


Purchase Change Request					Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100	Order # MU21HVACCHILL co8			
FY 26	Buyer LL	Date 09/04/2025	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 <div style="display: flex; justify-content: space-between;"> <div> <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 </div> <div> <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 </div> </div>						
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		
		Change Order # 8 MU School of Medicine Chiller and HVAC Maintenance Services To make the following change in to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders. 1. To issue a contract extension for a 10-month period to allow for preparation and awarding of a solicitation and new contract that aligns with the fiscal year. 2. To remove Comprehensive Service for the remaining chiller at the MED VA site. 3. To provide T and M (time and material) service for the remaining chiller at the MEB VA site at \$105 per hour and 15% mark-up on parts. 4. Pumps, cooling tower, etc., will continue to be serviced and repaired. 5. All other pricing remains the same as stated on Page 3. Effective Date(s): September 1, 2025 - June 30, 2026. Renewal # 4 of 4 Renewals Remaining: 0 Extension: 1 Vendor Contact: Chad McLaughlin cmclaughlin@nitrocs.com							
Reason for Change: 1. To issue a contract extension for a 10-month period to allow for preparation and awarding of a solicitation and new contract that aligns with the fiscal year. 2. To remove Comprehensive Service for the remaining chiller at the MED VA site. 3. To provide T and M (time and material) service for the remaining chiller at the MEB VA site at \$105 per hour and 15% mark-up on parts. 4. Pumps, cooling tower, etc., will continue to be serviced and repaired. 5. All other pricing remains as stated on page 2.					Previous Total			\$ OPEN-END	
					Increase			\$	
					Decrease			\$	
					New Total			\$ OPEN-END	

Approved: Michelle McLaughlin September 4, 2025
 Authorized Signature Date

N/A
 Attorney General if required Date



September 2nd , 2025

Leann Lemon
Marshall University Office of Purchasing
One John Marshall Drive
Huntington, WV 25755-4100
Re: Contract Extension for MU21HVACCHILLERS

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

1. Removal of Comprehensive Service for the remaining chiller at the MEB VA site included in this contract, we propose to offer T and M service for this chiller at \$105 per hour and 15% mark-up on parts. Pumps, cooling tower, etc, will continue to be serviced and repaired if needed.

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 / MOVC 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 / MOVC 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.



Office of Purchasing

Extension Letter

August 25, 2025

VIA EMAIL : cmclaughlin@nitrocs.com and cgriffith@nitrocs.com

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

Re: Contract Extension for MU21HVACCHILL

Dear Mr. McLaughlin and Ms. Griffith,

The above-mentioned contract expires on August 31, 2025. There is a provision for extension upon written mutual agreement of the parties. *Marshall University is requesting a 9-month extension pending the publishing and outcome of a solicitation for a new contract.*

Formal solicitations are posted to the [Office of Purchasing website](#) and in the Bonfire portal. We highly recommend all interested vendors register as a vendor in Bonfire. You can register using this link [Bonfire Login & Vendor Registration – Office of Purchasing \(marshall.edu\)](#). Once you have created an account, you can sign up to receive automatic notices alerting that Marshall has posted a bidding opportunity.

Please annotate on the bottom of this letter, with your signature and date, if you agree to renew contract, MU21HVACCHILL effective September 1, 2025, through June 30, 2026, under the same terms and conditions as the original contract including all approved change orders and return the executed letter via email at your earliest convenience.

If you have any questions, please feel free to call me at 304-696-3056.

Sincerely,

Leeann Lemon
Contract Specialist

I agree to the current MU21HVACCHILL 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

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: Nitro Construction Services

Authorized Signature: Chad McLaughlin Date: 9/2/25

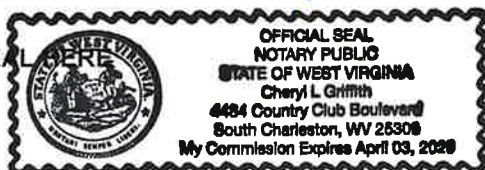
State of West Virginia

County of Putnam, to-wit:

Taken, subscribed, and sworn to before me this 2 day of September, 2025

My Commission expires April 3, 2029

AFFIX SEAL



NOTARY PUBLIC

[Signature]

Purchasing Affidavit (Revised 01/19/2018)

West Virginia Ethics Commission

Disclosure of Interested Parties to Contracts

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: N.tro Construction Services Address: 4300 First Ave

N.tro, WV 25143

Name of Authorized Agent: Chad McLaughlin Address: Same As Above

Contract Number: _____ Contract Description: _____

Governmental agency awarding contract: _____

☐ Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

☒ Check here if none, otherwise list entity/individual names below.

2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

☒ Check here if none, otherwise list entity/individual names below.

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

☒ Check here if none, otherwise list entity/individual names below.

Signature: Chad M'Laughlin Date Signed: 9-2-25

Notary Verification

State of West Virginia, County of Putnam:

I, Chad McLaughlin, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 2 day of September, 2025

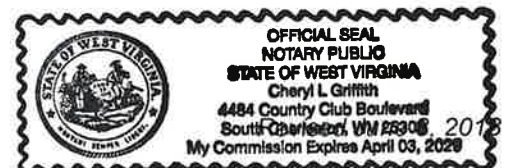
[Signature]
Notary Public's Signature

To be completed by State Agency:

Date Received by State Agency: _____

Date submitted to Ethics Commission: _____

Governmental agency submitting Disclosure: _____



WV-73

Approved / April 30, 2020



State of West Virginia
DRUG FREE WORKPLACE CONFORMANCE AFFIDAVIT
West Virginia Code §21-1D-5

I, Chad McLaughlin, after being first duly sworn, depose and state as follows:

1. I am an employee of Nitro Construction Services; and,
 (Company Name)
2. I do hereby attest that Nitro Construction Services
 (Company Name)

maintains a written plan for a drug-free workplace policy and that such plan and policy are in compliance with **West Virginia Code §21-1D**.

The above statements are sworn to under the penalty of perjury.

Printed Name: Chad McLaughlin
 Signature: Chad McLaughlin
 Title: HVAC Industrial Service Manager
 Company Name: Nitro Construction Services
 Date: 9-2-25

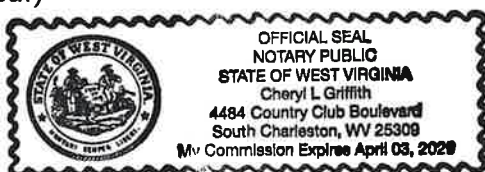
STATE OF WEST VIRGINIA,

COUNTY OF Putnam, TO-WIT:

Taken, subscribed and sworn to before me this 2 day of September, 2025.

By Commission expires April 3, 2029

(Seal)



Cheryl L. Griffith
 (Notary Public)

Rev. July 7, 2017

WV-72

Approved / Revised 08/01/15

State of West Virginia
Purchasing Division

CERTIFIED DRUG-FREE WORKPLACE REPORT COVERSHEET

In accordance with **West Virginia Code** § 21-1D-7b, no less than once per year, or upon completion of the project, every contractor shall provide a certified report to the public authority which let the contract. That report must include each of the items identified below in the Required Report Content section.

Instructions: Vendor should complete this coversheet, attach it to the required report, and submit it to the appropriate location as follows: For contracts more than \$25,000, the report should be mailed to the West Virginia Purchasing Division at 2019 Washington Street East, Charleston, WV 25305. For contracts of \$25,000 or less, the vendor should mail the report to the public authority issuing the contract.

Contract Identification:

Contract Number: _____

Contract Purpose: _____

Agency Requesting Work: _____

Required Report Content: The attached report must include each of the items listed below. The vendor should check each box as an indication that the required information has been included in the attached report.

- ☐ Information indicating the education and training service to the requirements of **West Virginia Code** § 21-1D-5 was provided;
- ☐ Name of the laboratory certified by the United States Department of Health and Human Services or its successor that performs the drug tests;
- ☐ Average number of employees in connection with the construction on the public improvement;
- ☐ Drug test results for the following categories including the number of positive tests and the number of negative tests: (A) Pre-employment and new hires; (B) Reasonable suspicion; (C) Post-accident; and (D) Random.

Vendor Contact Information:

Vendor Name: Nitro Construction Services

Vendor Telephone: 304-204-1555

Vendor Address: 4300 First Ave

Vendor Fax: 304-204-1350

Nitro WV 25143

Vendor E-Mail: cmelaughlin@

nitrocs.com

1 of 1 | [View All](#) Some of the values entered as Search Criteria for UI secured field ...









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	
000000117323	BARD ACCESS SYSTEMS		Active	Inactive	
000000117324	C R BARD INC		Active	Inactive	
000000117325	CR BARD INC		Active	Inactive	
000000162378	EDUCATIONAL CONSULTING INC		Active	Inactive	
000000206757	GREGORY A TUCKER PLLC	GREGORY A TUCKER	Active	Inactive	
000000213324	CRYSTAL M THOMAS		Discontinued	Inactive	
000000234985	ABSOLUTE ASSURANCE DRUG TESTING LLC		Active	Inactive	
VC0000014230	ANNE HALMUTH		Active	Inactive	

From 1 to 10 of 25 First Prev [Next](#) [Last](#) [Attachments](#)Save [Undo](#) Delete Insert [Copy](#) Paste [Search](#) 

▼ 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 checked="" type="checkbox"/>
Previous Country :		W-9 Received Date :	10/05/2023 
		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 :	09/04/2025
		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 :	09/30/2024 	Unemployment Insurance :	<input type="checkbox"/>
Registration Effective Date :	09/30/2024	Worker's Compensation :	<input type="checkbox"/>
Registration Expiration Date :	09/30/2025	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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[Vendor Notes](#)