



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: 09-27-2023

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 4553 GSD2300000010 2	Procurement Folder:	1144010
Document Name:	Bldg. 53 Convert BAS from Metasys to Ensemble	Reason for Modification:	Change Order 1 To Extend Contract.
Document Description:	Bldg. 53 Convert BAS from Metasys to Ensemble		
Procurement Type:	Central Sole Source		
Buyer Name:	Melissa Pettrey		
Telephone:	(304) 558-0094		
Email:	melissa.k.pettrey@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	
Free on Board:		Effective End Date:	

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	000000159732	Requestor Name:	Scotty E Pauley		
TRANE US INC 2343 HIGHLAND FARM RD ROANOKE VA 24017 US		Requestor Phone:	304-352-5481		
Vendor Contact Phone:	999-999-9999 Extension:	Requestor Email:	scotty.e.pauley@wv.gov		
Discount Details:		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
Discount Allowed	Discount Percentage			Discount Days	
#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 53 153 WEST MAIN ST CLARKSBURG WV 26301 US

11-7-23 Box

Purchasing Division's File Copy

Total Order Amount:	\$196,630.00
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ENTERED

MKP 10/18/2023

PURCHASING DIVISION AUTHORIZATION DATE: <i>Tara G...</i> 11/6/2023 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> 11/8/2023 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Toler</i> 11-6-23 ELECTRONIC SIGNATURE ON FILE
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Extended Description:

Change Order

Change Order No. 1 is issued to extend the original contract to October 31,2023 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders. The extension of this contract is provided to (complete the project, or for payment purposes) only.

Effective date of change immediately.

No other changes.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	39121803	0.00000		0.000000	196630.00
Service From	Service To	Manufacturer	Model No		
2023-01-01	2023-10-31				

Commodity Line Description: Building environmental control system

Extended Description:



Pettrey, Melissa K <melissa.k.pettrey@wv.gov>

CPO GSD23*10 and CPO GSD23*11 change orders

1 message

Williams, John <JWilliams4@trane.com>

Tue, Oct 31, 2023 at 9:23 AM

To: "cody.g.taylor@wv.gov" <cody.g.taylor@wv.gov>, "James.R.Jones@wv.gov" <james.r.jones@wv.gov>

Cc: "Melissa.K.Pettrey@wv.gov" <Melissa.K.Pettrey@wv.gov>

Jamie, Cody

Trane would like to request contract extensions dates for the following two controls upgrade projects.

- Weirton building 34 controls project CPO GSD23*11
- Clarksburg building 53 controls project CPO GSD23*10

We would like the dates to be extended until 10-31-2023 for both projects. Both projects were proposed with a 8-10 month timeline for completion, I did not catch the dates that were on the purchase orders or I would have requested them to be changed. We had over a two month lead time on most of the material. Please let me know if I need to send these on letterhead or individually per project.

Thank you.

John Williams CEM,CEA

Commercial HVAC North America

Trane Technologies

Southern Atlantic Region

[10384 Wallace Alley Street](#)[Kingsport, TN 37663](#)

Mobile: (423) 794-6334

Fax: (423) 224-1151

Email: jwilliams4@Trane.com<http://www.Trane.com/JohnsonCity>



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

APPROVED
[Signature]
10/13/23

MEMORANDUM

TO: Melissa Pettrey, Senior Buyer, WV Purchasing Division
FROM: Cody Taylor, Procurement Specialist, General Services Division *Cody Taylor*
DATE: September 27, 2023
REF: CPO GSD2300000010 Building 53 TRANE Controls, Change Order #1

Melissa,

Please let this memorandum serve as justification for our request for Change Order #1 to our contract with TRANE for the referenced contract. This request is to extend the contract until October 31, 2023 so that final payments can be made for the project. This change order is administrative in nature and comes at no cost increase.

The extension is needed due to it taking the vendor longer than expected to do the work, a breakdown in communication, and also being billed "late". Also, the contract was awarded with Terms and Conditions Term of One-Time Purchase. Since the commodity code used a "service" type, we had to input contract dates. At the time, we were under the impression that the project would be completed in a one-month timeframe. We were not made aware of any delays in this project until we received an invoice that was for work beyond the initial estimated timeframe. This project also suffered from having two potential managers that assumed that the other was managing the work. As of July 19th 2023, the work had been completed.

Please feel free to contact me with any questions, or if additional information and/or documentation is required to process this change order.

Thank you for your time and consideration of this project.