



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

# State of West Virginia Master Agreement

Order Date: 01-18-2024

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>	CMA 0439 0439 EBA2300000007 2	<b>Procurement Folder:</b>	1143718
<b>Document Name:</b>	EBAr71765 HVAC MAINT AND REPAIR OPEN END CONTRACT-Beckley	<b>Reason for Modification:</b>	Change order 1 To renew contract
<b>Document Description:</b>	HVAC Maintenance and Repair - Open End Beckley		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-02-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-01-31

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000202408	<b>Requestor Name:</b>	Cecil Dale Malcomb	
CASTO TECHNICAL SERVICES INC 540 LEON SULLIVAN WAY		<b>Requestor Phone:</b>	(304) 254-7858	
CHARLESTON WV 25322		<b>Requestor Email:</b>	dmalcomb@wvpublic.org	
US		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	999-999-9999			<b>Extension:</b>
<b>Discount Details:</b>				
<b>#1</b>	No	0.0000	0	
<b>#2</b>	No			
<b>#3</b>	No			
<b>#4</b>	No			

INVOICE TO	SHIP TO
CHIEF FINANCIAL OFFICER EDUCATIONAL BROADCASTING 124 INDUSTRIAL PARK RD  BEAVER WV 25813  US	PURCHASING ADMINISTRATOR EDUCATIONAL BROADCASTING 600 CAPITOL ST  CHARLESTON WV 25301-1223  US

1-23-24

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

1/22/24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara* 1/24/24  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *Jan 25 2024*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
 DATE: *Jan 25 2024*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change order

Change Order No.1 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 2/1/24 through 1/31/25.

Renewal Years/Months Remaining: 2 years

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72101511				0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** HVAC MAINTENANCE AND REPAIR SERVICES

**Extended Description:**

HVAC Maintenance and Repair - Beckley Region- As per pricing page



January 10<sup>th</sup>, 2024

Dale Malcomb  
Purchasing Coordinator  
Phone: (304) 254-7858  
Email: [dmalcomb@wvpublic.org](mailto:dmalcomb@wvpublic.org)

April Dunlap  
Casto Technical Services Inc  
540 Leon Sullivan Way  
Charleston, WV 25301  
OASIS Vendor ID: 000000202408  
Phone: (304) 346-0549  
Email: [ADunlap@CastoTech.Com](mailto:ADunlap@CastoTech.Com)

Subject: First renewal of CMA 0439 0439 EBA2300000007, HVAC maintenance and repair, Southern District.

Dear Ms Dunlap:

The State of West Virginia is offering to renew subject contract under the same terms, conditions, and pricing. The renewal dates are February 1<sup>st</sup>, 2024, through January 31<sup>st</sup>, 2025. If your company agrees to this renewal, please sign below, and return the original to my attention as soon as possible. We will also need a copy of your current contractor's license and an updated certificate of insurance.

Please call if you have any questions.

Very truly yours,

C. Dale Malcomb

Attachment

*We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.*

April Dunlap  
Name

*April Dunlap*  
Signature

Sales Support/Service Estimator  
Title

1/11/2024  
Date



# CONTRACTOR LICENSE

AUTHORIZED BY THE  
**West Virginia Contractor  
Licensing Board**

NUMBER: **WV001241**

**CLASSIFICATION:**

**ELECTRICAL  
HEATING, VENTILATING & COOLING  
PIPING**

**CASTO TECHNICAL SERVICES INC  
DBA CASTO TECHNICAL SERVICES INC  
PO BOX 627  
CHARLESTON, WV 25322-0627**

**DATE ISSUED**

**EXPIRATION DATE**

**AUGUST 13, 2023**

**AUGUST 13, 2024**

**Authorized Signature**

**Chair, West Virginia Contractor  
Licensing Board**



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDonnell</u> Date: <u>1/22/24</u>  Solicitation No. <u>CMA EBA 23*07 c/a 1</u>	Agency: Educational Broadcasting Authority  Procurement Officer Submitting Requisition: Dale Malcomb  Requisition No. CMA EBA23*07  PF No.: 1143718
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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"/>
	Contractor's License 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 checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	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: \_\_\_\_\_



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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 in the The West Virginia Secretary of State's database.*

### CASTO TECHNICAL SERVICES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	9/21/1973		9/21/1973	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	8113 - Other Services (except Public Administration) - Repair and Maintenance - Commercial and Industrial Machinery and Equipment (exe Auto and Elec) Repair and Maintenance		<b>Capital Stock</b> 50000.0000
<b>Charter County</b>	Kanawha	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0 <span style="float: right;">X Close</span>
<b>At Will Term</b>	<div style="border: 1px solid gray; padding: 5px; margin: 5px;">                     Hi, I'm SOLO I'm here to help you launch your new LLC.                 </div>		
<b>At Will Term Years</b>			
<b>Authorized Shares</b>	500000	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
<b>Mailing Address</b>	P.O. BOX 627 CHARLESTON, WV, 25322
<b>Notice of Process Address</b>	CHRISTINA SMITH 540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
<b>Principal Office Address</b>	540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	TIMOTHY SNEERINGER PO BOX 627 CHARLESTON, WV, 25322
<b>President</b>	TIMOTHY SNEERINGER PO BOX 641 GREAT BARRINGTON, MA, 01230
<b>Secretary</b>	CHRISTINA SMITH 540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
<b>Type</b>	<b>Name/Address</b>

<b>Date</b>	<b>Amendment</b>
<b>11/12/2020</b>	<p>B4WV Other Change: AMENDED AND RESTATED ARTICLES OF INCORPORATION OF (The name of the corporation is 540 Leon some other place within time to time shall design the above location is P. (Address. The email address where informational notices and reminders of annual filings may be sent is csmith@castotech.com. V. Existence of the Corporation is perpetual. VI. Authorized Shares The Corporation is authorized to issue only one class of stock cc</p>



of not more than 500,000.00 shares with par value of (\$0.10) per share. The Corporation shall issue all of the shares without certificates. Purposes. The purpose of the Corporation is to engage in any or all lawful business or activity for which corporations may be incorporated in West Virginia. VIII. Incorporator. The name and address of the original incorporators of the Corporation are Harry N. Casto and W. E. Mohler, neither of whom are affiliated with the Corporation as of the date of these Amended and Restated Articles of Incorporation and are deceased. IX. Agent. The name and address of the person (agent) to whom notice of process may be sent is Christina Smith, 540 Leon Sullivan Way, Charleston, WV 25301. X. Directors. The Corporation shall have a board of directors consisting of one (1) to five (5) directors. The directors shall be elected at each annual meeting of the shareholders. Directors need not be shareholders of the corporation nor residents of the State of West Virginia. The board of directors may not increase or decrease the number of directors. XI: Limitation on Director Liability. Directors shall have no personal liability to the Corporation or its stockholders for monetary damages for breach of fiduciary duty as a Director: Provided, this Article shall not eliminate or limit the liability of a Director: (A) for any breach of the Director's duty of loyalty to the Corporation or its stockholders; (B) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; (C) for unlawful distributions as described in the Act; or (D) for any transaction from which the Director derived an improper personal benefit. XII: Indemnification of Directors. The Corporation shall indemnify a Director for liability, as that term is defined W. Va. Code § 31D-8-850, to any person for any action taken, or any failure to take any action, as a Director except liability for: (A) receipt of a financial benefit to which he or she is not entitled; (B) an intentional infliction of harm on the Corporation or its shareholders; (C) for unlawful distributions as described in the Act; or (D) an intentional violation of criminal law.

<b>10/21/2010</b>	AMENDMENT FILED (CHANGES TO STOCK & SHARES)...SEE IMAGE
<b>2/3/1983</b>	CHANGE OF NAME FROM CASTO-TRANE SERVICE AGENCY, INC.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2023	
2022	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Monday, January 22, 2024 — 4:44 PM

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