



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: 01-03-2025

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 0802 5234 DMV2200000007 5	Procurement Folder:	991803
Document Name:	HVAC Maintenance Summersville DMV	Reason for Modification:	Change Order 4 To renew contract
Document Description:	HVAC Maintenance Summersville DMV		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-03-21
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-03-20

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000202408			Requestor Name:	Cecil W Loyd
CASTO TECHNICAL SERVICES INC				Requestor Phone:	(304) 872-8781
540 LEON SULLIVAN WAY				Requestor Email:	cecil.w.loyd@wv.gov
CHARLESTON	WV	25301		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px;">FILE LOCATION</div>	
US					
Vendor Contact Phone:	999-999-9999	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200 CHARLESTON WV 25304 US	MANAGER DIVISION OF MOTOR VEHICLES SUMMERSVILLE DMV 2 ARMORY WAY SUMMERSVILLE WV 26651 US

CR 1-8-25

Total Order Amount:	Open End
----------------------------	----------

Purchasing Division's File Copy

JE 1/3/25

PURCHASING DIVISION AUTHORIZATION
DATE: JM 1-3-25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: John L. Gray
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 1-10-25
ELECTRONIC SIGNATURE ON FILE

1/10/2025

Extended Description:

Change Order

Change Order No 4 is used to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract, including all authorized change orders.

Effective date of renewal: 3/21/25-3/20/26

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	40100000			MO	339.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Preventive Maintenance
Monthly Charge

Extended Description:

Preventive Maintenance
Monthly Charge

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	40100000			HOUR	94.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Corrective Maintenance
Hourly Labor Rate

Extended Description:

Corrective Maintenance
Hourly Labor Rate

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	40100000			EA	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Replacement Parts Cost - Multiplier 1.3

Extended Description:

Replacement Parts Cost - Multiplier 1.3



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
Division of Motor Vehicles

5707 MacCorkle Avenue, Southeast
Post Office Box 17300

Charleston, West Virginia 25317-0010 • (304) 558-3900
TDD: (800) 742-6991 • (800) 642-9066

Everett J. Frazier
Commissioner
Division of Motor Vehicles

Jimmy Wriston, P.E.
Secretary of Transportation
Commissioner of Highways

December 11, 2024

Casto Technical Services, Inc.
540 Leon Sullivan Way
Charleston, WV 25322

RE: CMA DMV2200000007– HVAC Maintenance Summersville DMV Renewal Notice

The West Virginia Division of Motor Vehicles is requesting to renew our current contract under the same terms, conditions and pricing as stated in the original contract. The renewal effective dates are March 21, 2025 through March 20, 2026. If you agree to this renewal, please sign below and return to me.

You can return the signed document to me at Georgina.davis@wv.gov. Please let me know if you have any questions.

Thank You.

Georgie Davis

We agree to renew the contract for the period stated above under the same terms and conditions as in the original purchase order and any change orders thereto.

Casto Technical Services, Inc.

April Dunlap April Dunlap
Name/Signature

Sales Support/Service Estimator
Title

12/12/2024
Date

WV Division of Motor Vehicles

Cecil W. Loyd Cecil W. Loyd
Name/Signature

Executive Director
Title

12/18/2024
Date

You are viewing this page over a secure connection. Click here for more information.

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.

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	X Close
At Will Term Years		Pa	Hi, I'm SOLO! I can help you file your Annual Report.
Authorized Shares	500000	Entr	

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 Corporation is P.O. Box 627, Charleston, WV 25322. IV. E-mail. The e-mail address of the Corporation is csmith@castotech.com. V. Term. The term of the Corporation is perpetual. VI. Authorized Shares. The Corporation is authorized to issue one class of stock consisting of 1,000,000 shares, each having a par value of (\$0.10) per share. VII. Purposes. The purpose of the Corporation is to engage in any or all lawful business or activity for which corporations are incorporated in West Virginia. VIII. Incorporator. The name and address of the original incorporators of the Corporation are Harry N. Casto and</p>

Hi, I'm SOLO! I can help you file your Annual Report.

x 627,
is
only
par
s

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>4/3/25</u>	Agency: WV Division of Motor Vehicles
Solicitation No. <u>CMA DMV22*07</u> <u>CO#9</u>	Procurement Officer Submitting Requisition: Kristy James
	Requisition No. CMA DMV2200000006 CO4
	PF No.: 991803

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:

		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 www.state.wv.us/admin/purchase/ICP.pdf	<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
10 Insurance requirements				
<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>
11 Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12 Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 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: _____

