



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: 05-22-2024

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

<b>Order Number:</b>	CPO 0603 0603 ADJ2400000006 4	<b>Procurement Folder:</b>	1278015
<b>Document Name:</b>	Lewisburg AFRC- HVAC Replacement	<b>Reason for Modification:</b>	Change Order No 3- To extend the contract time per the attached documentation.
<b>Document Description:</b>	Change Order No. 3- To extend contract time only		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	David H Pauline		
<b>Telephone:</b>	304-558-0067		
<b>Email:</b>	david.h.pauline@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-10-30
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-06-27

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	VS0000039796	<b>Requestor Name:</b>	Michael H Davis	
TRUETECH MECHANICAL LLC PO BOX 3		<b>Requestor Phone:</b>	(304) 201-3980	
MOUNT NEBO WV 26679 US		<b>Requestor Email:</b>	michael.h.davis9.nfg@army.mil	
<b>Vendor Contact Phone:</b>	3046519413	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>		
<b>Discount Details:</b>	<b>Extension:</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
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR  CHARLESTON WV 25311 US	304-201-3950 LEWISBURG RC 635 INDUSTRIAL PARK RD  MAXWELTON WV 26554 US

5-24-25 GC

<b>Total Order Amount:</b>	\$649,000.00
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Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>JA 5-23-24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>5-24-24</i> ELECTRONIC SIGNATURE ON FILE
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5/24/2024

**Extended Description:**  
CHANGE ORDER NO. 3

To extend the original contract according to all terms, conditions, prices and specifications contained in the original contract and all authorized change orders per the attached documentation.

No change in contract total. Effective date of change: 04/09/2024

Effective date of extension 04/29/2024 through 06/27/2024

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

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	649000.00
Service From	Service To	Manufacturer	Model No		
2023-10-30	2024-06-27				

**Commodity Line Description:** Base Bid- Contract Item#1- Remove and replace HVAC equipment

**Extended Description:**  
Please reference "Exhibit A Pricing Page/Bid Form" .

BASE BID-Contract Item#1- Labor, materials and all associated costs to remove and dispose of HVAC equipment and replace with new per the attached specifications.



*Contractor's License # WV059547  
PO Box 3, Mt. Neo WV, 26679  
Mobile: 304-651-9413*

Mr. Skaggs,

I would like to request another 60 day time extension for the Lewisburg AFRC HVAC Reno (CPO-ADJ24\*06) due to the units arriving last week on 4/9/24 and the unpredictable April weather.

Respectfully,

A handwritten signature in black ink, appearing to read "Chad Tiller". The signature is stylized and cursive.

Chad Tiller



DEPARTMENT OF THE ARMY  
ADJUTANT GENERAL'S OFFICE  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
1707 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1026

*Approved  
per Frank Whittaker  
5.23.2024*

NGWW-FMO

9 May 2024

**TO:** Mr David Pauline, Senior Buyer  
West Virginia Division of Purchasing

**FROM:** Mr. Dean Wingerd, Procurement Analyst  
Office of the Adjutant General, State of West Virginia

**RE:** Change Order Justification  
**CPO-ADJ2400000006**  
**CO#3 Lewisburg AFRC- HVAC Replacement**  
TrueTech Mechanical, LLC.

This change order request for the project noted above is to extend the contract time until June 27, 2024. The letter from the contractor reflects this request for an extension to the contract and is attached to this submission. This change order request time extension will allow for the receipt of the HVAC units and construction phase of the project and to allow for the final invoice payment. This request is late because of staff workload.

Per this justification, we respectfully request the approval of Change Order #3 as submitted.

The point of contact for this correspondence is the undersigned at 304-561-6629 or email at [claude.d.wingerd.nfg@army.mil](mailto:claude.d.wingerd.nfg@army.mil).

Dean Wingerd  
Procurement Analyst  
WV Military Authority  
Construction & Facilities Management Office

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>5/13/24</u>	Agency: Adjutant Generals Office
Solicitation No. <u>CPO ADJ 24*06</u>	Procurement Officer Submitting Requisition: Dean Wingerd
	Requisition No. CPO-ADJ24*06 Change Order #3- Time extension only
	PF No.: 1278015

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 [CROM → 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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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 checked="" type="checkbox"/>	<input 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:  \_\_\_\_\_

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

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### Business Organization Detail

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#### TRUETECH MECHANICAL LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	2/28/2020		2/28/2020	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		<b>Capital Stock</b>
<b>Charter County</b>	Nicholas	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	
<b>At Will Term</b>	A	<b>Member Managed</b>	MGR
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Yes <span style="float: right;">X Close</span>
<b>Education Status</b>		<b>School</b>	Hi, I'm SOLO I'm here to help you launch your new
<b>Education Level</b>		<b>Field</b>	LLC.

## Addresses

Type	Address
<b>Designated Office Address</b>	412 STEWARD LANE MOUNT NEBO, WV, 26679
<b>Mailing Address</b>	PO BOX 3 MOUNT NEBO, WV, 26679 USA
<b>Notice of Process Address</b>	TRUETECH MECHANICAL 412 STEWARD LANE MOUNT NEBO, WV, 26679
<b>Principal Office Address</b>	412 STEWARD LANE MOUNT NEBO, WV, 26679 USA
Type	Address

## Officers

Type	Name/Address
<b>Manager</b>	CHAD TILLER 412 STEWARD LANE MOUNT NEBO, WV, 26679
<b>Organizer</b>	TRUETECH MECHANICAL 412 STEWARD LANE MOUNT NEBO, WV, 26679
Type	Name/Address

## DBA

DBA Name	Description	Effective Date	Termination Date
AUTOMATION SOLUTIONS	TRADENAME	12/27/2022	
TRUETECH	TRADENAME	4/1/2020	
DBA Name	Description	Effective Date	Termination Date

## Annual Reports

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Filed For	
2023	Hi, I'm SOLO I'm here to help you launch your new LLC.
2022	
2021	
Date filed	

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

Thursday, May 23, 2024 — 3:07 PM

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