

Purchase Change Request



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

Order #
MU21CHILLERS

FY 24	Buyer MD	Date 10/19/23	Account	P.O. Date 09/01/2020	Contract MU21HVACCHILL
----------	-------------	------------------	---------	-------------------------	---------------------------

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 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
--	--	---

Vendor Name, Address, Phone #, etc. NITRO CONSTRUCTION SERVICES, INC. 4300 1ST AVENUE NITRO, WV 25143	Vendor Code 20-8844160	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Ph# 304-204-1500	Fax	FEIN# 20-8844160

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # <u>5</u></p> <p align="center">Chiller Maintenance Services</p> <p>To make the following change in accordance with the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.</p> <p>1. Correct the Change Order number on Change Order 4 from "3" to "4" 2. Correct item 6 on the pricing page to read "4 quarters" instead of "1 quarter" 3. To remove reference to any MEB changes listed on change order 4. These changes and included letter belong with contract MU21HVACCHILL.</p> <p>No other changes made.</p> <p>Vendor Contact: Chad McLaughlin <cmclaughlin@nitrocs.com></p>		

Reason for Change: Correction of Errors in Previous change orders	Previous Total	\$ OPEN-END
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ OPEN-END

Approved: _____ 10-18-23
 Authorized Signature _____ Date

N/A
 Attorney General if required _____ Date



August 15, 2023

Nitro Construction Services Inc.
4300 1st. Avenue
Nitro, WV 25143

RE: Contract Renewal for MU21CHILLERS

Hello,

The above-referenced contract expires on 08/31/23. There is a provision for renewal upon written mutual agreement of the parties.

Please complete the section below if you agree to renew the contract effective 09/01/2023 through 08/31/2024 under the same terms and conditions as the original contract including all approved change orders.

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

If you have any questions, please feel free to contact me at delong16@marshall.edu

Sincerely,


Misty DiSilvio
Contract Specialist

I agree to renew the contract referenced above 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.


Signature

8/23/2023
Date

Description	UOM	QTY	Original Contract Pricing	Change Order 2 Increase	Change Order 2 Pricing
Smith Hall/Chiller Maintenance	QTR	4	\$ 3,987.00	\$ 318.96	\$ 4,305.96
Drinko Library/Chiller Maintenance	QTR	4	\$ 2,658.00	\$ 212.64	\$ 2,870.64
Science Hall/Chiller Maintenance	QTR	4	\$ 5,184.00	\$ 414.72	\$ 5,598.72
Biotech Building/Chiller Maintenance	QTR	4	\$ 4,125.00	\$ 330.00	\$ 4,455.00
Applied Engineering (WAEC) Chiller Maintenance	QTR	4	\$ 2,858.00	\$ 228.64	\$ 3,086.64
Fine Arts/Chiller Maintenance	QTR	4	\$ 2,500.00	\$ 200.00	\$ 2,700.00

* Above pricing is a breakdown of each unit/location per quarter.

RE: MU21CHILLERS CO 3

David Hughes <david.hughes@wvsao.gov>

Mon 10/16/2023 6:53 AM

To: DiSilvio, Misty <delong16@marshall.edu>; Contracts-List <Contracts@wvsao.gov>; Hawthorne, Justin <hawthorne2@marshall.edu>

Cc: Accounts Payable <acctspayable@marshall.edu>; Purchasing <purchasing@marshall.edu>; Chad McLaughlin <cmclaughlin@nitrocs.com>

 1 attachments (2 MB)

FW: Attached Image;

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Hi Misty,

Please see attached email from Rebecca Maynard received on 9/1/2022 with MU21CHILLERS CO3 attached.

If you have any questions please do not hesitate to email us. Hope you all have a great day!

Thank you,
David C. Hughes
Contract Audit Supervisor
West Virginia State Auditor's Office
Phone: 304-205-8557

John B. McCuskey
West Virginia State Auditor

"This E-mail and any of its attachments may contain WV State Auditor's Office proprietary information, which is privileged, confidential, or subject to copyright belonging to the WV State Auditor's Office. This E-mail is intended solely for the use of the individual or entity to which it is addressed. If you are not the intended recipient of this E-mail, you are hereby notified that any dissemination, distribution, copying, or action taken in relation to the contents of and attachments to this E-mail is strictly prohibited and may be unlawful. If you have received this E-mail in error, please notify the sender immediately and permanently delete the original and any copy of or printout of this E-mail."

From: DiSilvio, Misty <delong16@marshall.edu>

Sent: Friday, October 13, 2023 4:13 PM

To: David Hughes <david.hughes@wvsao.gov>; Contracts-List <Contracts@wvsao.gov>; Hawthorne, Justin <hawthorne2@marshall.edu>

Cc: Accounts Payable <acctspayable@marshall.edu>; Purchasing <purchasing@marshall.edu>; Chad McLaughlin <cmclaughlin@nitrocs.com>

Subject: RE: MU21CHILLERS CO 3

External Email: Please use caution when clicking embedded hyperlinks or opening attachments. If you suspect this email of containing malicious links or attachments immediately report this email with the report phishing button.

Hi David,

Can you send me a copy of the CO3 that you have on file?

I checked our records and I didn't locate a different CO3.

Thanks!

Misty DiSilvio (she/her)

Assistant Director
Office of Purchasing

304-696-2918

www.marshall.edu



[Book a meeting with me](#)

To show respect for your time, please know I don't expect you to respond or take action outside of your working hours. Please respond at a time that suits your schedule.

From: David Hughes <david.hughes@wvsao.gov>

Sent: Thursday, October 5, 2023 7:46 AM

To: DiSilvio, Misty <delong16@marshall.edu>; Contracts-List <Contracts@wvsao.gov>; Hawthorne, Justin <hawthorne2@marshall.edu>

Cc: Accounts Payable <acctspayable@marshall.edu>; Purchasing <purchasing@marshall.edu>; Chad Mc

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.