



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: 04-21-2026

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

<b>Order Number:</b>	CPO 0603 0603 ADJ2600000029 2	<b>Change Order No:</b>	1	<b>Procurement Folder:</b>	1820997
<b>Document Name:</b>	Construction: CD RTI Chiller Replacement			<b>Reason for Modification:</b>	
<b>Document Description:</b>	Construction: Camp Dawson - RTI Chiller Replacement			CHANGE ORDER NO 1- To establish contract start and end dates, and to issue Notice to Proceed to the vendor per the attached documentation.	
<b>Procurement Type:</b>	Central Purchase Order				
<b>Buyer Name:</b>	David H Pauline				
<b>Telephone:</b>	304-558-0067				
<b>Email:</b>	david.h.pauline@wv.gov				
<b>Shipping Method:</b>	Best Way			<b>Effective Start Date:</b>	2026-04-07
<b>Free on Board:</b>	FOB Dest, Freight Prepaid			<b>Effective End Date:</b>	2026-08-05

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000050730	<b>Requestor Name:</b>	Dusty J Smith
ProntoTech LLC 120 Harmony Rd  Wexford PA 15090 US		<b>Requestor Phone:</b>	304-561-6004
<b>Vendor Contact Phone:</b>	4126942000	<b>Requestor Email:</b>	dusty.j.smith2.nfg@army.mil
<b>Discount Details:</b>			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	Not Entered		
#3	Not Entered		
#4	Not Entered		

**2026**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
DIVISION ENGINEERING & FACILITIES ADJUTANT GENERALS OFFICE 1707 COONSKIN DR  CHARLESTON WV 25311 US	FACILITY MAINTENANCE MANAGER CAMP DAWSON ARMY TRAINING SITE 240 ARMY RD  KINGWOOD WV 26537-1077 US

*CR 4-23-26*

<b>Total Order Amount:</b>	\$846,740.00
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Purchasing Division's File Copy

<b>PURCHASING DIVISION AUTHORIZATION</b> DATE: <i>Tanya 4/23/2026</i> ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> DATE: <i>Andy Reese</i> ELECTRONIC SIGNATURE ON FILE <i>4-23-26</i>
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*4/23/2026*

**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: 04/07/2026 THROUGH 08/05/2026.

NO OTHER CHANGES.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	72000000	0.00000		0.000000	846740.00
Service From	Service To	Manufacturer	Model No		
2026-04-07	2026-08-05				

**Commodity Line Description:** CD- RTI Chiller Replacement

**Extended Description:**

See the Bid Form to input pricing.

Contract Item #1- Lump Sum Price for Base Bid for Replacement of the RTI replacement.



DEPARTMENT OF THE ARMY  
CONSTRUCTION AND FACILITIES MANAGEMENT OFFICE  
JOINT FORCES HEADQUARTERS WEST VIRGINIA  
1707 COONSKIN DRIVE  
CHARLESTON, WEST VIRGINIA 25311-1026

NGWV-FMO-TSB

6 April 2026

**NOTICE TO PROCEED**

**TO:** ProntoTech LLC  
ATTN: Mr. Brian Putos  
120 Harmony Road  
Wexford PA 15090

**FROM:** West Virginia Army National Guard  
Construction and Facilities Management Office  
(CFMO)  
1707 Coonskin Drive  
Charleston, WV 25311

**SUBJECT:** Notice to Proceed for Camp Dawson RTI Chiller replacement.

**NOTICE TO PROCEED DATE:** 7 April 2026

ProntoTech LLC is authorized to proceed with work as per the Contract Documents for project number ADJ2600000029. Work should begin by **7 April 2026** and last for a term of **120 calendar days**, with work completed no later than **5 August 2026**.

Please provide all documentation and submittals for this project in accordance with the contract documents for approval.

If you have any questions of concerns, the point of contact for this action is CPT Charles Laughlin – 304-374-1850.

Respectfully,

A handwritten signature in blue ink, appearing to read "C. R. Laughlin", is positioned above the typed name.

CHARLES R LAUGHLIN  
NGWV-FMO-TSB  
Project Manager

An official website of the United States government [Here's how you know](#)



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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.*

### PRONTOTECH LLC

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
LLC   Limited Liability Company	11/21/2025		11/21/2025	Foreign	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>				<b>Control Number</b>					
<b>Charter State</b>	PA				<b>Excess Acres</b>				
<b>At Will Term</b>	A				<b>Member Managed</b>	MBR			
<b>At Will Term Years</b>				<b>Par Value</b>					
<b>Authorized Shares</b>				<b>Young Entrepreneur</b>	No				

**Addresses**

Type	Address
<b>Designated Office Address</b>	120 HARMONY ROAD WEXFORD, PA, 15090
<b>Notice of Process Address</b>	PRONTOTECH LLC 120 HARMONY ROAD WEXFORD, PA, 15090
<b>Principal Office Address</b>	120 HARMONY ROAD WEXFORD, PA, 15090 USA
<b>Principal Office Mailing Address</b>	120 HARMONY ROAD WEXFORD, PA, 15090 USA
Type	Address

**Officers**

Type	Name/Address
<b>Member</b>	BRIAN PUTOS 120 HARMONY ROAD WEXFORD, PA, 15090
<b>Member</b>	MATEJ POLACEK 122 HARMONY ROAD WEXFORD, PA, 15090
<b>Member</b>	JOSEPH BEST 120 HARMONY ROAD WEXFORD, PA, 15090
Type	Name/Address

**Annual Reports****Filed For**

2026

**Date filed**

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

Tuesday, April 21, 2026 — 2:17 PM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>#13</u> Date: <u>4/21/2026</u>	Agency: <u>WV AD</u>
Solicitation No. <u>CPO AD26*29</u>	Procurement Officer Submitting Requisition: <u>Dusty Smith</u>
CO#1      notice to proceed	Requisition No. <u>CPO AD2600000029</u>
	PF No.: <u>1820997</u>

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:**      Provided, if Required      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
<b>10</b>	<b>Insurance requirements</b>				
	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"/>
<b>11</b>	<b>Office of Technology CIO pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Treasurer's Office (banking) pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

<b>1</b>	Two-party agreement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

*Jessica Riley*