



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: 09-20-2021

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 0211 4005 GSD2200000002 2	<b>Procurement Folder:</b>	894239
<b>Document Name:</b>	Building 5 DA Tank and Elevator Cooling Unit Repairs	<b>Reason for Modification:</b>	Change Order 1 is issued to establish contract dates per attached Notice to Proceed.
<b>Document Description:</b>	Building 5 DA Tank and Elevator Cooling Unit Repairs		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2021-09-20
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2021-10-04

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000114773	<b>Requestor Name:</b>	Jeffrey L Gillenwater
NITRO CONSTRUCTION SERVICES INC PO BOX 879		<b>Requestor Phone:</b>	304-352-5490
NITRO WV 25143		<b>Requestor Email:</b>	jeffrey.l.gillenwater@wv.gov
US			
<b>Vendor Contact Phone:</b>	304-204-1500	<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		

**22**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 5 - HIGHWAYS 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

9-22-21  
BAS

**Total Order Amount:** \$24,553.00

Purchasing Division

**ENTERED**

Melissa KP. 09/24/2021

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>[Signature]</i> 9/21/2021 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> 9/24/2021 ELECTRONIC SIGNATURE ON FILE
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9/23/2021

**Extended Description:**

Change Order

Change Order No. 1 is issued to establish contractual dates for the contract.

Effective Start Date: September 20, 2021

Effective End Date: October 4, 2021

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151001	0.00000		0.000000	24553.00
Service From	Service To	Manufacturer	Model No		
2021-09-20	2021-10-04				

**Commodity Line Description:** Boiler maintenance service

**Extended Description:**

Building 5 DA Tank and Elevator Cooling Unit Repairs.

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
GENERAL SERVICES DIVISION  
State Capitol  
Charleston, West Virginia 25305

Allan L. McVey  
Cabinet Secretary

Gregory L. Melton  
Director

September 20, 2021

Nitro Construction Services, Inc.  
4300 First Avenue  
Nitro, WV, 25143

Attn: Mr. McLaughlin,

**NOTICE TO PROCEED**

Per issuance of Purchase Order Number CPO 0211 GSD2200000002, this is your notification to commence work on (Monday) September 20th 2021, to provide all equipment, materials and incidentals for services related to Building 5 DA Tanks and Elevator Cooling Unit Repairs located at the Building 5 in Charleston, West Virginia, per the bid requirements, terms and conditions of CRFQ 0211 GSD2100000039.

Given the contract's allowance for Fourteen (14) calendar days from the issuance of the Notice to Proceed, the contract start date is September 20, 2021, and the Final Completion date is October 4, 2021.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5531, or e-mail at [cody.g.taylor@wv.gov](mailto:cody.g.taylor@wv.gov).

Sincerely,



Cody Taylor, Procurement Specialist, GSD