



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: 06-23-2025

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 0603 0603 ADJ2500000043 2	Change Order No:	1	Procurement Folder:	1619750
Document Name:	JFHQ TAG Building Boilers & Cooling Tower Replacement	Reason for Modification: CHANGE ORDER NO 1- To establish contract start and end dates, and to issue Notice to Proceed to the vendor per the attached documentation.			
Document Description:	JFHQ TAG Building Boilers & Cooling Tower Replacement				
Procurement Type:	Central Purchase Order				
Buyer Name:	David H Pauline				
Telephone:	304-558-0067				
Email:	david.h.pauline@wv.gov				
Shipping Method:	Best Way	Effective Start Date:	2025-06-02		
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-08-31		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000039796 TRUETECH MECHANICAL LLC PO BOX 3  MOUNT NEBO WV 26679 US Vendor Contact Phone: 3046519413 Extension:  Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#3</td><td>Not Entered</td><td></td><td></td></tr><tr><td>#4</td><td>Not Entered</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	Not Entered			#3	Not Entered			#4	Not Entered			Requestor Name: Rachel L White Requestor Phone: (304) 982-1417 Requestor Email: rachel.l.white36.nfg@army.mil  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#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	STATE FINANCE ADJUTANT GENERALS OFFICE 1703 COONSKIN DR  CHARLESTON WV 25311-1085 US

CR 6-25-25

Total Order Amount: \$235,000.00

Purchasing Division's File Copy

JA 6/24/25

PURCHASING DIVISION AUTHORIZATION DATE: <i>6/24/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>6/25/25</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>6-25-25</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

CHANGE ORDER NO. 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 SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

CONTRACT TERM: 06/02/2025 THROUGH 08/31/2025.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	235000.00
Service From	Service To	Manufacturer		Model No	
2025-06-02	2025-08-31				

**Commodity Line Description:** JFHQ TAG Building Boilers & Cooling Tower Replacement

**Extended Description:**

See Pricing Page

Labor, materials and all associated costs to replace two (2) boilers and one (1) cooling tower in the JFHQ TAG building per the attached plans and specifications.

**WEST VIRGINIA ARMY NATIONAL GUARD  
CONSTRUCTION & FACILITIES MANAGEMENT OFFICE  
DIVISION OF ENGINEERING & FACILITIES  
1707 Coonskin Drive  
Charleston, West Virginia, 25311-1085**

28 May 2025

**NOTICE TO PROCEED**

TO: TrueTech Mechanical LLC  
PO Box 3  
Mount Nebo, WV 26679

FROM: West Virginia Army National Guard  
CFMO – Division of Engineering & Facilities  
1707 Coonskin Drive  
Charleston, WV 25311

SUBJECT: Notice to Proceed for the JFHQ Building Boilers & Cooling Tower Replacement

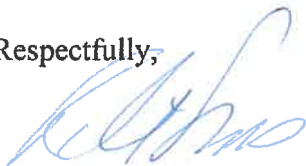
NOTICE TO PROCEED DATE: **28 MAY 2025**

TrueTech Mechanical LLC is authorized to proceed with work as per the Contract Documents for Contract number ADJ25\*043. Work should begin by **2 JUNE 2025** and last for a term of **90 days**, with work completed no later than **31 AUG 2025**.

Please provide all submittals for this project immediately for approval.

If you have any questions please contact Mr. Robert Skaggs at 304-719-8745.

Respectfully,



Robert Skaggs  
Technical Analyst

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### 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			
Business Purpose	2382 - Construction - Special Trade Contractors - Building Equipment Contractors (electrical & other wiring, plumbing, heating & air-conditioning, other)		Capital Stock
Charter County	Nicholas	Control Number	0
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		Yes

<b>Education Status</b>	<b>School</b>
<b>Education Level</b>	<b>Field</b>

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	362 BLACK BEAR LANE MOUNT LOOKOUT, WV, 26678
<b>Mailing Address</b>	PO BOX 3 MOUNT NEBO, WV, 26679
<b>Notice of Process Address</b>	TRUETECH MECHANICAL 362 BLACK BEAR LANE MOUNT LOOKOUT, WV, 26678
<b>Principal Office Address</b>	362 BLACK BEAR LANE MOUNT LOOKOUT, WV, 26678
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Manager</b>	CHAD TILLER 362 BLACK BEAR LANE MOUNT LOOKOUT, WV, 26678
<b>Organizer</b>	TRUETECH MECHANICAL 412 STEWARD LANE MOUNT NEBO, WV, 26679
<b>Type</b>	<b>Name/Address</b>

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

**Annual Reports****Filed For**

2025

2024

2023

2022

2021

**Date filed**

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

Tuesday, June 24, 2025 — 10:20 AM

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Disaster Response Registry

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JA</u> Date: <u>6/24/25</u> Solicitation No. <u>CO No.1 - Notice to Proceed</u>	Agency: Adjutant Generals Office Procurement Officer Submitting Requisition: Dean Wingerd Requisition No. CPO-ADJ25*43 Change Order #1- Notice to Proceed PF No.: 1619750
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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>	<b>Insurance requirements</b>				
	<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>	<b>Office of Technology CIO pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Treasurer's Office (banking) pre-approval</b>	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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: \_\_\_\_\_

*James Albert II*