



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

# State of West Virginia Master Agreement

Order Date: 01-31-2024

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:	CMA 0802 5441 DMV2200000006 3	Procurement Folder:	982311
Document Name:	HVAC Maintenance Beckley DMV	Reason for Modification:	CO#2 to renew contract under original terms, conditions and pricing. No other changes
Document Description:	HVAC Maintenance Beckley DMV		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-03-21
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-20

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000202408			Requestor Name:	Cecil W Loyd
CASTO TECHNICAL SERVICES INC				Requestor Phone:	(304) 872-8781
540 LEON SULLIVAN WAY				Requestor Email:	cecil.w.loyd@wv.gov
CHARLESTON	WV	25301			
US					
Vendor Contact Phone:	999-999-9999	Extension:			
<b>Discount Details:</b>					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

**24**  
 FILE LOCATION

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV 25304 US	MANAGER DIVISION OF MOTOR VEHICLES BECKLEY DMV 107 PINCREST DR BECKLEY WV 25801 US

Total Order Amount: \_\_\_\_\_ Open End

Purchasing Division's File Copy

*DMV 2/1/24*  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara H 2/2/2024*  
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE  
*2/7/2024*

ENCUMBRANCE CERTIFICATION  
 DATE: *Dunbar 2-8-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No2 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract, including all authorized change orders.

Effective Date: 3/21/24 - 3/20/25

Renewal Years Remaining: One (1)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	40100000			MO	152.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Preventive Maintenance  
Monthly Charge

**Extended Description:**

Preventive Maintenance  
Monthly Charge

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	40100000			HOURL	90.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Corrective Maintenance  
Hourly Labor Rate

**Extended Description:**

Corrective Maintenance  
Hourly Labor Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	40100000			EA	0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Replacement Parts Cost - Multiplier 1.3

**Extended Description:**

Replacement Parts Cost - Multiplier 1.3



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

Everett J. Frazier  
Commissioner  
Division of Motor Vehicles

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

January 30, 2024

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

RE: CMA DMV2200000006– HVAC Maintenance Beckley DMV Renewal Notice

The West Virginia Division of Motor Vehicles is requesting to renew our current contract under the same terms, conditions and pricing as stated in the original contract. The renewal effective dates are March 21, 2024 through March 20, 2025. If you agree to this renewal, please sign below and return to me.

You can return the signed document to me at [Georgina.davis@wv.gov](mailto:Georgina.davis@wv.gov). Please let me know if you have any questions.

Thank You.

Georgie Davis

*We agree to renew the contract for the period stated above under the same terms and conditions as in the original purchase order and any change orders thereto.*

*Casto Technical Services, Inc.*

*WV Division of Motor Vehicles*

April Dunlap / April Dunlap  
Name/Signature

Steve Monroe  
Name/Signature

Sales Support/Service Estimator  
Title

Director, Management Services  
Title

1/30/2024  
Date

January 30, 2024  
Date

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### CASTO TECHNICAL SERVICES, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	9/21/1973		9/21/1973	Domestic	Profit				

Organization Information									
<b>Business Purpose</b>	8113 - Other Services (except Public Administration) - Repair and Maintenance - Commercial and Industrial Machinery and Equipment (exe Auto and Elec) Repair and Maintenance			<b>Capital Stock</b>	50000.0000				
<b>Charter County</b>	Kanawha			<b>Control Number</b>	0				
<b>Charter State</b>	WV			<b>Excess Acres</b>	0				
<b>At Will Term</b>				<b>Member</b>	<div style="float: right; text-align: right;"> <span>× Close</span> </div>				
<b>At Will Term Years</b>				<b>P</b>	<div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">                     Hi, I'm SOLO I'm here to help you launch your new LLC.                 </div>				
<b>Authorized Shares</b>	500000			<b>Ent</b>					

Addresses	
Type	Address
Local Office Address	540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
Mailing Address	P.O. BOX 627 CHARLESTON, WV, 25322
Notice of Process Address	CHRISTINA SMITH 540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
Principal Office Address	540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
Type	Address

Officers	
Type	Name/Address
Director	TIMOTHY SNEERINGER PO BOX 627 CHARLESTON, WV, 25322
President	TIMOTHY SNEERINGER PO BOX 641 GREAT BARRINGTON, MA, 01230
Secretary	CHRISTINA SMITH 540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
Type	Name/Address

Date	Amendment
11/12/2020	<p>B4WV Other Change: AMENDED AND RESTATED ARTICLES OF INCORPORATION OF CASTO TECHNICAL SERVICES, INC. I. Name. The name of the corporation is Casto Technical Services, Inc. (the "Corporation"). II. Address. The address of the principal office of the Corporation is 540 Leon Sullivan Way, Charleston, WV 25301, or at some other place within the Unit States of America as designated in writing by the Corporation at the time shall designate. III. Mailing Address. The email address for the Corporation shall be casto@casto.com. The annual filings may be sent to the Secretary of the Corporation at the above location is P. O. Box 627, Charleston, WV 25322. IV. Existence. The Corporation is authorized to issue only one class of common stock consisting of more than 500,000.00 shares with par value of (\$0.10) per share. The Corporation shall issue all of the shares without certificates. VII. Purpose. The purpose of the Corporation is to engage in any or all lawful business.</p> <p>Hi, I'm SOLO I'm here to help you launch your new LLC.</p>

or activity for which corporations may be incorporated in West Virginia. VIII. Incorporator. The name and address of the original incorporators of the Corporation are Harry N. Casto and W. E. Mohler, neither of whom are affiliated with the Corporation as of the date of these Amended and Restated Articles of Incorporation and are deceased. IX. Agent. The name and address of the person (agent) to whom notice of process may be sent is Christina Smith, 540 Leon Sullivan Way, Charleston, WV 25301. X. Directors. The Corporation shall have a board of directors consisting of one (1) to five (5) directors. The directors shall be elected at each annual meeting of the shareholders. Directors need not be shareholders of the corporation nor residents of the State of West Virginia. The board of directors may not increase or decrease the number of directors. XI: Limitation on Director Liability. Directors shall have no personal liability to the Corporation or its stockholders for monetary damages for breach of fiduciary duty as a Director: Provided, this Article shall not eliminate or limit the liability of a Director: (A) for any breach of the Director's duty of loyalty to the Corporation or its stockholders; (B) for acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of law; (C) for unlawful distributions as described in the Act; or (D) for any transaction from which the Director derived an improper personal benefit. XII: Indemnification of Directors. The Corporation shall indemnify a Director for liability, as that term is defined W. Va. Code § 31D-8-850, to any person for any action taken, or any failure to take any action, as a Director except liability for: (A) receipt of a financial benefit to which he or she is not entitled; (B) an intentional infliction of harm on the Corporation or its shareholders; (C) for unlawful distributions as described in the Act; or (D) an intentional violation of criminal law.

<b>10/21/2010</b>	AMENDMENT FILED (CHANGES TO STOCK & SHARES)...SEE IMAGE
<b>2/3/1983</b>	CHANGE OF NAME FROM CASTO-TRANE SERVICE AGENCY, INC.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2023	
2022	
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<b>Date filed</b>

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 1, 2024 — 3:06 PM

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Dec 13, 2023



**See All Alerts**

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Jan 31, 2024



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e.g. 1606N020Q02

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- Any Words 
- All Words 
- Exact Phrase 

e.g. 1606N020Q02

"galls, llc" 

"casto technical services inc" 



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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>2/1/24</u> Solicitation No. <u>CMA DMV 21806</u>	Agency: WV Division of Motor Vehicles Procurement Officer Submitting Requisition: Kristy James Requisition No. CMA DMV2200000006 CO2 PF No.: 982311
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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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions ( <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a> )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

*\*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: \_\_\_\_\_

