



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: 06-14-2024

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 4554 GSD2300000015 3	Procurement Folder:	1165141
Document Name:	Building 54 HVAC Modifications Project	Reason for Modification:	Change Order No. 2 - To extend the contract.
Document Description:	Building 54 HVAC Modifications Project		
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:	2023-04-25
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-09-10

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000206308	Requestor Name:	Patrick S O'Neill
CP&H INC		Requestor Phone:	304-352-5492
1500 MORGANTOWN INDUSTRIAL PARK		Requestor Email:	patrick.s.oneill@wv.gov
MORGANTOWN	WV		
US	26501-2339		
Vendor Contact Phone:	304-296-7135	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

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 FILE LOCATION

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION - BLDG 54 416 ADAMS ST FAIRMONT WV 26554 US

6/17/24

Purchasing Division's File Copy

Total Order Amount: \$2,189,355.00

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara H. ...</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>6-26-24</i> ELECTRONIC SIGNATURE ON FILE
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6/26/2024

Extended Description:

Change Order

Change Order No. 2 is issued to extend the original contract to September 10, 2024 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to complete the project only.

Effective date of change, June 7, 2024

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	1999955.00
Service From	Service To	Manufacturer		Model No	
2023-04-25	2024-09-10				

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
Service From	Service To	Manufacturer		Model No	
2023-04-25	2024-09-10				

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



AIA Document G701[®] – 2017

Change Order

PROJECT: *(Name and address)*
WV Building 54 - HVAC Modifications
400 Adams Street
Fairmont, WV 26501

CONTRACT INFORMATION:
Contract For: General Construction
Date: March 8, 2023

CHANGE ORDER INFORMATION:
Change Order Number: 2
Date: May 29, 2024

OWNER: *(Name and address)*
West Virginia General Services Division
103 Michigan Avenue
Charleston, WV 25305

ARCHITECT: *(Name and address)*
Miller Engineering, Inc.
84 West Run Road
Morgantown, WV 26508

CONTRACTOR: *(Name and address)*
CP&H INC
1500 Morgantown Industrial Park
Morgantown, WV 26501

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Time Extension, per letter attached.

The original Contract Sum was	\$ 2189355.0
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 2,189,355.00
The Contract Sum will be unchanged by this Change Order in the amount of	\$ 0.00
The new Contract Sum including this Change Order will be	\$ 2,189,355.00

The Contract Time will be increased by Eighty-Four (84) days.

The new date of Substantial Completion will be August 12, 2024. The new date for Final Completion will be September 10, 2024.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Miller Engineering, Inc.
ARCHITECT *(Firm name)*

SIGNATURE

Brian C. Miller, PE, President

PRINTED NAME AND TITLE

DATE

CP&H INC
CONTRACTOR *(Firm name)*

SIGNATURE

Jay Wade, President

PRINTED NAME AND TITLE

DATE

West Virginia General Services Division
OWNER *(Firm name)*

SIGNATURE

James R. Jones, Procurement Administrator

PRINTED NAME AND TITLE

6/7/2024

DATE



*Approved
The Director
of FW.*

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: James R. Jones, Procurement Administrator, General Services Division

James R. Jones

Date: June 7, 2024

Ref: Change Order # 2 – CPO 0211 GSD2300000015 – Bldg. 54 HVAC Modifications Project

Melissa:

Please accept this memorandum as our explanation and justification for our request for a Change Order #2 to our contract (CPO 0211 GSD2300000015) with CP&H Inc.. for Building 54 HVAC Modifications Project. Due to additional controls programming, we are in agreement to allow for an extension of 84 calendar days. The new end date for this project will be September 10, 2024.

If you have any questions, or need additional information, please contact me via email at James.R.Jones@wv.gov or by phone at (304) 352-5517.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>05 MKP</u> Date: <u>02/14/2024</u> Solicitation No. _____ C/O #2	Agency: General Services Division <hr/> Procurement Officer Submitting Requisition: Jamie Jones <hr/> Requisition No. _____ <hr/> PF No.: 1165141
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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"/>

	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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>

*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. Petrey, Senior Buyer*

*3 mick
Jul 10/24*

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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.

CP&H, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	5/23/1988		5/23/1988	Domestic	Profit				

Organization Information									
Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)			Capital Stock	1000.0000				
Charter County	Monongalia			Control Number	0				
Charter State	WV			Excess Acres	0				
At Will Term				Member Managed					
At Will Term Years				Par Value	1.000000				
Authorized Shares	1000			Young Entrepreneur	Not Specified				



Addresses	
Type	Address
Local Office Address	1500 MORGANTOWN INDUSTRIAL PARK MORGANTOWN, WV, 26501
Mailing Address	1500 MORGANTOWN INDUSTRIAL PARK MORGANTOWN, WV, 26501 USA
Notice of Process Address	JAY L. WADE 1500 MORGANTOWN INDUSTRIAL PARK MORGANTOWN, WV, 26501
Principal Office Address	1500 MORGANTOWN INDUSTRIAL PARK MORGANTOWN, WV, 26501 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	GARY M. STEWART P.O. BOX 1254 MORGANTOWN, WV, 26505
President	JAY L. WADE 1500 MORGANTOWN IND. PARK MORGANTOWN, WV, 26501
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
CITY PLUMBING & HEATING	TRADENAME	9/22/1999	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2024	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Friday, June 14, 2024 — 11:29 AM

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