



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: 09-10-2025

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:	CMA 0506 2936 BPH2300000001 4	Procurement Folder:	1030130
Document Name:	HVAC MAINTENANCE	Reason for Modification:	Change Order 3 To Renew Contract
Document Description:	HVAC MAINTENANCE		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

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>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Courtney M Buskirk Requestor Phone: 304-352-4853 Requestor Email: courtney.m.buskirk@wv.gov 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

CR 9-13-25

Total Order Amount:

Open End

Purchasing Division's File Copy

CH 9/15/25

PURCHASING DIVISION AUTHORIZATION
DATE: 9/15/2025
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 9/18/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 9-19-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 3 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders. Effective date of renewal 10/1/2025 through 9/30/2026.

Renewal Years Remaining:0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	72151003			HOUR	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Corrective Maintenance - Flat Hourly Rate**Extended Description:**

Corrective Maintenance - Flat Hourly Rate

Pricing included on Exhibit B

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	40101800			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Parts -Plus Percentage Markup**Extended Description:**

Parts -Plus Percentage Markup

Pricing included on Exhibit B

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	72151003			MO	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Preventative Maintenance - Monthly Cost**Extended Description:**

Preventative Maintenance - Monthly Cost

Pricing included on Exhibit B



CASTO Technical Services

We make buildings work...Better!

WVDHHR Bureau for Public Health
350 Capitol Street, Room 206
Charleston, WV 25301

September 9, 2025

RE: Anniversary of Renewal for Contract # CMA BPH2300000001

It has been our pleasure to serve you for the past year. Our records indicate that your HVAC Maintenance Agreement will expire on **September 30, 2025**. We will continue to provide you with the highest quality of service in the upcoming year.

We wish to renew the above-referenced Contract under the same Terms & Conditions. The Renewal Agreement price for Office of Laboratory Services (OLS) will remain **\$15,276** billed in monthly payments of **\$1,273**. The Renewal Agreement price for Office of Chief Medical Examiner (OCME) will remain **\$14,376** billed in monthly payments of **\$1,198**. The renewal will begin on **October 1, 2025**, and expire on **September 30, 2026**.

We thank you for using Casto Technical Services as a vendor for your HVAC needs, and we look forward to serving you for another year. If you have any questions and/or need anything further, please do not hesitate to contact us.

Sincerely,

April Dunlap

Name: April Dunlap
Inside Sales Support

Christi D. Clave

Authorized Signature

Matt Izzo

MATT IZZO, Chief Administrator
OCME

Trey Morris
Purchasing Director

Agreed

Heather White

Courtney Bush

We Make Building Work...BETTER!!!



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH
CENTRAL FINANCE OFFICE

Arvin Singh, EdD, MBA, MPH, MS, FACHE
Health Secretary

To: Samantha Wills
Director of Purchasing
Via Bryan Rosen
Director of Purchasing, Office of Shared Administration

From: Trey Morris
Purchasing Director West Virginia Department of Health

Date: 9/9/25

Re: Justification to renew CMA BPH2300000001 HVAC Casto

To Whom it may concern,

This memo will serve as the justification to renew CMA 0506 2936 BPH2300000001 for the Office of Laboratory Services and the Office of Chief Medical Examiners Office. This service is critical to the operation of both offices to ensure a properly functioning and serviced HVAC unit as well as their refrigeration and freezer units. Optimal temperature control is needed at both locations to comply with regulations where laboratory testing is performed. Improper temperature control can lead to invalid or inaccurate testing results. The Chief Medical Examiners Office also requires refrigeration to properly store decedents and any associated clinical samples. Failure in those units or lack of repair would have a negative impact on death investigations and testing. The Office of Laboratory Services and the Chief Medical Examiners office request the contract be renewed with the original terms, conditions, and pricing as specified in the original contract.

Sincerely,

A handwritten signature in black ink that reads "Trey Morris".

Purchasing Director West Virginia Department of Health Central Finance Unit

Thank you for your consideration. We hope to hear from you soon.



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Sep 5, 2025



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Revolutionary FAR Overhaul Impacts to SAM.gov [Show Details](#)
Aug 15, 2025



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All Words

e.g. 1606N020Q02




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Search Editor


- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 


e.g. 123456789, Smith Corp

"CASTO TECHNICAL SERVICES INC" 

Classification 

Excluded Individual 

Excluded Entity 

Federal Organizations 

Exclusion Type 

Exclusion Program 

Location 

Dates 

Reset 



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

Monday, September 8, 2025 — 12:53 PM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Crystal Husted</u> Date: <u>9/15/25</u> Solicitation No. <u>CMA BPH23*01</u>	Agency: WV DOH Procurement Officer Submitting Requisition: Heather White Requisition No. CMA BPH2300000001 CO3 PF No.: 1030130
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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 type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: _____

Cristal Hustad