



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: 04-27-2022

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

|                              |                                 |                                 |  |
|------------------------------|---------------------------------|---------------------------------|--|
| <b>Order Number:</b>         | CMA 0803 0070 DOT2100000037 2   | <b>Procurement Folder:</b>      | 848215   |
| <b>Document Name:</b>        | CHANGE ORDER #1                 | <b>Reason for Modification:</b> | Change Order #1<br>to renew contract CMA DOT21*37<br>Aspen Aerial OEM or Equal Parts |
| <b>Document Description:</b> | ASPEN AERIAL OEM OR EQUAL PARTS |                                 |  |
| <b>Procurement Type:</b>     | Central Master Agreement        |                                 |  |
| <b>Buyer Name:</b>           |                                 |                                 |  |
| <b>Telephone:</b>            |                                 |                                 |  |
| <b>Email:</b>                |                                 |                                 |  |
| <b>Shipping Method:</b>      | Best Way                        | <b>Effective Start Date:</b>    | 2021-05-01   |
| <b>Free on Board:</b>        | FOB Dest, Freight Prepaid       | <b>Effective End Date:</b>      | 2023-04-30   |

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

**22**  
 FILE LOCATION \_\_\_\_\_

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

*Jim*  
4/29/2022

Total Order Amount: \_\_\_\_\_ Open End

Purchasing Division's File Copy

**ENTERED**

*JE* 4/27/22

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tara H. ybs*  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
*Beverly Toles*  
 DATE: *5-4-2022*  
 ELECTRONIC SIGNATURE ON FILE

*5/4/2022*

**Extended Description:**

CHANGE ORDER #1

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: 05/01/2022 THROUGH 04/30/2023

RENEWAL REMAINING: 2

ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT.

NO OTHER CHANGES

| Line | Commodity Code      | Manufacturer      | Model No | Unit | Unit Price |
|------|---------------------|-------------------|----------|------|------------|
| 1    | 24101619            |                   |          | EA   | 0.000000   |
|      | <b>Service From</b> | <b>Service To</b> |          |      |            |
|      |                     |                   |          |      |            |

**Commodity Line Description:** ASPEN AERIAL OEM PARTS

**Extended Description:**

ASPEN AERIAL OEM PARTS



WV DOH  
BUCKHANNON, WV

He

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3585

03/01/2022

RECEIVED  
7:11  
Jimmy Wriston, P. E.  
Secretary of Transportation  
Commissioner of Highways

D. Alan Reed, P.E.  
State Highway Engineer

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

Subject Contract Renewal: CMA DOT21\*37 CO# 1 RENEWAL  
Procurement folder: 848215

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 5/1/22 through 4/30/23 . 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

Also attached is an Affidavit that is to be part of the renewal change order and is required to be signed.

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

Thank you,

Tammy L. Clevenger


WV DOH - Equipment Division (0070)

Attachment

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.

Justin Laskowski  4/8/2022  
Name/Signature Date

Service Manager  
Title

PROCUREMENT USE ONLY  
 HDU 4/14/22  
Signature/Title/Date



**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

**D. Alan Reed, P.E.**  
State Highway Engineer

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

**DATE**

**April 11, 2022**

**MEMORANDUM**

**TO: Dusty Smith**

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

A handwritten signature in blue ink, appearing to read "Jeffrey M. Pifer".

**SUBJECT: CMA DOT21\*37 (848215) Aspen Aerial OEM Parts**

**The Equipment Division wishes to renew the above reference contract with Aspen Aerials Inc. All terms, conditions, prices and specifications contained in the original contract shall remain unchanged.**

**JMP:c**

**Attachments**