



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: 09-23-2025

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 0211 4011 GSD2300000017 7	Change Order No:	Procurement Folder:	1177934
Document Name:	Central Chiller Plant Unit #2 Major Overhaul	Reason for Modification: Change Order 3 To correct dates of service		
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:	2028-05-31	

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000202408 CASTO TECHNICAL SERVICES INC 540 LEON SULLIVAN WAY CHARLESTON WV 25301 US Vendor Contact Phone: 999-999-9999 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: Joey L Campbell Requestor Phone: 304-982-0529 Requestor Email: joey.l.campbell@wv.gov 2026 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
GENERAL SERVICES DIVISION DEPARTMENT OF ADMINISTRATION 112 CALIFORNIA AVENUE BLDG 4, 6TH FLOOR CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 11 - CHILLER PLANT 218 CALIFORNIA AVE CHARLESTON WV 25305 US

CR 9-29-25

Total Order Amount: \$198,111.65

Purchasing Division's File Copy

CH 9/29/25

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tina H. 9/29/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>9-29-25</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>10-1-25</i> ELECTRONIC SIGNATURE ON FILE
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10/1/2025

Extended Description:

Change Order

Change Order No. 3 is issued for administrative purposes only and is intended to correct the dates of service on the header and commodity lines 3, 4, and 5. The original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Effective date of change 6/1/2025

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		
2024-06-01	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		
2025-06-01	2026-05-31				

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		
2026-06-01	2027-05-31				

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		
2027-06-01	2028-05-31				

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



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CPO GSD23*017 Administrative CO

1 message

Jones, James R <james.r.jones@wv.gov>
To: Tara L Lyle <tara.l.lyle@wv.gov>
Cc: "Taylor, Cody G" <cody.g.taylor@wv.gov>

Tue, Sep 16, 2025 at 10:25 AM

Tara,

Sorry I was out yesterday. I'm not certain what happened from the requisition starting point, but the dates were messed up and never got corrected. The end date on the Header and Commodity Lines 3, 4, & 5 needed corrected. Please look the draft version over and let us know if it's ok to approve over.

Thank you,

*James (Jamie) R. Jones
Procurement Administrator
General Services Division
112 California Avenue
Suite 644
Charleston, WV 25305
(P) 304-352-5517
(C) 304-356-1076
(F) 304-558-1475*

"Only when the power of love overcomes the love of power will the world know peace." J. Hendrix

EFT (direct deposit) payments are the safest, quickest way to receive payment!

Click the link <https://www.wvsao.gov/ElectronicPayments/Default>

On Mon, Sep 15, 2025 at 2:37 PM Taylor, Cody G <cody.g.taylor@wv.gov> wrote:
Looks like SP wants to make it an official change order.

----- Forwarded message -----

From: **Lyle, Tara L** <tara.l.lyle@wv.gov>
Date: Mon, Sep 15, 2025 at 2:35 PM
Subject: Re: CPO GSD23*017 Administrative CO
To: Taylor, Cody G <cody.g.taylor@wv.gov>

We'll have to do a formal change order since it's changing the face of the contract. Just looking over it in OASIS, it looks like the header section for the dates was only for one year but the commodity lines have up to 2028 at Year 5 (CL5).

Doesn't this need to be changed too?

I don't have the actual file in front of me.

(Header)

(PCPO) Dept: 0211 ID: 0502300000017 Ver: 6 Function: Modification Phase: Final Modified by: sash - 06/29/2025

Header 8


General Information | Contract Details | Reference | Requestor/Issuer/Buyer | Modification | Extended Description | Default Shipping/Billing | Reporting | Fixed Asset/Intant Reference | Document Information

Document Name: Central Chiller Plant Unit #2 Major Overhaul
 Record Date: 06/29/2025
 Budget FY: 2023
 Fiscal Year: 2025
 Period: 12
 Document Description: Central Chiller Plant Unit #2 Major Overhaul
 Actual Amount: \$198,111.85
 Closed Amount: \$160,731.65
 Closed Date:
 Supplier Received Date:
 Open Amount: \$37,380.00
 Open Accrual Amount: \$0.00
 Not to Exceed Amount: \$0.00
 Amendment Number:

PCard ID:
 PCard Exp:
 Procurement Folder: 1177934
 Procurement Type: Central Purchase Order
 Procurement Type ID: 8
 Vendor Registration Exemption:
 Cited Authority:
 Escrow ID:
 Effective Begin Date: 11/01/2023
 Expiration Date: 12/30/2024
 Authorization Date:
 Accounting Profile:
 Terms Template:
 Confirmation Order:
 Electronic Order Type:

(CL5)

CL Description: Chiller #2 Maintenance Agreement 11.3

Warehouse: 

Commodity: 72151201 

Stock Item Suffix: 

HVAC mechanical construction service

Supplier Part Number: 

Line Type: Service ▼

Quantity: 0.00000

Unit: 

Unit Price: \$0.00

Discounted Unit Price: \$0.00

List Price: \$0.00

Contract Amount: \$12,864.00

Service From: 05/31/2027 

Service To: 05/30/2028 

Accounting Profile: 

Accounting Template: 

Tara Lyle

Buyer Supervisor

Purchasing Division

304-558-2544 | Tara.L.Lyle@wv.gov

2019 Washington St. E., Charleston, WV 25305



**WEST VIRGINIA
PURCHASING DIVISION**

On Mon, Sep 15, 2025 at 7:22 AM Taylor, Cody G <cody.g.taylor@wv.gov> wrote:

Good Morning,

Jamie is out sick and asked me to send you the above and request your blessing. It looks like the dates got messed up from the requisition stage, and no one has ever noticed the issue. WVOASIS needs your blessing to correct this administrative change (if you all are willing so we don;t have to go through the entire change order process).

----- Forwarded message -----

From: Nora Dolin <nora.dolin@wvoasis.gov>

Date: Thu, Sep 11, 2025 at 12:57 PM

Subject: Re: CPO GSD23*017 Administrative CO

To: Jones, James R <james.r.jones@wv.gov>, HelpDesk <HelpDesk@wvoasis.gov>, Finance Team <FinanceTeam@wvoasis.gov>

Cc: Michelle R Lusk <michelle.r.lusk@wv.gov>, Cody G Taylor <cody.g.taylor@wv.gov>

Good afternoon,

We would need Purchasing's blessing to finalize the CPO as an administrative change order.

Thank you,
Nora Dolin

Finance Team

Email: FinanceTeam@wvoasis.gov

Web: wvoasis.gov

WVOASIS

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

Sent: Thursday, September 11, 2025 12:47 PM

To: HelpDesk <HelpDesk@wvoasis.gov>; Finance Team <FinanceTeam@wvoasis.gov>

Cc: Michelle R Lusk <michelle.r.lusk@wv.gov>; Cody G Taylor <cody.g.taylor@wv.gov>

Subject: CPO GSD23*017 Administrative CO

Good afternoon,

We just discovered an issue with the subject purchase order. The dates of service for Commodity Lines 3, 4 , & 5 were not correct. I'm hoping that you might be able to take this job to final, without it having to go through the full change order process.

Thank you,

*James (Jamie) R. Jones
Procurement Administrator
General Services Division
112 California Avenue
Suite 644
Charleston, WV 25305
(P) 304-352-5517
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Lyle, Tara L <tara.l.lyle@wv.gov>

Fwd: CPO GSD23*017 Administrative CO

1 message

Taylor, Cody G <cody.g.taylor@wv.gov>
To: Tara L Lyle <tara.l.lyle@wv.gov>

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To: Jones, James R <james.r.jones@wv.gov>, HelpDesk <HelpDesk@wvoasis.gov>, Finance Team <FinanceTeam@wvoasis.gov>
Cc: Michelle R Lusk <michelle.r.lusk@wv.gov>, Cody G Taylor <cody.g.taylor@wv.gov>

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Finance Team
Email: FinanceTeam@wvOASIS.gov
Web: wvOASIS.gov

WVOASIS

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Business Organization Detail

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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			
Business Purpose	8113 - Other Services (except Public Administration) - Repair and Maintenance - Commercial and Industrial Machinery and Equipment (exe Auto and Elec) Repair and Maintenance		Capital Stock 50000.0000
Charter County	Kanawha	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years	Par Value		0.100000
Authorized Shares	500000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
Mailing Address	P.O. BOX 627 CHARLESTON, WV, 25322 USA
Notice of Process Address	CHRISTINA SMITH 540 LEON SULLIVAN WAY CHARLESTON, WV, 25301
Principal Office Address	540 LEON SULLIVAN WAY CHARLESTON, WV, 25301 USA
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 United States, as the board of directors from time to time shall designate. III. Mailing Address. The mailing address of the above location is P. O. Box 627, Charleston, WV 25322. IV. Email Address. The email address where informational notices and reminders of annual filings may be sent is csmith@castotech.com. V. Existence. The existence of the Corporation is perpetual. VI. Authorized Shares. The Corporation is authorized to issue only one class of stock consisting of not 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. Purposes. The purpose of the Corporation is to engage in any or all lawful business or activity for which corporation, incorporated in West Virginia. VIII. Incorporator. The name and address of the original incorporators of the Corporation are Harry N. Casto and W. E.</p>

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.

10/21/2010

AMENDMENT FILED (CHANGES TO STOCK & SHARES)...SEE IMAGE

2/3/1983

CHANGE OF NAME FROM CASTO-TRANE SERVICE AGENCY, INC.

Date

Amendment

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

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2013

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1998
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1989
Date filed

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

Tuesday, September 23, 2025 — 8:31 AM

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e.g. 1606N020Q02




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- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"Casto Technical" 

Entity 

Location 

Zip Code


e.g. 20001


State / Territory

Select State / Territory 

West Virginia 

City

Select State (Optional) 

Select City 

Country

Select Country 

Status

- ☒ Active
- ☐ Inactive

Reset 

Entity Information ^



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>9/29/25</u> Solicitation No. <u>CPO GSD23*17</u>	Agency: General Services Division <hr/> Procurement Officer Submitting Requisition: Jamie Jones <hr/> Requisition No. <hr/> 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"/>

	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 type="checkbox"/>	<input checked="" 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: _____

Crystal Husted