



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: 01-10-2024

CORRECT ORDER NUMBER MUST APPEAR ON ALL PACKAGES, INVOICES, AND SHIPPING PAPERS. QUESTIONS CONCERNING THIS ORDER SHOULD BE DIRECTED TO THE DEPARTMENT CONTACT.

Order Number:	CPO 0211 4011 GSD2300000017 4	Procurement Folder:	1177934
Document Name:	Central Chiller Plant Unit #2 Major Overhaul	Reason for Modification:	Change Order No. 2 - to increase the contract per the attached documentation.
Document Description:	Central Chiller Plant Unit #2 Major Overhaul		
Procurement Type:	Central Purchase Order		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2023-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-12-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000202408			Requestor Name:	Joey L Campbell
CASTO TECHNICAL SERVICES INC				Requestor Phone:	304-982-0529
540 LEON SULLIVAN WAY				Requestor Email:	joey.l.campbell@wv.gov
CHARLESTON	WV	25322		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
Vendor Contact Phone:	999-999-9999	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#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 11 - CHILLER PLANT 218 CALIFORNIA AVE CHARLESTON WV 25305 US

Total Order Amount: \$198,111.65

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>1/16/2024</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>1/23/2024</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>	ENCUMBRANCE CERTIFICATION DATE: <i>1-24-24</i> ELECTRONIC SIGNATURE ON FILE: <i>[Signature]</i>
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Extended Description:

Change Order No.2 is issued to increase the contract, per the attached documentation, according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders.

Effective date of increase: January 4, 2024

Original Contract Price:	\$ 149,231.65
Change Order #1 INTP:	\$ 0.00
Change Order #2 Increase:	\$ 48,880.00
New Contract Price:	\$ 198,111.65

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

There is also an administrative change requested by the Auditor's Office. The END DATE has been added to the front "Header" page of this document. This was left off by accident prior.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	100175.65
Service From	Service To	Manufacturer		Model No	
2023-11-01	2024-12-30				

Commodity Line Description: Chiller Plant Unit #2 Major Overhaul & Maintenance Yr. 1

Extended Description:

Chiller Plant Unit #2 Major Overhaul & Maintenance Yr. 1

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	72151201	0.00000		0.000000	11676.00
Service From	Service To	Manufacturer		Model No	
2024-05-30	2025-05-31				

Commodity Line Description: Chiller #2 Maintenance Agreement Yr. 2

Extended Description:

Chiller #2 Maintenance Agreement Yr. 2

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	72151201	0.00000		0.000000	12060.00
Service From	Service To	Manufacturer		Model No	
2025-05-30	2026-02-28				

Commodity Line Description: Chiller #2 Maintenance Agreement Yr. 3

Extended Description:

Chiller #2 Maintenance Agreement Yr. 3

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	72151201	0.00000		0.000000	12456.00
Service From	Service To	Manufacturer		Model No	
2026-05-31	2027-05-30				

Commodity Line Description: Chiller #2 Maintenance Agreement Yr. 4

Extended Description:

Chiller #2 Maintenance Agreement Yr. 4

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	72151201	0.00000		0.000000	12864.00
Service From	Service To	Manufacturer	Model No		
2027-05-31	2028-05-30				

Commodity Line Description: Chiller #2 Maintenance Agreement Yr. 5

Extended Description:
Chiller #2 Maintenance Agreement Yr. 5

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	24131513	0.00000	EA	25.500000	0.00
Service From	Service To	Manufacturer	Model No		

Commodity Line Description: Refrigerant - Unit Price

Extended Description:
Price will only be utilized if additional refrigerant is needed to charge the chiller during initial overhaul.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	72151201	0.00000		0.000000	48880.00
Service From	Service To	Manufacturer	Model No		
2023-11-01	2024-12-30				

Commodity Line Description: Change Order 2

Extended Description:
Motor Rotor Replacement



CASTO Technical Services

We make buildings work...Better!

PO Box 627
540 Leon Sullivan Way
Charleston, WV 25301

304-346-8920 Fax
service@castotech.com

QUOTE

Client Name: WV Dept of Administration

Contact: Joey Campbell

Date: 12/07/2023

Quote Number: 203207

Location: WV Dept of Administration - Bld 11

1900 Kanawha Blvd, East

Chiller Plant

Charleston, WV 25305

Description	Line Total
To replace the Motor Rotor due to an open rotor that was found during the inspection at the Trane repair facility.	\$48,880.00
Subtotal:	\$48,880.00
Estimated Sales Tax:	\$0.00
Total:	\$48,880.00

This is a quotation on the goods named and further subject to the standard terms and conditions attached hereto.

Acceptance of quotation

Authorized Representative

Purchase Order #

EXCLUSIONS:

1. All asbestos testing and removal will be owner's responsibility
2. All roof work

CLARIFICATIONS:

1. The price of a performance/payment bond is not included.
2. The cost of permits and inspections by outside authorities are not included.
3. Work will be performed during normal business hours (Monday-Friday, 8:00 a.m.-4:30 p.m.).
4. Our terms are net thirty days.
5. Price held firm for 45 days.
6. Standard Warranty - 1 year parts and 90 days labor.

**Thank you for your
business!**

APPROVED
[Signature]
1/11/24



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

MEMORANDUM

To: Melissa Pettrey, Senior Buyer, State Purchasing Division

From: Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*

Date: January 4, 2024

Ref: Change Order #2 – CPO 0211 GSD2300000017 – Central Chiller Plant Unit #2 Major Overhaul

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order (#2) to our contract (CPO 0211 GSD2300000017) with Casto Technical Services Inc. for the Central Chiller Plant Unit #2 Major Overhaul Project. Per the documentation attached here and to the Header of the wvOasis procurement document, we are requesting an increase of \$48,880.00, to cover the cost of replacing a Motor Rotor that was discovered to be faulty during the rebuild. This part was previously thought to be in working order by all parties and was not part of the initial bid.

Original Contract Award Amount =	\$149,231.65
Change Order #1 NTP =	\$0.00
Change Order #3 Increase =	\$48,880.00
New Contract Amount =	\$198,111.65

Please make this increase effective immediately.

There is also an administrative change to the "Header" of the WV OASIS document requested by the Auditor's Office. The change is just adding the end/expiration date to the front page of the document on the "header".

If you have any questions or need additional information, please contact me via email at Cody.G.Taylor@wv.gov or by phone at (304) 352-5531.



Jones, James R <james.r.jones@wv.gov>

CPO 0211 4011 GSD23*0017 Procurement Folder 1177934 CO 1

1 message

David Hughes <david.hughes@wvsao.gov>

Fri, Dec 8, 2023 at 11:57 AM

To: "james.r.jones@wv.gov" <james.r.jones@wv.gov>

Cc: "melissa.k.pettrey@wv.gov" <melissa.k.pettrey@wv.gov>, Auditing-List <Auditing@wvsao.gov>

Hi James,

WV SAO Auditing Division received **CPO 0211 4011 GSD23*0017 Procurement Folder 1177934 Change Order (CO) 1** for **Casto Technical Service Inc.** from State Purchasing. Upon review, the first page is missing the effective end date of the contract – December 30, 2024, per the notice to proceed letter. I spoke with Melissa Pettrey at State Purchasing and confirmed an Administrative Change Order 2 would need to be completed to include the effective end date. Please process the CO 2 to be on file with WV State Purchasing and WV SAO.

If you have any questions please do not hesitate to email us. Hope you have a great weekend.

Thank you,

David C. Hughes

Contract Audit Supervisor

Auditing Division

West Virginia State Auditor's Office

Phone: 304-205-8557

John B. McCuskey

West Virginia State Auditor

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INCREASE PENALTY RIDER

BOND AMOUNT \$149,231.65 BOND NO. 30184104

To be attached and form a part of Bond No. 30184104 dated the 26th Day of April, 2023, executed by Western Surety Company as surety, on behalf of Casto Technical Services, Inc. as current principal of record, and in favor of State of West Virginia Department of Administration Purchasing Division, as Obligee for CRFQ GSD2300000032 - Central Chiller Plant Unit #2 Major Overhaul - According to Plans & Specifications, and in the amount of One Hundred Forty Nine Thousand Two Hundred Thirty One Dollars and 65/100 (\$149,231.65).

In consideration of the agreed premium charged for this bond, it is understood and agreed that Western Surety Company hereby consents that effective from the 30th Day of October, 2023, said bond shall be amended as follows:

THE BOND PENALTY SHALL BE INCREASED:

FROM: One Hundred Forty Nine Thousand Two Hundred Thirty One Dollars and 65/100 (\$149,231.65)

TO: One Hundred Ninety Eight Thousand One Hundred Eleven Dollars and 65/100 (\$198,111.65)

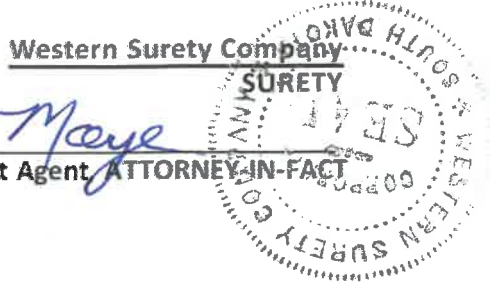
The INCREASE of said bond penalty shall be effective as of the 30th Day of October, 2023, and does hereby agree that the continuity of protection under said bond subject to changes in penalty shall not be impaired hereby, provided that the aggregate liability of the above mentioned bond shall not exceed the amount of liability assumed by it at the time the act and/or acts of default were committed and in no event shall such liability be cumulative.

Signed, sealed and dated this 30th Day of October, 2023

Casto Technical Services, Inc.
PRINCIPAL

BY Timothy Sweeney

BY Patricia A. Moye
Patricia A. Moye, WV Resident Agent ATTORNEY-IN-FACT




ACKNOWLEDGMENTS


Acknowledgment by Principal if individual or Partnership

1. STATE OF _____
2. County of _____ to-wit:
3. I, _____, a Notary Public in and for the
4. county and state aforesaid, do hereby certify that _____
whose name is signed to the foregoing writing, has this day acknowledged the same before me in my said county.
5. Given under my hand this _____ day of _____ 20____
6. Notary Seal _____
7. _____
(Notary Public)
8. My commission expires on the _____ day of _____ 20____

Acknowledgment by Principal if Corporation

9. STATE OF West Virginia
10. County of Kanawha to-wit:
11. I, Christina Smith, a Notary Public in and for the
12. county and state aforesaid, do hereby certify that Timothy Snearing
13. who as, General Manager/owner signed the foregoing writing for
14. a corporation, has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
15. Given under my hand this 26 day of December 2023
16. Notary Seal  17. Chris Smith
(Notary Public)
18. My commission expires on the 24 day of July 2026

Acknowledgment by Surety

19. STATE OF West Virginia
20. County of Kanawha to-wit:
21. I, Kimberly J. Wilkinson, a Notary Public in and for the
22. county and state aforesaid, do hereby certify that Patricia A. Moyer
23. who as, Attorney-in-fact and WV Resident Agent signed the foregoing writing for
24. Western Surety Company a corporation,
has this day, in my said county, before me, acknowledged the said writing to be the act and deed of the said corporation.
25. Given under my hand this 30th day of October 2023
26. Notary Seal  27. Kimberly J. Wilkinson
(Notary Public)
28. My commission expires on the 24th day of July 2027

Sufficiency in Form and Manner of Execution Approved

This 23rd day of January 2024.

By: John S. Gray
(Deputy Attorney General)

Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Kimberly J Wilkinson, Gregory T Gordon, Patricia A Moye, Jeremy B Stanley, Terri L Dodrill, Individually

of Charleston, WV, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 17th day of October, 2022.

WESTERN SURETY COMPANY



Paul T. Brufat

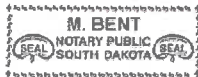
Paul T. Brufat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 17th day of October, 2022, before me personally came Paul T. Brufat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent

M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 30th day of October, 2023.

WESTERN SURETY COMPANY



L. Nelson

L. Nelson, Assistant Secretary

Form F4280-7-2012

Go to www.cnasurety.com > Owner / Obligor Services > Validate Bond Coverage, if you want to verify bond authenticity.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>05 M. Rettig</u> Date: <u>01/10/2024</u> Solicitation No. _____ C/02	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD230000009 PF No.: 1177934
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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 www.state.wv.us/admin/purchase/TCP.pdf	<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"/>

RTA 01/10/2024

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	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"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

MRP 01/10/2024

**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: Melissa K. Pettrey, Senior Buyer