

# Purchase Change Request



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

**Order #**  
MU21HVACCHILL

FY 24	Buyer MD	Date 08/31/23	Account	P.O. Date 09/01/2020	Contract MU21HVACCHILL
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<b>Document</b> <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	<b>Document Action</b> <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
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Vendor Name, Address, Phone #, etc. <b>NITRO CONSTRUCTION SERVICES, INC.</b> 4300 1ST AVENUE NITRO, WV 25143	Vendor Code <b>20-8844160</b>	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"><b>Change Order # 6</b></p> <p align="center">MU School of Medicine Chiller and HVAC Maintenance Services</p> <p>To make the following change in to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.</p> <ol style="list-style-type: none"> <li>Renew Contract Effective: September 1, 2023 - August 31, 2024. Renewal # 3 of 4 Renewals Remaining: one (1) one-year period.</li> <li>Removal of Chiller #2 at MEB (VA Hospital) from contract.</li> <li>Allow Nitro Access to remotely monitor and change set-points of HVAC control System at MEB.</li> <li>If a rental chiller is needed due to Chiller #1 not operating, Nitro agrees to supply one for up to two (2) consecutive months.</li> </ol> <p>Vendor Contact: Chad McLaughlin &lt;cmclaughlin@nitrocs.com&gt;</p>		

Reason for Change: Renewal and change according to listed changes.	Previous Total	\$ OPEN-END
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ OPEN-END

Approved: Michelle McPeeler 9.20.2023  
 Authorized Signature Date

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



August 15, 2023

Nitro Construction Services Inc.  
4300 1<sup>st</sup>. Avenue  
Nitro, WV 25143

**RE: Contract Renewal for MU21HVACCHILL**

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](mailto:delong16@marshall.edu)

Sincerely,

Misty DiSilvio  
Contract Specialist

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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

Date



September 5, 2023

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

**Re: Contract Renewal for MU21HVACCHILLERS**

Nitro Construction Services would like to renew the above referenced contract with the following change.

1. Removal of Chiller #2 at MEB (VA Hospital) from this contract.
2. Service and maintenance to Chiller #1 at MEB will remain as is in the contract.
3. Allow Nitro access to remotely monitor and change setpoints of HVAC control system at MEB.
4. If a rental chiller would be needed due to chiller #1 not operating, Nitro agrees to supply one for up to 2 consecutive months.

We value our business partnership that we have with Marshall University and look forward to continuing working together in the future.

Kindest Regards,

Chad McLaughlin  
HVAC Division  
Industrial Service Manager

(304) 204-1533 Office  
(304) 963-1061 Mobile

ITEM NO.	DESCRIPTION	Annual Fee	QUARTERLY FEE	SEMI-ANNUAL FEE	MONTHLY FEE	TOTAL ANNUAL COST
1	Chiller Full Service/C Comprehensive Maintenance Contract	\$ 26,778.60	\$ 4,428.00	\$ 2,317.68	\$ 11,239.56	\$ 44,958.24
2	HVAC Full Service/Comprehensive Maintenance Contract	\$ 36,558.00	\$ 15,210.72	\$ 9,190.00	-	\$ 60,959.52
3	MUMC quarterly invoice for PM of HVAC	\$ -	\$ 6,750.00	\$ -	\$ -	\$ 27,000.00
4	BCC quarterly invoice for PM and HVAC	\$ -	\$ 4,050.00	\$ -	\$ -	\$ 16,200.00
5	MEB quarterly invoice for PM of HVAC	\$ -	\$ 6,210.00	\$ -	\$ -	\$ 24,840.00
6	Chapmanville-Coalfield Health Center quarterly for PM of HVAC	\$ -	\$ 1,620.00	\$ -	\$ -	\$ 6,480.00
7	Douglass Center	\$ -	\$ 2,970.00	\$ -	\$ -	\$ 11,880.00
8	School of Pharmacy	\$ -	\$ 4,879.44	\$ -	\$ -	\$ 19,517.76
9	Chiller Maintenance / Administration Building South Charleston	\$ 8,400.00	\$ -	\$ -	\$ -	\$ 8,400.00
10	Chiller Maintenance / Academic Building South Charleston	\$ 8,400.00	\$ -	\$ -	\$ -	\$ 8,400.00
11	Chiller Maintenance / MOVOC Building Point Pleasant Campus	\$ 8,200.00	\$ -	\$ -	\$ -	\$ 8,200.00
12	HVAC PM / Administration Building South Charleston	\$ 4,364.00	\$ -	\$ -	\$ -	\$ 4,364.00
13	HVAC PM / Academic Building South Charleston	\$ 4,432.00	\$ -	\$ -	\$ -	\$ 4,432.00
14	HVAC PM / MOVOC Building Point Pleasant Campus	\$ 5,952.00	\$ -	\$ -	\$ -	\$ 5,952.00

\* Above pricing is a breakdown of each unit/location and how it should be billed.

Vendor/Customer

[Menu](#)

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000114773	NITRO CONSTRUCTION SERVICES INC		Active	Inactive	
000000114774	Nitro Mechanical Services		Active	Inactive	

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**General Info**

Vendor/Customer : 000000114773	Restrict Use by Department : <input type="checkbox"/>
Legal Name : NITRO CONSTRUCTION SE	Miscellaneous Account : <input type="checkbox"/>
Alias/DBA :	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 :	Healthcare Provider : <input type="checkbox"/>
First Name :	Never Archive : <input type="checkbox"/>
Middle Name :	Restrict VSS Access : No
Last Name :	Discontinue - No New Business : <input type="checkbox"/>
Company Name : NITRO CONSTRUCTION SE	Prevent MA Reference : <input type="checkbox"/>
Previous Name :	PunchOut Enabled : <input type="checkbox"/>
Previous Street :	Re-PunchOut Enabled : <input type="checkbox"/>
Previous City :	Electronic Order Enabled : <input type="checkbox"/>
Previous State/Province :	W-9 Received : <input type="checkbox"/>
Previous Country :	W-9 Received Date :
	W-8 Received : <input type="checkbox"/>
	W-8 Received Date :
	Accepts Credit Cards : <input type="checkbox"/>
	Active From : 01/01/1999
	Active To :
	Last Usage Date : 09/20/2023
	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 : 09/22/2022	Unemployment Insurance : <input type="checkbox"/>
Registration Effective Date : 09/22/2022	Worker's Compensation : <input type="checkbox"/>
Registration Expiration Date : 09/22/2023	Secretary of State Registration : <input type="checkbox"/>
Pre-Registration Code :	Federal Debarred : <input type="checkbox"/>

▶ **Executive Compensation**

▶ **Additional Information**

▶ **Travel**

▶ **Change Management**

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