

Purchase Change Request



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

Order #
MU22_CC_ELEV

FY 25	Buyer LL	Date 08/08/2024	Account Various	P.O. Date 03/01/2022	Contract MU22_CC_ELEV
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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 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 checked="" type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Otis Elevator Company 4768 Chimney Drive Charleston, WV 25302	Vendor Code 135583389	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 864-533-0261	Fax	FEIN# 13-5583389

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # <u>3</u></p> <p align="center">Elevator Maintenance, Service and Repairs</p> <p>To make the following change(s) according to all terms, conditions and pricing contained in the original contract and any approved change orders.</p> <p>1. To add the Century Building location to the contract. Approved quote and amended pricing page included.</p> <p>No other changes made.</p> <p>Vendor Contact: Austin Dambach, austin.dambach@otis.com and Scott Carpenter, Scott.Carpenter@otis.com</p>		

Reason for Change: Add location and updated pricing sheet	Previous Total	\$	Open end
	Increase	\$	
	Decrease	\$	
	New Total	\$	Open end

Approved: Michelle Wheeler August 12, 2024
Authorized Signature Date

N/A
Attorney General if required Date



DATE: 6/10/2024

TO:

FROM:

OTIS ELEVATOR COMPANY
4768 Chimney Drive
Charleston, WV 25305

CUSTOMER NAME

MARSHALL UNIVERSITY
ONE JOHN MARSHALL DRIVE
HUNTINGTON, WV 25755

EQUIPMENT LOCATION

CENTURY BUILDING
314 9TH STREET
HUNTINGTON, WV
25701

Scott Carpenter
(412) 230-0663
SCOTT.CARPENTER@OTIS.COM

OTIS EQUIPMENT NUMBER: F13825

EFFECTIVE DATE: 8/1/2024

ADD TO CONTRACT NUMBER: NBH05026

EQUIPMENT OVERVIEW: (1) Schindler 4 stop hydraulic elevator – 3500# Capacity

MONTHLY SERVICE PRICE: \$252.67

This addendum represents that Marshall University is assuming the responsibility of the elevator equipment at the Equipment Location listed above from Touma Real Estate Holdings. This addendum transfers the elevator to Marshall University where it is to be added and serviced under the terms and conditions of the Marshall University – OTIS Elevator Service Agreement.

All terms and conditions of the Marshall University – OTIS Elevator service agreement will remain in effect.

This proposal, when accepted by you below and approved by our authorized representative, will become binding as an addendum and modification to the Contract. All other terms, conditions and obligations in the Contract referred to are to remain in full force and effect. This quotation is valid for ninety (90) days from the proposal date.

If this change results in the price adjustment date and billing frequency not aligning, the price adjustment date will be changed to ensure continued alignment with the billing frequency not earlier than the current price adjustment date.

To set up automatic payments, please visit <https://otis.payinvoicedirect.com>.

OTIS ADDENDUM

SUBMITTED BY: Scott Carpenter
TITLE: Territory Manager
E-MAIL: SCOTT.CARPENTER@OTIS.COM

Accepted in Duplicate

Marshall University


Otis Elevator Company

Date: August 12, 2024

02-Aug-2024
Date: _____

Signed:



Signed: DocuSigned by:

D0E441125A96424...

Print Name: Michelle Wheeler

Print Name: Joshua West

Title: Chief Procurement Officer

Title: Sr Manager & GM, Virginia

Email: michelle.wheeler@marshall.edu

Email: joshua.west@otis.com

Company Name: Marshall University

Principal, Owner or Authorized Representative
of Principal or Owner

Agent _____
(Name of Principal or Owner)

OTIS ADDENDUM

BILL TO INFORMATION

Company Name: Marshall University
 Address: One John Marshall Drive
 Address 2: Attn: Accounting
 City: Huntington
 State: WV
 Zip Code: 25755

ACCOUNTS PAYABLE CONTACT

Name: Melody Freeman
 Phone Number: _____
 Fax Number: 304-696-2221
 E-mail: freeman70@marshall.edu

TAX STATUS

Are you tax exempt? (Yes or No)
 If yes, please provide tax exempt certificate

Do you require a Purchase Order be listed on your invoices? (Yes or No)
 If yes, please provide contact info for PO renewal:

PO Number: _____
 Name: _____
 Phone: _____
 E-Mail: _____

OTIS ADDENDUM

Academic and Administrative Bldgs. Forensic Science Bldg. - Huntington								
Item#	Elevator	Building	Brand	Type	Original Monthly	Discount Monthly	Original Yearly	Discount Yearly
#1-1	D91076	BioMed	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-2	D91077	Biotechnology Building BIO MED1	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-3	D91078	Biotechnology Building BIO MED2	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-4	D91079	Biotechnology Building BIO MED3	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-5	C30392	East Hall #1	Colton	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-6	C30390	Corbly Hall East Elv 2	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-7	C30391	Corbly Hall East Elv 1	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-8	D08118	Drinko DMC 1	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-9	D08119	Drinko DMC 2	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-10	D08120	Drinko DMC FRT	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-11	C07373	Fine Arts	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-12	C07374	Fine Arts	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-13	C30381	Harris Hall	Armor	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-14	F15520	Harris Hall 2	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-15	C30382	Jenkins Hall	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-16	D26035	Jomie Jazz Center	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-17		Morrow Lib.	Inclinators	Wheel Chair	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-18	C30373	Morrow Lib. East	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-19	D30374	Morrow Lib. OLD LIB. West	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-20	D18292	Old Main HYDRO	Otis	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-21	C30384	Prichard Hall Hydro	Colton	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-22	C30385	Prichard Hall Traction	Westinghouse	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#1-23		REDC	Plunger Lift	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-24	C07371	Science Hall East	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-25	C07372	Science Hall West	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-26	C46263	Smith Hall RH NEW S.	Dover	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96

#1-27	C46264	Smith Hall MID NEW	Dover	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#1-28	C46265	Smith Hall LH NEW	Dover	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#1-29	C30389	Smith Hall Music Old Music Hall	Dover	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#1-30	C30388	Smith Hall Music	Haughton	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-31	C30395	Sorrell Maintenance Lift 1 Maint Bldg.	Plunger Lift	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-32	616657	Visual Arts 2	Otis	Gen 2	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#1-33	615656	Visual Arts 1	Otis	Gen 2	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#1-34		Weisberg Engineering	Otis	Gen 2	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#1-35		Weisberg Engineering	Otis	Gen 2	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#1-36		Weisberg Engineering	Otis	Gen 2	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#1-37	F55835	Welcome Center	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#1-38	U1A247	Old Main	Otis	Traction	\$350.00	\$343.00	\$4,200.00	\$4,116.00

Athletics								
#2-1	C07368	Stadium	Dover	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#2-2	C07369	Stadium	Dover	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#2-3		Stadium	Thyssen-Krupp	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#2-4	C07370	Facilities Bldg.	Dover	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#2-5	901156	Henderson Center	Otis	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#2-6	D91D76	Chris Cline Athletic Complex (Indoor Practice Facility)	Otis		\$100.00	\$98.00	\$1,200.00	\$1,176.00
Forensics								
#3-1	D90117	Forensic Science Bldg FORENSIC 1	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#3-2	243981	Forensic Science Bldg FORENSIC 2	Otis	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
Housing And Residence Life (HRL) -Huntington								
#4-1	C30379	Buskirk Hall West	Otis	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#4-2	C30380	Buskirk Hall East	Otis	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#4-3	206818	Holderby Hall East	Otis	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#4-4	206819	Holderby Hall West	Otis	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#4-5	205416	Holderby Hall Café	Otis	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#4-6	207004	Twin Towers EAST 1	Otis	Cable	\$280.00	\$274.40	\$3,360.00	\$3,292.80
#4-7	207005	Twin Towers EAST 2	Otis	Cable	\$280.00	\$274.40	\$3,360.00	\$3,292.80
#4-8	207006	Twin Towers EAST 3	Otis	Cable	\$280.00	\$274.40	\$3,360.00	\$3,292.80
#4-9	207007	Twin Towers West 1	Otis	Cable	\$280.00	\$274.40	\$3,360.00	\$3,292.80
#4-10	207008	Twin Towers West 2	Otis	Cable	\$280.00	\$274.40	\$3,360.00	\$3,292.80
#4-11	207009	Twin Towers West 3	Otis	Cable	\$280.00	\$274.40	\$3,360.00	\$3,292.80
#4-12	F21188	Wellman Hall	Schindler	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#4-13	F21190	Gibson Hall	Schindler	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#4-14	F21191	Haymaker Hall	Schindler	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#4-15	F21192	Willis Hall	Schindler	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#4-16		Buskirk WheelChair Lift Added			\$100.00	\$98.00	\$1,200.00	\$4,116.00
#4-17	654647	The Landing	Otis	Traction	\$350.00	\$343.00	\$4,200.00	\$4,116.00

Aux Services- Huntington								
#5-1	D17469	Memorial Student Center FRT.	White	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#5-2	C30360	Memorial Student Center Rec. Room	White	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#5-3	C30361	Memorial Studen Center Bookstore	White	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#5-4	C30359	Memorial Student Center Kitchen	Pflow Industries	Lift	\$100.00	\$98.00	\$1,200.00	\$1,176.00
School of Medicine -Spring Valley								
#6-1	C45770	Medical Education Bldg 1543	Murphy	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#6-2	C45771	Medical Education Bldg 1542	Murphy	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
MU School of Medicine -Huntington								
#7-1	D08121	MUMC Duplex 1	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#7-2	D08123	MUMC Duplex 2	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#7-3	D08124	MUMC Single Front 1	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#7-4	D08125	MUMC FRT	Dover	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#7-5	D26627	MUMC T50	Dover	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#7-6	D26645	BCC Clinical 1	Dover	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#7-7	D26646	BCC Clinical 2	Dover/Thyssen-Krupp	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#7-8	D26793	BCC Clinical FRT	Thyssen-Krupp	Cable	\$196.00	\$192.08	\$2,352.00	\$2,304.96
#7-9	F85620	Douglass Center	Schindler	Hydraulic	\$100.00	\$98.00	\$1,200.00	\$1,176.00
#7-11	654648	School of Pharmacy	Otis	Traction	\$350.00	\$343.00	\$4,200.00	\$4,116.00
#7-12	UG411	15th Street Parking Gargage	Otis	Traction	\$732.00	\$717.36	\$8,784.00	\$8,608.32
#7-13	UG412	15th Street Parking Gargage	Otis	Traction	\$732.00	\$717.36	\$8,784.00	\$8,608.32
#7-14	29903	SOM Erma Byrd Clinical Eduacational Building Room 1025	Garaventa Genesis Lift	Handicap Screw/Lift				

Public Safety								
#8-1	D78213	Parking Garage 3rd Ave East	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$4,200.00	\$4,116.00
#8-2	D78216	Parking Garage 3rd Ave West						
#8-3	F44264	Parking Garage 6th Ave. #1	Thyssen-Krupp	Hydraulic	\$100.00	\$98.00	\$4,200.00	\$4,116.00
#8-4	F44552	Parking Garage 6th Ave. #2						
South Charleston Campus (Added in Change Order 2)								
#9-1	1188754	Elevator 2	Dover	Hydraulic		\$485.10		\$5,821.20
#9-2	1188755	Elevator 3	Dover	Hydraulic				
#9-3	1188753	Elevator 1	Dover	Hydraulic				

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000105414	OTIS ELEVATOR COMPANY		Active	Active	

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▼ General Info

Vendor/Customer : 000000105414	Restrict Use by Department : <input type="checkbox"/>
Legal Name : OTIS ELEVATOR COMPANY	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA : <input type="text"/>	Internal Account : <input type="checkbox"/>
Vendor Active Status : Active <input type="text"/>	Third Party Only : <input type="checkbox"/>
Vendor Approval Status : Complete <input type="text"/>	Third Party Vendor : <input type="checkbox"/>
Customer Active Status : Active <input type="text"/>	Third Party Customer : <input type="checkbox"/>
Customer Approval Status : Complete <input type="text"/>	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 <input type="text"/>
Last Name : <input type="text"/>	Discontinue - No New Business : <input type="checkbox"/>
Company Name : OTIS ELEVATOR COMPANY	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 : <input type="text"/>	W-9 Received : <input type="checkbox"/>
Previous Country : <input type="text"/>	W-9 Received Date : <input type="text"/>
	W-8 Received : <input type="checkbox"/>
	W-8 Received Date : <input type="text"/>
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 03/01/1990 <input type="text"/>
	Active To : <input type="text"/>
	Last Usage Date : 07/31/2024 <input type="text"/>
	Department : <input type="text"/>
	Unit : <input type="text"/>

▶ 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 : 11/07/2018 <input type="text"/>	Unemployment Insurance : <input type="checkbox"/>
Registration Effective Date : 11/07/2018 <input type="text"/>	Worker's Compensation : <input type="checkbox"/>
Registration Expiration Date : 11/07/2019 <input type="text"/>	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

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