

Purchase Change Request



Marshall University
Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100

Order #
MU21HHCHILLER

FY 25	Buyer LL	Date 03/24/2025	Account VARIES	P.O. Date 05/10/2021	Contract MU21HHCHILLER
----------	-------------	--------------------	-------------------	-------------------------	---------------------------

Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement	Document Action <input type="checkbox"/> Cancellation <input checked="" type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other
--	--	--

Vendor Name, Address, Phone #, etc. Casto Technical Services Inc. 540 Leon Sullivan Way Charleston, WV 25322	Vendor Code 550539186	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 304-346-0549	Fax	FEIN# 55-0539186

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # 4</p> <p align="center">CHILLER MAINTENANCE AND REPAIR</p> <p>To make the following changes to MU21HHCHILLER all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders.</p> <p>1. Contract renewal. 2. To increase the contract pricing.</p> <p>Effective Date(s): May 1, 2025 - April 30, 2026 Renewal #4 of 4 Renewals Remaining: 0</p> <p>Vendor contact: April Dunlap adunlap@castotech.com/304.720.0993</p>		

Reason for Change: 1. Contract renewal. 2. To increase the contract pricing.	Previous Total	\$ Open-end
	Increase	\$ -
	Decrease	\$ -
	New Total	\$ Open-end

Approved: Michelle W. Keeler 3.25.2025
 Authorized Signature Date

N/A
 Attorney General **if** required Date



Marshall University
Harless Hall
One John Marshall Drive
Huntington, WV 25755

February 25, 2025

RE: MU21HHCHILLER

It has been our pleasure to serve you this past year. Our records indicate that your HVAC Maintenance Agreement will expire on **April 30, 2025**. Under the terms and conditions of your existing Agreement, the pricing is reviewed annually.

Based upon this annual review, we propose the following:

The current Agreement price is **\$24,750** billed in monthly payments of **\$2,062.50**. Casto Technical Services understands that these are tough economic times, and we are making every effort to control the costs for our valued customers. Inflation has affected us all. Casto wants to be fair to our valued customers. Therefore, we are requesting a **1%** increase for your HVAC Maintenance Agreement Renewal.

With the proposed increase, the renewal price will be **\$24,996**, billed in monthly payments of **\$2,083**. The Renewal will begin **May 1, 2025**, and expire on **April 30, 2026**. The labor rate and Terms and Conditions of the Agreement will remain the same.

We thank you for using Casto Technical Services as a vendor for your HVAC needs, and we look forward to continuing to serve you.

Sincerely,

April Dunlap

Name: April Dunlap
Inside Sales Support

Michelle J. [Signature]

Authorized Signature

We Make Building Work...BETTER!!!



Office of Purchasing

Renewal Letter

February 17, 2025

VIA ELECTRONIC MAIL: adunlap@castotech.com

April Dunlap
Sales Support/Service Estimator
Casto Technical Services
540 Leon Sullivan Way
Charleston, WV 25301

Re: Contract Renewal for MU21HHCHILLER

Dear April:

The above referenced contract expires on April 30, 2025. There is a provision for renewal upon written mutual agreement of the parties. Please note that this is the last renewal for this contract.

Please annotate on the bottom of this letter, with your signature and date if you agree to renew contract, MU21HHCHILLER, effective May 1, 2025 through April 30, 2026 under the same terms and conditions as the original contract including all approved change orders.

Please return the executed letter and purchasing affidavit via email at your earliest convenience.

If you have any questions, please feel free to contact me at lemonl@marshall.edu.

Sincerely,

Leeann Lemon

Leeann Lemon
Contract Specialist

I agree to the current MU21HHCHILLER for an additional one (1) year period under the same terms and conditions as the original contract.

Yes No

Yes, subject to the following changes indicated below or in the attached letter.

April Dunlap
Signature

2/17/2025
Date

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: Casto Technical Services

Authorized Signature: [Signature] Date: 2/17/2025

State of West Virginia

County of Roane, to-wit:

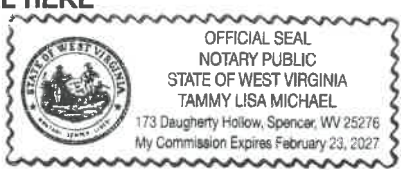
Taken, subscribed, and sworn to before me this 17 day of February, 2025.

My Commission expires February 23, 2027, 2027.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]

Purchasing Affidavit (Revised 01/19/2018)



Vendor/Customer

[Menu](#)

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 00000202408	CAS TO TECHNICAL SERVICES INC		Active	Inactive	

From 1 to 1 of 1 First Prev Next Last [Attachments](#)

Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#)

General Info

Vendor/Customer : 00000202408	Restrict Use by Department : <input type="checkbox"/>
Legal Name : CAS TO TECHNICAL SERVIC	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA : <input type="text"/>	Internal Account : <input type="checkbox"/>
Vendor Active Status : Active	Third Party Only : <input type="checkbox"/>
Vendor Approval Status : Complete	Third Party Vendor : <input type="checkbox"/>
Customer Active Status : Inactive	Third Party Customer : <input type="checkbox"/>
Customer Approval Status : Incomplete	Inventory Customer : <input type="checkbox"/>
Location Name : <input type="text"/>	Healthcare Provider : <input type="checkbox"/>
First Name : <input type="text"/>	Never Archive : <input type="checkbox"/>
Middle Name : <input type="text"/>	Restrict VSS Access : No
Last Name : <input type="text"/>	Discontinue - No New Business : <input type="checkbox"/>
Company Name : CAS TO TECHNICAL SERVIC	Prevent MA Reference : <input type="checkbox"/>
Previous Name : <input type="text"/>	PunchOut Enabled : <input type="checkbox"/>
Previous Street : <input type="text"/>	Re-PunchOut Enabled : <input type="checkbox"/>
Previous City : <input type="text"/>	Electronic Order Enabled : <input type="checkbox"/>
Previous State/Province :	W-9 Received : <input checked="" type="checkbox"/>
Previous Country :	W-9 Received Date : 01/30/2024
	W-8 Received : <input type="checkbox"/>
	W-8 Received Date : <input type="text"/>
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 05/11/1983
	Active To : <input type="text"/>
	Last Usage Date : 03/24/2025
	Department :
	Unit :

▶ [Headquarters](#)

▶ [Organization](#)

▶ [Disbursement Options](#)

▶ [Prenote/EFT](#)

▶ [Remittance Advice](#)

▶ [Vendor Terms](#)

▶ [Accounts Receivable](#)

▶ [eMALL](#)

▶ [Location Information](#)

▶ **Fee and Vendor Compliance Holds**

Fee Exempt : <input type="checkbox"/>	Tax Clearance : <input type="checkbox"/>
Registration Application Date : 04/30/2024	Unemployment Insurance : <input type="checkbox"/>
Registration Effective Date : 04/30/2024	Worker's Compensation : <input type="checkbox"/>
Registration Expiration Date : 04/30/2025	Secretary of State Registration : <input type="checkbox"/>
Pre-Registration Code : <input type="text"/>	Federal Debarred : <input type="checkbox"/>

▶ [Executive Compensation](#)

▶ [Additional Information](#)

▶ [Travel](#)

▶ [Change Management](#)

[Top](#)
 CREATE DOCUMENT> [Create New Record](#) [Modify Existing Record](#)

UPDATE> [Headquarters](#) [Add 1099 Information Entry](#) [Add 1042-S Reporting Information Entry](#) [Vendor Business Types By Commodity](#)

SEARCH BY> [Master Contacts](#) [Master Addresses](#) [Vendor Commodity](#) [Vendor Addresses](#) [Vendor Business Types](#) [Vendor Service Areas](#) [VCM Query](#)
[Historical Vendor Information](#) [Vendor Notes](#)
[Vendor Transaction History](#)