



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 12-26-2023

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0403 0029 DBS2300000003 2	Procurement Folder:	1078471
Document Name:	Student Transportation WVSDB	Reason for Modification:	Change Order #1 issued to renew contract
Document Description:	Student Transportation WVSDB		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-08-20
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-08-19

VENDOR			
Vendor Customer Code:	VC0000086089		
PIONEER TRAILS INC 7572 SR 241			
MILLERSBURG	OH	44654	
US			
Vendor Contact Phone:	XXX-XXX-XXXX Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

DEPARTMENT CONTACT	
Requestor Name:	Tabitha J Crist
Requestor Phone:	(304) 822-4810
Requestor Email:	tabitha.crist@k12.wv.us
	

INVOICE TO	
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	
ROMNEY	WV 26757-1894
US	

SHIP TO	
WVDE TECHNICAL ASSISTANCE CENTER ACCESSIBILITY & TRANSITION SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST	
ROMNEY	WV 26757
US	

12-28-23 Bax

Total Order Amount:	Open End
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: <i>Munif... 12/26/2023</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>John S. Gray</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>1-5-24</i>
ELECTRONIC SIGNATURE ON FILE

1/5/2024

Extended Description:

Change Order
Change Order No. 01 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders. Effective date of renewal August 20, 2023 through August 19, 2024

Renewal Years Remaining: 2
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	78111803			EA	3110.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Chartered bus services

Extended Description:

Route One

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	78111803			EA	2765.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Chartered bus services

Extended Description:

Route two



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

July 10, 2023

Wendyl Swartzentruber
7572 SR 241
Millersburg, OH 44654

Subject: CMA 0403 DBS 2300000003 Contract Renewal – Change Order No. 1
Student Transportation at WVSDB

The West Virginia School for the Deaf and Blind is offering to renew the subject contract under the same terms, conditions, pricing and specifications as contained in the original contract and all approved change orders. The renewal dates are August 19, 2023 through August 18, 2024. If you agree to this renewal, please sign below and return to my attention as soon as possible. ^{29.4.23} ^{19 M.A.}

Remaining renewals: 2 (two)

Please call if you have any questions.

Very truly yours,

Tabitha J. Crist
CFO
West Virginia School for the Deaf and Blind

**Vendor signature required below*

We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.

	<u>8-16-23</u>
Vendor Name / Signature	Date
<u>Owner / President</u>	
Title	



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

*OK per discussion
w/ Frankie
M. Crist
12/21/2023*

To: Joseph Hager, Senior Buyer, Purchasing Division


From: Tabitha Crist, CFO, West Virginia Schools for the Deaf and the Blind

Date: December 21, 2023

Subject: Backdate Justification CMA DBS 23 003

In working to renew this contract, the signed renewal was filtered to my spam folder and I did not know I received it until I was searching for a different email and saw it.

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use.</i> Buyer: <u></u> Date: <u>12-26-23</u> Solicitation No. <u>CMA DBS 23A03</u> <u>clo # 1</u>	Agency: WVSDB 0403 Procurement Officer Submitting Requisition: Tabitha J Crist Requisition No. CMA DBS 23 003 PF No.: 1078471
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions (www.state.wv.us/admin/purchase/TCP.pdf)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

1	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

