



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: 04-04-2024

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 0212 0212 MRO18 4	Procurement Folder:	467924
Document Name:	MRO18: FACILITY MAINTENANCE, REPAIR, & OPERATIONS - SUPPLIES	Reason for Modification:	
Document Description:	Change Order No. 03	CO#3 is issued to extend the original Master Agreement (MA#8497) per the attached documents. No Other Changes	
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2018-08-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-12-31

VENDOR		DEPARTMENT CONTACT			
Vendor Customer Code:	00000184243	Requestor Name:	Mark A Atkins		
FASTENAL COMPANY 905 Morris St		Requestor Phone:	(304) 558-2307		
Charleston WV 25301		Requestor Email:	mark.a.atkins@wv.gov		
US		<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>			
Vendor Contact Phone:	304-345-5108			Extension:	
Discount Details:					
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

4-4-24-6C

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

PURCHASING DIVISION AUTHORIZATION DATE: <i>4/4/24</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>4/5/2024</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: <i>4-5-24</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

STATEWIDE OPEN-END CONTRACT: NON-MANDATORY

CHANGE ORDER:

Change Order No. 03 is issued to extend the original contract (Master Agreement No. MA8497) per Amendment_15 to Contract #MA8497 according to all terms, conditions, prices, and specifications contained in the original contract including all authorized change orders, per the attached documents.

Effective date of Extension: 07/01/2024 through 12/31/2024.

No Other Changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	23150000			LS	0.000000
	Service From	Service To			Service Contract Amount
				0.00	

Commodity Line Description: Maintenance, Repair, & Operations Equipment & Supplies

Extended Description:

Facility Maintenance, Repair, and Operations Equipment and Supplies.

See attached instructions for pricing and additional information.



MARK D. SCOTT
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
2019 WASHINGTON STREET, EAST
CHARLESTON, WEST VIRGINIA 25305-0130

SAMANTHA L. WILLIS
DIRECTOR

April 3, 2024

Mr. Dennis Batey, Government Sales Manager
Fastenal Company
905 Morris Street
Charleston, WV 25301

Subject: WV Statewide Contract No.: MRO18 – NASPO VALUEPOINT CONTRACT NO. 8497

Dear Mr. Lyons:

The State of West Virginia is offering to extend the current contract under the approved terms, conditions, and pricing per the NASPO Agreement No. 8497. The contract dates are extended July 01, 2024 through December 31, 2024 per the executed NASPO agreement Amendment No.15. If your company agrees to this extension with the State, please sign below and return this renewal document via email to Mark.A.Atkins@wv.gov.

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

William Drazkowski

Printed Name

W.D. Drazkowski

Signature

Executive Vice President

Title

4/3/2024

Date

Please call if you have any questions.

Regards,

Mark A. Atkins, OPPB
Buyer Supervisor
West Virginia Department of Administration
Purchasing Division
2019 Washington Street, East
POB 50130
Charleston, WV 25305-0130

Phone: 304.558.2307
Email: Mark.A.Atkins@wv.gov

Amendment No. 15 to Master Agreement #8497

This is Amendment No. 15 to Master Agreement #8497, effective April 25, 2018, as amended from time to time, between the State of Oregon, acting by and through its Department of Administrative Services, Procurement Services Office (“DAS PS”) on behalf of the member states of the NASPO ValuePoint Cooperative Purchasing Program and Fastenal Company (Contractor). This Amendment is effective on the date signed by all parties and upon receipt of all approvals necessary for signing (Amendment Effective Date).

AMENDMENT

The parties agree:

1. The Master Agreement is amended as follows:

Master Agreement #8497 term is hereby extended to December 31, 2024.

2. Except as expressly amended above, all other terms and conditions of the Master Agreement, including as previously amended, are still in full force and effect. Contractor certifies that the representations, warranties, and certifications contained in the Master Agreement are true and correct as of the Amendment Effective Date and with the same effect as though made at the time of this Master Agreement.

3. Certifications: Any individual signing on behalf of Contractor has the authority and knowledge to make the following certifications, and hereby certifies under penalty of perjury:

3.1. The number set forth in the Master Agreement is Contractor correct taxpayer identification number; and

3.2. Contractor is not subject to backup withholding because:

3.2.1. Contractor is exempt from backup withholding,

3.2.2. Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or

3.2.3. the IRS has notified Contractor that Contractor is no longer subject to backup withholding.

3.3. For a period of no fewer than six calendar years preceding the Amendment Effective Date, Contractor has faithfully complied with and is not in violation of:

3.3.1. All tax laws of the State of Oregon, including but not limited to those referenced in ORS 305.380(4), ORS 305.620, and ORS chapters 316, 317, and 318; and

3.3.2. Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor’s property, operations, receipts, or income, or to Contractor’s performance of or compensation for any work performed by Contractor; and

3.3.3. Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and

3.3.4. Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

3.4. In the event that Contractor is a general partnership or joint venture, that Contractor signature(s) on this Amendment constitute certifications to the above statements pertaining to the

partnership or joint venture, as well as certifications of the above statements as to any general partner or joint venturer signing this Amendment.

Signatures:

Contractor:

Signature:  Date: 4/2/2024

Printed Name, Title: William Drazkowski, Executive Vice President

Federal Tax ID: 41-0948415 Oregon Tax ID: _____

State of Oregon, by and through its Department of Administrative Services, on behalf of the member states of the NASPO ValuePoint Cooperative Purchasing Program:

Signature:  Date: 04/02/2024

Printed Name, Title: John Anglemier State Procurement Manager

Approved for legal sufficiency pursuant to ORS 291.047 and OAR 137-045-0030:

Signature: General Date: 3/19/2024
Karen Johnson, Sr Assistant Attorney Approved Via Email
GF 0505-22

Matter: _____

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>4/4/2024</u> Solicitation No. <u>Co #3</u>	Agency: Purchasing Division Procurement Officer Submitting Requisition: Mark Atkins Requisition No. CO#3 MRO18 PF No.: 467924
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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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** **RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.**

11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**
13. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
14. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in *wvOASIS*. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
15. **Office of Technology CIO pre-approval.** See #11.
16. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
17. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
18. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
19. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at www.state.wv.us/admin/purchase/debar.html. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
20. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting *Sam.gov*. Instructions for manually checking a vendor's federal debarment status can be found online at https://www.fsd.gov/qsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dad1b4ac5d40ca4a97ae54bcbb2&spa=1. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at www.state.wv.us/admin/purchase/byrassign.pdf.

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Business Organization Detail

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FASTENAL COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	11/28/1990		11/28/1990	Foreign	Profit			

Organization Information			
Business Purpose	4237 - Wholesale Trade - Merchant Wholesalers, Durable Goods - Hardware and Plumb and Heating Equipment & Supplies Merchant Wholesale	Capital Stock	0.0000
Charter County	Berkeley	Control Number	0
Charter State	MN	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	2001 THEURER BLVD PO BOX 1206 WINONA, MN, 55987
Mailing Address	2001 THEURER BLVD. WINONA, MN, 55987 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	2001 THEURER BLVD. WINONA, MN, 55987 USA
Type	Address

X SEE ATTACH P

Officers	
Type	Name/Address
Director	DANIEL L. JOHNSON 6851 HIGHOVER DRIVE CHANHASSEN, MN, 55317
Director	RITA J. HEISE 7329 MARINER DRIVE MAPLE GROVE, MN, 55311
President	DANIEL L. FLORNESS 1215 SPRING BROCK DRIVE WINONA, MN, 55987
Treasurer	SHERYL A. LISOWSKI 155 WILDWOOD DRIVE WINONA, MN, 55987
Type	Name/Address

Annual Reports	
Filed For	Date Filed
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, April 3, 2024 — 2:53 PM

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Vendor/Customer

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Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
<input checked="" type="checkbox"/> Payment	2001 THEURER BLVD	WINONA	MN	55987	
Payment	PO Box 1286	Winona	MN	55987-1286	JARED CHAPMAN
Payment	1433 EARL L CORE RD	MORGANTOWN	WV	26508	
Payment	905 Morris St	Charleston	WV	25301	
Ordering	905 Morris St	Charleston	WV	25301	
Ordering	251 S PLANT ST	MORGANTOWN	WV	26501	
Payment	PO BOX 978	WINONA	MN	559870978	Christopher Dolbow
Payment	7000 FAIRLAWN AVE	DUNBAR	WV	25064	JARED CHAPMAN
Ordering	7000 FAIRLAWN AVE	DUNBAR	WV	25064	JARED CHAPMAN

First Prev Next Last

Save [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#)

Vendor/Customer : 000000184243
FASTENAL COMPANY

Address Type :

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 04/29/2015

Active To :

Default Record :

Mail Returned :

Active Address : Yes

▼ Address Information

Address ID : AD000001

Street 1 : 2001 THEURER BLVD

Street 2 :

City : WINONA

State/Province : MN

Zip/Postal Code : 55987

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Country Phone Code : 1

Phone : 000-000-0000

Phone Extension :

County :

County Name :

Country : US

▶ Prenote/EFT

▶ Remittance Advice

▶ Contact Information

▶ Contact Address Information

▶ Geographic Designation

▶ Change Management

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All Words

e.g. 1606N020Q02



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e.g. 123456789, Smith Corp

"Fastenal Company"



Entity

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