organization Information			
Business Purpose	2379 - Construction - Heavy & Civil Engineering Construction - Other Heavy and Civil Engineering Construction		Capital Stock
Charter County		Control Number	9AT6J
Charter State	DE	Excess Acres	
At Will Term	A	Member Managed	MBR
At Will Term Years		Par Value	
Authorized Shares		Young Entrepreneur	No

Addresses	
Type	Address
Designated Office Address	7815 NATIONAL SERVICE RD STE 606 GREENSBORO, NC, 27409
Notice of Process Address	C T CORPORATION SYSTEM 5098 WASHINGTON ST. W., STE 407 CHARLESTON, WV, 253131561
Principal Office Address	3300 BATTLEGROUND AVE, STE 102 GREENSBORO, NC, 27410 USA
Principal Office Mailing Address	3300 BATTLEGROUND AVE, STE 102 GREENSBORO, NC, 27410 USA
Type	Address

Officers	
Type	Name/Address
Member	JOHN GLOVER 3300 BATTLEGROUNDAVE, STE 102 GREENSBORO, NY, 27410
Type	Name/Address

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

Monday, March 23, 2026 — 12:44 PM

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e.g. 123456789, Smith Corp

"SEQUOIA SERVICES LLC" x

Classification

Excluded Individual

Excluded Entity

Federal Organizations

Exclusion Type

- Ineligible (Proceedings Pending)
- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

Exclusion Program

Location

Dates

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDermott</u> Date: <u>3/23/26</u> Solicitation No. <u>CPO AGR 26* 17 c/a</u>	Agency: West Virginia Conservation Agency Procurement Officer Submitting Requisition: Jean Faust Requisition No. CRFQ AGR26*16 PF No.: 1793301
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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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	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: _____

