



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: 04-24-2023

<b>Order Number:</b>	CPO 0211 4554 GSD2300000015 2	<b>Procurement Folder:</b>	1165141
<b>Document Name:</b>	Building 54 HVAC Modifications Project	<b>Reason for Modification:</b> Change Order 1 To Issue Notice to Proceed	
<b>Document Description:</b>	Building 54 HVAC Modifications Project		
<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>	2023-04-25
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-06-18

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	<div style="font-size: 48pt; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
US	26501-2339				
<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 54 400 ADAMS ST FAIRMONT WV 26554 US

*Handwritten signature and date: 4/27/2023*

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$2,189,355.00
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ENTERED

*Handwritten: NKP 04/26/2023*

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tanya H 4/26/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S Gray 4/28/2023</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Beverly Toler 4-28-23</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 specification contained in the original contract, including all authorized change orders.

Contract Term: 04/25/2023 through 06/18/2024.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	1999955.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-04-25	2024-06-18				

**Commodity Line Description:** Base Bid

**Extended Description:**

Building 54 HVAC Modifications Project - per specifications

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151201	0.00000		0.000000	189400.00
<b>Service From</b>	<b>Service To</b>	<b>Manufacturer</b>		<b>Model No</b>	
2023-04-25	2024-06-18				

**Commodity Line Description:** Alternate # 1 - Six (6) fan coil units

**Extended Description:**

Building 54 HVAC Modifications Project - per specifications

Alternate # 1 - Six (6) fan coil units



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

Mark D. Scott  
Cabinet Secretary

John K. McHugh  
Director

April 24, 2023

CP&H Inc.  
1500 Morgantown Industrial Park  
Morgantown, WV 26501-2339

Attn: Jay Wade

**NOTICE TO PROCEED**

Per issuance of Purchase Order Number CPO GSD2300000015, this is your notification to commence work on Tuesday, April 25, 2023, to provide all equipment, materials and incidentals for services related to the Building 54 HVAC Modifications Project, per the bid requirements, terms, and conditions of CRFQ GSD2300000029.

Given the contract allowance for Three Hundred and Ninety (390) calendar days to achieve Substantial Completion, and Four Hundred and Twenty (420) calendar days to achieve Final Completion, the contract Start Date shall be April 25, 2023. Substantial Completion shall be achieved by May 19, 2024, and Final Completion by June 18, 2024.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at 304-352-5517, or email at [James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov).

Sincerely,

James R. Jones  
Procurement Administrator  
General Services Division