



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Purchase Order**

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

Order Date: 07-22-2024

<b>Order Number:</b>	CPO 0211 4001 GSD240000019 3	<b>Procurement Folder:</b>	1418316
<b>Document Name:</b>	House Chambers Ductwork Modification Project	<b>Reason for Modification:</b> Change Order 1 To Issue Notice to Proceed	
<b>Document Description:</b>	House Chambers Ductwork Modification Project		
<b>Procurement Type:</b>	Central Purchase Order		
<b>Buyer Name:</b>	Melissa Pettrey		
<b>Telephone:</b>	(304) 558-0094		
<b>Email:</b>	melissa.k.pettrey@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-08-05
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-11-03

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000189985	<b>Requestor Name:</b>	Patrick S O'Neill
DSO MECHANICAL LLC 515 THIRD AVE		<b>Requestor Phone:</b>	304-352-5492
SO CHARLESTON WV 25303 US		<b>Requestor Email:</b>	patrick.s.oneill@wv.gov
<b>Vendor Contact Phone:</b>	3047448479	<div style="font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION _____	
<b>Extension:</b>	101		
<b>Discount Details:</b>			
<b>Discount Allowed</b>	<b>Discount Percentage</b>		
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 1 1900 KANAWHA BLVD E CHARLESTON WV 25305 US

7/26/24 bc

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$146,150.00
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<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tara Ke 7/26/24</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray 7/31/2024</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>8-1-24</i> ELECTRONIC SIGNATURE ON FILE
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**Extended Description:**

Change Order 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: 8/5/2024 through 11/3/2024

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72151201	0.00000		0.000000	146150.00
Service From	Service To	Manufacturer	Model No		
2024-08-05	2024-11-03				

**Commodity Line Description:** HVAC mechanical construction service

**Extended Description:**

HVAC mechanical construction service



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

Mark D. Scott  
Cabinet Secretary

John K. Mchugh  
Director

July 22, 2024

DSO Mechanical LLC  
515 Third Avenue  
South Charleston, WV 25303

Attn: Mike Laughlin,

**NOTICE TO PROCEED**

Per issuance of Purchase Order Number CPO GSD2400000199, this is your notification to commence work on August 5, 2024, to provide all equipment, materials and incidentals for services related to House Chambers Ductwork Modifications Project, per the bid requirements, terms, and conditions of CRFQ GSD240000002.3.

Given the contract's terms and conditions, you have Ninety (90) calendar days from the issuance of November 3, 2024.

If you have any questions or concerns on this issue, please do not hesitate to contact me by telephone at (304) 352-5517, or e-mail at [James.R.Jones@wv.gov](mailto:James.R.Jones@wv.gov).

Sincerely,

A handwritten signature in blue ink that reads "James R. Jones".

James R. Jones, Procurement Administrator

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### DSO MECHANICAL LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	12/6/2012		12/6/2012	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>	Kanawha	<b>Control Number</b>	99Y0B
<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>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	515 THIRD AVENUE SOUTH CHARLESTON, WV, 25303
<b>Mailing Address</b>	515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
<b>Principal Office Address</b>	515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Manager</b>	CAROLYN A. HOTES 515 THIRD AVENUE SW SOUTH CHARLESTON, WV, 25303
<b>Organizer</b>	BRYAN K. PROSEK 41 SOUTH HIGH STREET, SUITE 2200 COLUMBUS, OH, 43215 USA
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
2017	
2016	

2015
2014
2013
<b>Date filed</b>

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

Monday, July 22, 2024 — 12:55 PM

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Disaster Response Registry

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Exclusions

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All Words i

Exact Phrase i

e.g. 123456789, Smith Corp

"DSD Mechanical" x

Entity ∨

Location ∨

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#05 MJP</u> Date: _____  Solicitation No. _____  C/O 1 NTP	Agency: General Services Division  Procurement Officer Submitting Requisition: Jamie Jones  Requisition No. _____  PF No.: 1418316
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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 <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 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 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 checked="" 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"/>

*MLKP  
07/25/2024*

*\*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: *Melissa K. Pettrey, Senior Buyer*