



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: 02-07-2023

<b>Order Number:</b>	CPO 0211 4025 GSD2300000013 2	<b>Procurement Folder:</b>	1122181
<b>Document Name:</b>	Building 25 HVAC Renovations	<b>Reason for Modification:</b> Change Order 1 To issue Notice to Proceed.	
<b>Document Description:</b>	Building 25 HVAC Renovations		
<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>	2023-03-28
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-01-22

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000206308	<b>Requestor Name:</b>	Patrick S O'Neill
CP&H INC		<b>Requestor Phone:</b>	304-352-5492
1500 MORGANTOWN INDUSTRIAL PARK		<b>Requestor Email:</b>	patrick.s.oneill@wv.gov
MORGANTOWN	WV 26501-2339	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
<b>Vendor Contact Phone:</b>	304-296-7135 <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			

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 25 5TH & AVERY PARKERSBURG WV 26105 US

*Handwritten signature and date: 2/08/2023*

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$2,325,400.00
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ENTERED

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara [Signature] 2/8/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John [Signature] 2/8/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Beverly Toler 2-9-2023</i> ELECTRONIC SIGNATURE ON FILE
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**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: March 28, 2023 Through January 22, 2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	2325400.00
Service From	Service To	Manufacturer	Model No		
2023-03-28	2024-01-22				

**Commodity Line Description:** Building 25 HVAC Renovations

**Extended Description:**

Building 25 HVAC Renovations



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

Mark D. Scott  
Cabinet Secretary

William D. Barry  
Director

February 7, 2023

CP&H INC  
1500 Morgantown Industrial Park  
Morgantown, WV, 26501

Attn: Mr. Wade,

**NOTICE TO PROCEED**

Per issuance of Purchase Order Number CPO 0211 GSD230000013, this is your notification to commence work on (Tuesday) March 28<sup>th</sup>, 2023, to provide all equipment, materials and incidentals for services related to Building 25 HVAC Renovations, per the bid requirements, terms, and conditions of CRFQ 0211 GSD2300000020.

Given the contract's terms and conditions, the project must be completed by December 4<sup>th</sup>. You have Three-Hundred (300) calendar days from the issuance of the Notice to Proceed. The contract start date is March 28, 2023, and the Final Completion date is January 22, 2024.

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