



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: 07-14-2026

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 4009 GSD2600000021 3	Change Order No:	1	Procurement Folder:	1939010
Document Name:	Governor's Mansion Boiler			Reason for Modification:	Change Order 1 is issued to issue NTP.
Document Description:	Governor's Mansion Boiler				
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:	2026-07-27
Free on Board:	FOB Dest, Freight Prepaid			Effective End Date:	2026-12-09

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000051977 304 HEATING & COOLING LLC 1045 Divide Ridge Road Kenna WV 25245 US Vendor Contact Phone: 6815784547 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: Patrick S O'Neill Requestor Phone: 304-352-5514 Requestor Email: patrick.s.oneill@wv.gov 2027 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 9 - CULTURE & HISTORY 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

CR 7-15-26
Purchasing Division's File Copy

Total Order Amount:	\$193,000.00
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PURCHASING DIVISION AUTHORIZATION DATE: <i>7/15/26</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>7/15/26</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>7-16-26</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: July 27th, 2026 through December 9th, 2026

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	193000.00
Service From	Service To	Manufacturer		Model No	
2026-07-27	2026-12-09				

Commodity Line Description: Governor's Mansion Boiler

Extended Description:

Governor's Mansion Boiler - See Exhibit A Pricing Page



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Eric L. Householder
Cabinet Secretary

Bob Kilpatrick
Acting Director

July 9, 2026

304 Heating & Cooling LLC
1045 Divide Ridge Road
Kenna, WV, 25245

Re: CPO GSD2600000021 Governor's Mansion Boiler

Attn: Mr. Lancaster

Notice to Proceed

Per issuance of Purchase Order Number CPO 0211 GSD2600000021, this is your notification to commence work on (Monday) July 27th, 2026, to provide all labor, equipment, materials, and incidentals for services related to the Governor's Mansion Boiler Project, per the bid requirements, terms, and conditions of CRFQ 0211 GSD2600000037.

Given the contract's terms and conditions, the Vendor will have One Hundred and Thirty Five(135) calendar days from the issuance of the Notice to Proceed to finish the project. The contract start date is July 27th, 2026 and the Final Completion date is December 9th, 2026.

Cody Taylor

If you have any questions, or need additional information, please contact me via email at CodyG.Taylor@wv.gov or by phone at (304) 352-5531.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>HB</u> Date: <u>7/14/2024</u> Solicitation No. <u>CPO-GSD26*21</u>	Agency: West Virginia General Services Division Procurement Officer Submitting Requisition: Cody Taylor Requisition No. CPO GSD2600000021 <u>-CRQSGSD26*27</u> PF No.: 1939010
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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	☒	☐	☐	☐
2	Use of correct specification template	☒	☐	☐	☐
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	☒	☐	☐	☐
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	☒	☐	☐	☐
5	Maximum budgeted amount in wvOASIS	☒	☐	☐	☐
6	Suggested vendors in wvOASIS	☒	☐	☐	☐
7	Capitol Building Commission pre-approval	☐	☐	☐	☐
8	Financing (Governor's Office) pre-approval	☐	☐	☐	☐
9	Fleet Management Division pre-approval	☐	☐	☐	☐

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	☐	☐	☐	☐
	Automobile Liability	☐	☐	☐	☐
	Workers' Compensation/Employer's Liability	☐	☐	☐	☐
	Cyber Liability	☐	☐	☐	☐
	Builder's Risk/Installation Floater	☐	☐	☐	☐
	Professional Liability	☐	☐	☐	☐
	Other (specify)	☐	☐	☐	☐
11	Office of Technology CIO pre-approval	☐	☐	☐	☐
12	Treasurer's Office (banking) pre-approval	☐	☐	☐	☐

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	☒	☒	☐	☒
2	Standard change order language	☒	☒	☐	☒
3	Office of Technology CIO approval	☐	☐	☒	☐
4	Justification for price increases/backdating/other	☐	☐	☒	☐
5	Bond Rider (Construction)	☐	☐	☒	☐
6	Secretary of State Verification	☒	☒	☐	☒
7	State debarment verification	☒	☒	☐	☒
8	Federal debarment verification	☒	☒	☐	☒

**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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"304 Heating & Cooling LLC" 

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Business Organization Detail

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304 HEATING & COOLING LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/13/2026		1/13/2026	Domestic	Profit			

Organization Information			
Business Purpose		Capital Stock	
Charter County	Jackson	Control Number	
Charter State	WV	Excess Acres	
At Will Term	A	Member Managed	MGR
At Will Term Years	Pa	X Close	
Authorized Shares	Y Entr	Hi, I'm SOLO! I can help you file your Annual Report.	

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Addresses

Type	Address
Designated Office Address	1045 DIVIDE RIDGE RD GIVEN, WV, 25245
Notice of Process Address	CHRISTOPHER DEWEESE 1045 DIVIDE RIDGE RD GIVEN, WV, 25245
Principal Office Address	1045 DIVIDE RIDGE RD GIVEN, WV, 25245 USA
Principal Office Mailing Address	1045 DIVIDE RIDGE RD GIVEN, WV, 25245 USA
Type	Address

Officers

Type	Name/Address
Manager	CHRISTOPHER DEWEESE 1045 DIVIDE RIDGE RD GIVEN, WV, 25245
Organizer	CHRISTOPHER DEWEESE 1045 DIVIDE RIDGE RD GIVEN, WV, 25245
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
304 HEATING COOLING PLUMBING	TRADENAME	2/25/2026	
304 HVAC MECHANICAL & POWER	TRADENAME	1/13/2026	
304 INTEGRATED HOME SERVICES	TRADENAME	1/13/2026	
304 MECHANICAL & POWER	TRADENAME	5/1/2026	
DBA Name	Description		

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For more information, please contact the Secretary of State's Office at 800-555-5555.

Thursday, July 9, 2026 — 3:05 PM

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you file your Annual
Report.



CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV066107

CLASSIFICATION:

HVAC
SPECIALTY

304 HEATING & COOLING LLC
DBA 304 HEATING COOLING PLUMBING
1045 DIVIDE RIDGE ROAD
GIVEN, WV 25245

DATE ISSUED

APRIL 7, 2026

EXPIRATION DATE

APRIL 7, 2027

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



**WEST VIRGINIA
CONTRACTOR
LICENSING BOARD**

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