



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

State of West Virginia
Contract

Order Date: 02-27-2025

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:	CCT 0211 4072 GSD2400000005 2	Procurement Folder:	1165807
Document Name:	Campus Chill Water Loop / Plant Evaluation and Enhancements	Reason for Modification:	Change Order No. 1 - Administrative change order to add a start date to the contract.
Document Description:	Campus Chill Water Loop / Plant Evaluation and Enhancements		
Procurement Type:	Central Contract - Fixed Amt		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2024-01-19
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000032017 RMF ENGINEERING INC PC 5520 Research Park Drive, Suite 300 Baltimore MD 21228 US Vendor Contact Phone: 4105760505 Extension:	Requestor Name: David K Parsons Requestor Phone: 304-352-5486 Requestor Email: david.k.parsons@wv.gov																				
Discount Details:	2025 FILE LOCATION _____																				
<table><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		Not Entered																			
#3	Not Entered																				
#4	Not Entered																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 11 - CHILLER PLANT 218 CALIFORNIA AVE CHARLESTON WV 25305 US

CR 2-28-25

Total Order Amount: \$256,630.00

Purchasing Division's File Copy

2-27-25

PURCHASING DIVISION AUTHORIZATION DATE: 2/28/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 3/5/2025 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 3-5-25 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order No. 1 - Administrative change order to add a start date to the contract that was inadvertently omitted from the original purchase order. Since this purchase order is considered a construction/project oversight project only the contract start date will be added.

Contract start date: 01/19/2024

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	81101508	0.00000		0.000000	\$256,630.00
Service From	Service To	Manufacturer		Model No	
2024-01-19	2030-01-18				

Commodity Line Description: Campus Chill Water Loop / Plant Evaluation

Extended Description:

Campus Chill Water Loop / Plant Evaluation



Lyle, Tara L <tara.l.lyle@wv.gov>

CCT GSD24*05 Campus Chill Water Loop

1 message

Jones, James R <james.r.jones@wv.gov>

Tue, Feb 25, 2025 at 2:01 PM

To: Tara L Lyle <tara.l.lyle@wv.gov>

Tara,

Looks like I forgot to insert the "Effective Begin Date" on the header of this contract. Can we do an administrative change order to get the date on the header? Sorry for being such a pain.

*James (Jamie) R. Jones
Procurement Administrator
General Services Division
112 California Avenue
Suite 644
Charleston, WV 25305
(P) 304-352-5517
(C) 304-356-1076
(F) 304-558-1475*

"Only when the power of love overcomes the love of power will the world know peace." J. Hendrix

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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.

RMF ENGINEERING, INC., P.C.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	1/13/1994		1/13/1994	Foreign	Profit				

Organization Information									
Business Purpose	5413 - Professional, Scientific and Technical Services - Professional, Scientific and Technical Services - Architectural, Engineering and Related Services (landscape architects, drafting, geophysical mapping, testing labs)				Capital Stock	0.0000			
Charter County					Control Number	0			
Charter State	MD				Excess Acres	0			
At Will Term					Member Managed				
At Will Term Years					Par Value	0.000000			
Authorized Shares	0				Young Entrepreneur	Not Specified			

Addresses

Type	Address
Mailing Address	5520 RESEARCH PARK DRIVE SUITE 300 BALTIMORE, MD, 212284791 USA
Notice of Process Address	NATIONAL REGISTERED AGENTS, INC 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
Principal Office Address	5520 RESEARCH PARK DRIVE SUITE 300 BALTIMORE, MD, 212284791 USA
Type	Address

Officers

Type	Name/Address
Director	JOHN P. WILLIAMSON 5520 RESEARCH PARK DRIVE SUITE 300 BALTIMORE, MD, 212284791
Director	VINCENT JARRETT 5520 RESEARCH PARK DRIVE STE 300 BALTIMORE, MD, 21228
President	KENNETH E. PITZ 5520 RESEARCH PARK DRIVE SUITE 300 BALTIMORE, MD, 212284791
Secretary	DAVID CRUTCHFIELD 194 SEVEN FARMS DRIVE SUITE G CHARLESTON, SC, 29492
Treasurer	RICHARD BORKOWICZ 5520 RESEARCH PARK DRIVE, SUITE 300 BALTIMORE, MD, 21228
Vice-President	JOHN TIMOTHY GRIFFIN 8081 ARCO CORPORATE DRIVE SUITE 300 RALEIGH, NC, 27617
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination
RMF ENGINEERING, INC., PROFESSIONAL CORPORATION	FORCED DBA	8/21/2015	

DBA Name	Description	Effective Date	Termination Date
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Name Changes

Date	Old Name
8/21/2015	RMF ENGINEERING, INC.
Date	Old Name

Date	Amendment
8/21/2015	NAME CHANGE: FROM RMF ENGINEERING, INC.
12/15/1997	CHANGE OF NAME FROM ROSS MURPHY FINKELSTEIN, INC. TO RMF ENGINEERING, INC.
Date	Amendment

Annual Reports

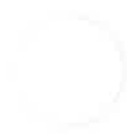
Filed For
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 27, 2025 — 5:07 PM

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- ☐ All Words *i*
- ☐ Exact Phrase *i*

e.g. 123456789, Smith Corp

"rmf engineering inc pc" ×

- Classification ▼
- Excluded Individual ▼
- Excluded Entity ▼
- Federal Organizations ▼
- Exclusion Type ▼
- Exclusion Program ▼
- Location ▼
- Dates ▼

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>IL</u> Date: <u>2/6/25</u> Solicitation No. <u>CO# 1</u> <u>Add start date</u> <u>Admin. CO</u>	Agency: WV General Services Procurement Officer Submitting Requisition: James Jones Requisition No. CCT GSD24*5 - CO#1 PF No.: 1165807
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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 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 type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

Tara