



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: 10-26-2022

|                       |   |  |            |
|-----------------------|---|--|------------|
| Order Number:         | CPO 0802 5154 DMV2200000001 3             | Procurement Folder:  | 988101     |
| Document Name:        | Cooling Tower Replacement Parkersburg DMV | Reason for Modification:<br>Change Order 01<br>To issue notice to proceed. |            |
| Document Description: | Cooling Tower Replacement Parkersburg DMV |  |            |
| Procurement Type:     | Central Purchase Order                    |  |            |
| Buyer Name:           | Jessica L Hovanec                         |  |            |
| Telephone:            | 304-558-2314                              |  |            |
| Email:                | jessica.l.hovanec@wv.gov                  |  |            |
| Shipping Method:      | Best Way                                  | Effective Start Date:  | 2022-07-14 |
| Free on Board:        | FOB Dest, Freight Prepaid                 | Effective End Date:  | 2022-09-14 |

| VENDOR  |  | DEPARTMENT CONTACT  |                      |                     |                  |                     |               |    |    |        |   |    |             |  |  |    |             |  |  |    |             |  |  |
|---|--|---|----------------------|---------------------|------------------|---------------------|---------------|----|----|--------|---|----|-------------|--|--|----|-------------|--|--|----|-------------|--|--|
| Vendor Customer Code:                                 | 000000202408   | Requestor Name:   | Kathy L Myers        |                     |                  |                     |               |    |    |        |   |    |             |  |  |    |             |  |  |    |             |  |  |
| CASTO TECHNICAL SERVICES INC<br>540 LEON SULLIVAN WAY |  | Requestor Phone:  | (304) 420-4734       |                     |                  |                     |               |    |    |        |   |    |             |  |  |    |             |  |  |    |             |  |  |
| CHARLESTON WV 25322                                   |  | Requestor Email:  | kathy.l.myers@wv.gov |                     |                  |                     |               |    |    |        |   |    |             |  |  |    |             |  |  |    |             |  |  |
| US  |  | <div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div> |                      |                     |                  |                     |               |    |    |        |   |    |             |  |  |    |             |  |  |    |             |  |  |
| Vendor Contact Phone:                                 | 999-999-9999 Extension:  |   |                      |                     |                  |                     |               |    |    |        |   |    |             |  |  |    |             |  |  |    |             |  |  |
| Discount Details:                                     |  |   |                      |                     |                  |                     |               |    |    |        |   |    |             |  |  |    |             |  |  |    |             |  |  |
|   | <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <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> </tbody> </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  |
|---|--|
| MANAGER ACCOUNTS PAYABLE<br>DIVISION OF MOTOR VEHICLES<br>5707 MACCORKLE AVE. S.E., SUITE 200 | MANAGER<br>DIVISION OF MOTOR VEHICLES<br>PARKERSBURG DMV |
| CHARLESTON WV 25304   | 601 LUBECK AVE<br>PARKERSBURG WV 26101                   |
| US  | US   |

11-9-22 Box

|                     |             |
|---------------------|-------------|
| Total Order Amount: | \$88,250.00 |
|---------------------|-------------|

Purchasing Division's File Copy

ENTERED

|  |   |  |
|--|---|--|
| PURCHASING DIVISION AUTHORIZATION<br>DATE: <i>Tanya H 10/31/2022</i><br>ELECTRONIC SIGNATURE ON FILE | ATTORNEY GENERAL APPROVAL AS TO FORM<br>DATE: <i>John S. Gray</i><br>ELECTRONIC SIGNATURE ON FILE | ENCUMBRANCE CERTIFICATION<br>DATE: <i>Beverly Toles 11-10-2022</i><br>ELECTRONIC SIGNATURE ON FILE |
|--|---|--|

11/10/2022

**Extended Description:**

Change Order 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: 07/14/2022 Through 09/14/2022

| Line         | Commodity Code | Quantity     | Unit     | Unit Price   | Total Price |
|--------------|----------------|--------------|----------|--------------|-------------|
| 1            | 40100000       | 1.00000      | EA       | 88250.000000 | 88250.00    |
| Service From | Service To     | Manufacturer | Model No |              |             |
|              |                |              |          |              |             |

**Commodity Line Description:** Cooling Tower Replacement

**Extended Description:**

Cooling Tower Replacement



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Motor Vehicles**

5707 MacCorkle Avenue, Southeast  
Post Office Box 17300

Charleston, West Virginia 25317-0010 • (304) 558-3900

TDD: (800) 742-6991 • (800) 642-9066

Jimmy Wriston, P.E.

Secretary of Transportation  
Commissioner of Highways

Everett J. Frazier  
Commissioner  
Division of Motor Vehicles

July 14, 2022

Casto Technical Services Inc.  
540 Leon Sullivan Way  
PO Box 627  
Charleston, WV 25322

Re: RFQ to replace cooling tower.

NOTICE TO PROCEED

Pursuant to the terms of CPO DMV2200000001 for the Parkersburg Regional Office cooling tower replacement, you are hereby notified to commence work at the start of the business day on July 14, 2022. The time for the completion set forth in the Contract is Sixty (60) consecutive calendar days, including the starting date which establishes September 14, 2022, as the Fixed Period Contract Completion Date.

Sincerely,

Steve Monroe

West Virginia Division of Motor Vehicles

Accepted

Casto Technical Services Inc.

By:

Dated: Sept. 27, 2022



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Everett J. Frazier  
Commissioner  
Division of Motor Vehicles

Jimmy Wriston, P.E.  
Secretary of Transportation  
Commissioner of Highways

October 26, 2022

MEMORANDUM

**TO:** Kristy James, DOT Procurement Officer

**FROM:** Steve Monroe, DMV Division Director 

**SUBJECT:** Backdate Justification Information

The Division of Motor Vehicles requests that change order 1, CPO 0802 DMV2200000001 be processed at this time.

The proper notices were provided, and the work was completed on time, and in accordance with contract terms. However, short staffing due to COVID 19 caused an oversight in completing the change order to issue the notice to proceed in a timely manner.

Please contact me at 304-352-5948 if you have any questions.

Thank you in advance for your consideration of this request.

*Backdate  
CPO  
10/26/22*