



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 0803 0070 DOT2100000037 4	Procurement Folder:	848215
Document Name:	ASPEN AERIAL OEM OR EQUAL PARTS	Reason for Modification:	Change Order No. 3 - Renew Contract
Document Description:	ASPEN AERIAL OEM OR EQUAL PARTS		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-05-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-04-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000184619	Requestor Name:	Tammy L Clevenger
ASPEN AERIALS INC 4303 WEST 1ST ST		Requestor Phone:	(304) 473-5375
DULUTH MN 55807		Requestor Email:	tammy.l.clevenger@wv.gov
US			
Vendor Contact Phone:	999-999-9999	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

24
 FILE LOCATION _____

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS EQUIPMENT DIVISION RT 33 83 BRUSHY ROAD CROSSING, PO BOX 610 BUCKHANNON WV 26201 US	DIVISION OF HIGHWAYS EQUIPMENT DIVISION 83 BRUSHY FORK RD CROSSING BUCKHANNON WV 26201 US

4-9-2460

Purchasing Division's File Copy

Total Order Amount:	Open End
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JE 4/5/24

PURCHASING DIVISION AUTHORIZATION
 DATE: 4-5-24
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: 4-12-24
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No. 3 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 05/01/2024 through 04/30/2025

Renewal Years Remaining:0

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	24101619			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: ASPEN AERIAL OEM PARTS

Extended Description:

ASPEN AERIAL OEM PARTS



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways
Justin Laskowski

03/19/2024

Aspen Aerials Inc.
4303 West 1st St.
Duluth, MN 55807

WV DOT/DOH
BUCKHANNON, WV

2024 MAR 27 A 11: 27

RECEIVED
EQUIPMENT DIV.
Tammy L. Clevenger, P.E.
Secretary of Transportation
Commissioner of Highways

Subject Contract Renewal: CMA DOT2100000037
Procurement folder: 848215

Change Order No. 3

Justin,

The Department of Transportation of West Virginia is offering to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

The renewal dates are 5/1/24 through 4/30/25 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to

tammy.l.clevenger@wv.gov

Please contact the email listed above if you have any questions.
Thank you,

Tammy L. Clevenger

Tammy L Clevenger

WVDOH - Equipment Division

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

Mary DeBazan
Name/Signature

3-27-24
Date

Director of Sales
Title

PROCUREMENT USE ONLY		
<i>Dusty Smith</i>	TDIMGRI	3/27/2024
Signature/Title/Date		

E.E.O./AFFIRMATIVE ACTION EMPLOYER



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Equipment Division

83 Brushy Fork Crossing • Post Office Box 610
Buckhannon, West Virginia 26201 • (304) 472-1750

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

Jimmy Wriston, P. E.
Secretary of Transportation
Commissioner of Highways

March 27, 2024

MEMORANDUM

TO: Jimmy D. Wriston, P.E. *Jimmy Wriston, P.E.*
Secretary of Transportation/
Commissioner of Highways

FROM: Jeffrey M. Pifer P. E. *J.M.P.*
Division Director
Equipment Division

THRU: Joseph M. Pack, P. E. *Joseph M. Pack*
Chief Engineer of Operations

Alanna J. Keller, P.E. *Alanna Keller*
Deputy Secretary of Highways/
Deputy Commissioner of Highways

SUBJECT: CMA DOT2100000037 - 7021C019
Contract Renewal Change Order No. 3

PREPARED BY: TC		
3/27/2024		
ROUTE ORDER	OFFICE	OK
1	OE	<i>J</i>
2	BP	DS
3	HO	<i>JMP</i>
4	CC	AK
5	SEC	<i>J</i>
6	CB	<i>CPR</i>
7	OE	<i>J</i>
8	BP	DS

The West Virginia Division of Highways Equipment Division requests that the above referenced CMA be renewed with Aspen Aerials Inc., for Aspen Aerial OEM parts, and components. Please review, and if approved, sign this memo, along with the Purchasing Requisition and return to routing order.

If you have any questions, please contact Jeffrey M. Pifer at 304-473-5500.

Attachments

State of West Virginia
Purchasing Division



PURCHASE REQUISITION

Requisition No. CMA DOT2100000037 - 7021C019	Buyer 33/JE	Requisition Date 3/27/2024
Agency/Invoice To: WVDOT/DIVISION OF HIGHWAYS EQUIPMENT DIVISION PO BOX 610 BUCKHANNON, WV 26201		WVFIMS Document # 9017 2024 0803 023 121
Agency/Ship To: WVDOT/DIVISION OF HIGHWAYS EQUIPMENT DIVISION 83 BRUSHY FORK ROAD CROSSING BUCKHANNON, WV 26201		Suggested Vendors: 1. 2. 3. <i>Additional Vendors on Reverse Side</i>
VARIOUS AGENCY LOCATIONS AS INDICATED BY THIS ORDER		PURCHASING DIVISION'S USE ONLY
This Section Only For: Releases, Direct Purchases, Emergency Purchases & Agreements Vendor Name & Address: ASPEN AERIALS INC. 4303 WEST 1ST ST. DULUTH, MN 55807		
Commodity Code: _____ Instructions: _____		
WVFIMS Vendor #	TEAM Vendor #	
Terms	F.O.B.	

Item No.	Quantity	Description	Unit Price	Amount
		Change Order No. 3 To Renew Contract <i>Change Order No. 3 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.</i> Effective date of renewal: 05/01/2024 through 04/30/2025 Renewals years remaining: 0 No other changes. 0070/IEXP002-023-121		

Authorized Signature _____ <i>James Hester, P.C.</i> Secretary of Transportation Title _____ Commissioner of Highways Telephone _____ 304-414-6693	Total Estimated Value of this Requisition: OPEN END Maximum Budgeted Amount: \$400,000.00 www.state.wv.us/admin/purchase
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Business Organization Detail

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ASPEN AERIALS, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
EC Exempt Corporation	3/28/2012		3/28/2012	Foreign	Profit				

Organization Information										
Business Purpose					Capital Stock					
Charter County					Control Number		99U3F			
Charter State		MN			Excess Acres					
At Will Term					Member Managed					
At Will Term Years					Par Value					X Close
Authorized Shares					Y Entr					

Addresses

Type	Address
Notice of Process Address	CT CORPORATION SYSTEM 5098 WASHINGTON STREET WEST SUITE 407 CHARLESTON, WV, 25313
Principal Office Address	4303 WEST 1ST STREET DULUTH, MN, 55807 USA
Type	Address

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

Wednesday, March 27, 2024 — 11:02 AM

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Any Words 

All Words 

Exact Phrase 

e.g. 1606N020Q02

"Aspen Aerials, Inc." 

Federal Organizations

Enter Code or Name



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- Inactive

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 - Change Management

Previous Country :

W-8 Received :
 W-8 Received Date :
 Accepts Credit Cards :
 Active From : 02/06/1985
 Active To :
 Last Usage Date : 01/26/2024
 Department :
 Unit :

- ▶ Headquarters
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Fee Exempt :	Tax Clearance :
Registration Application Date : 01/02/2024	Unemployment Insurance :
Registration Effective Date : 01/02/2024	Worker's Compensation :
Registration Expiration Date : 01/01/2025	Secretary of State Registration :
Pre-Registration Code :	Federal Debarred :
- ▶ Executive Compensation
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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Estep</u> Date: <u>4/5/24</u>	Agency: WVDOT/Division of Highways
Solicitation No. <u>CMA DOT21*37</u> <u>CO# 3</u>	Procurement Officer Submitting Requisition: <u>Dusty Smith</u>
	Requisition No. CMA 0803 DOT2100000037 (7021C019)
	PF No.: 848215

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 checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

