



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: 03-26-2024

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 0802 5010 DMV2200000005 5	Procurement Folder:	977064
Document Name:	Motorcycle Safety and Awareness Training	Reason for Modification:	Change order 4 - administrative change only to correct Requestor ID
Document Description:	WV Motorcycle Safety Training Classes		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-03-07
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-03-06

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000192963	Requestor Name:	Mary B Jarrell
MOTORCYCLE SAFETY FOUNDATION 2 JENNER ST STE 150		Requestor Phone:	(304) 926-3819
IRVINE CA 92618		Requestor Email:	mary.b.jarrell@wv.gov
US		<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	9494661802 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
MANAGER ACCOUNTS PAYABLE DIVISION OF MOTOR VEHICLES 5707 MACCORKLE AVE. S.E., SUITE 200	304-926-3960 DIVISION OF MOTOR VEHICLES RECEIVING AND PROCESSING 5707 MACCORKLE AVENUE, S.E. SUITE 200
CHARLESTON WV 25304	CHARLESTON WV 25317
US	US

4-1-2466

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

JE 3/27/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara He 4/1/2024*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *John S. Gray 4/2/2024*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *Dan Van 4-4-24*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change order 4 - administrative change only to correct Requestor ID

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	86101709			EA	169.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Basic Rider Course

Extended Description:

Motorcycle Safety and Awareness Training - Basic Rider Course.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	86101709			EA	169.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Experienced Rider Course

Extended Description:

Motorcycle Safety and Awareness Training - Experienced Rider Course.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	78181500			EA	0.000000
	Service From	Service To			Service Contract Amount
			Commodity Ln Discontinued		0.00

Commodity Line Description: Vendor Reimbursement

Extended Description:

Line discontinued. See Commodity Line 4.

Annual Vendor reimbursement for motorcycle lease, repairs, & maintenance.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	78181500			EA	0.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: Vendor Reimbursement

Extended Description:

Annual Vendor reimbursement for motorcycle lease, repairs, & maintenance.



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: Administrative changes

1 message

Lyle, Tara L <tara.l.lyle@wv.gov>
To: "Davis, Georgina" <georgina.davis@wv.gov>
Cc: David H Pauline <david.h.pauline@wv.gov>

Wed, Mar 20, 2024 at 11:24 AM

David and Georgina,

Since the department contact will be changing on the face of the contract, we will need to do a formal change order and go through the normal approval/signature processes.

Thanks,
Tara

On Wed, Mar 20, 2024 at 10:49 AM Davis, Georgina <georgina.davis@wv.gov> wrote:

Hi David
Including you and Tara in this administrative change.
Thanks
Georgie

On Wed, Mar 20, 2024 at 10:46 AM Lisa Comer <lisa.comer@wvoasis.gov> wrote:

Hello Georgina,

Since this is a central document, we request you include the central buyer supervisor for approval as an Administrative change.

Thank you,

Lisa Comer

Finance Team

WV Enterprise Resource Planning Board

Phone: 304-935-0487

Email: FinanceTeam@wvoasis.gov

Web: wvoasis.gov

wOASIS

From: Davis, Georgina <georgina.davis@wv.gov>
Sent: Wednesday, March 20, 2024 9:57 AM
To: Finance Team <FinanceTeam@wvoasis.gov>
Subject: Administrative changes

Good morning

I have 2 CMA's that I need to correct the requestor ID's on. This is an administrative change only. No other changes are being made.

Can you approve these to final?

CMA DMV23*06

CMA DMV22*05

Thanks

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Georgie

Georgina Davis
Division Manager
West Virginia Division of Motor Vehicles
5707 MacCorkle Avenue, S.E. Suite 50
Charleston, WV 25304
(304) 352-5691
georgina.davis@wv.gov

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Georgie

Georgina Davis
Division Manager
West Virginia Division of Motor Vehicles
5707 MacCorkle Avenue, S.E. Suite 50
Charleston, WV 25304
(304) 352-5691
georgina.davis@wv.gov

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Business Organization Detail

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MOTORCYCLE SAFETY FOUNDATION, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	1/16/2013		1/16/2013	Foreign	Non-Profit			

Organization Information			
Business Purpose	6116 - Educational Services - Educational Services - Other Schools and Instruction (fine arts, sports & recreation, language, exam prep, tutoring, automobile driving)		Capital Stock
Charter County		Control Number	99YKQ
Charter State	DC	Excess Acres	
At Will Term		Member Managed	X Close
At Will Term Years		Pa	Hi, I'm SOLO I'm here to help you launch your new
Authorized Shares		Y	LLC.
		Entr	

Addresses

Type	Address
Local Office Address	2 JENNER SUITE 150 IRVINE, CA, 92618
Mailing Address	2 JENNER SUITE 150 IRVINE, CA, 92618 USA
Notice of Process Address	ROBERT GLADDEN 2 JENNER, SUITE 150 IRVINE, CA, 92618
Principal Office Address	2 JENNER SUITE 150 IRVINE, CA, 92618 USA
Type	Address

Officers

Type	Name/Address
President	ERIK PRITCHARD 2 JENNER, SUITE 150 IRVINE, CA, 92618
Vice-President	ROBERT GLADDEN 2 JENNER, SUITE 150 IRVINE, CA, 92618
Type	Name/Address

Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

Hi, I'm SOLO I'm here to
help you launch your new
LLC.

2015

Date filed

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

Wednesday, March 20, 2024 — 11:54 AM

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Hi, I'm SOLO I'm here to
help you launch your new
LLC.

Search

All Words

1 x 154400000



Select Domain
All Domains



Filter By



Keyword Search

For more information of how to use our keyword search visit our [help guide](#)

Simple Search

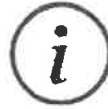
Search Editor

- Any Words
- All Words
- Exact Phrase

Federal Organizations

Status

- Active



No matches found

Your search did not return any results.

To view Entity Registrations, you must sign in.

Sign In

Would you like to include our free source in your search results?

Yes

Go Back

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>3/27/24</u> Solicitation No. <u>CMA DOT 22#05</u> <u>CO# 4</u>	Agency: WV Division of Motor Vehicles Procurement Officer Submitting Requisition: Kristy James Requisition No. CMA DMV2200000005 CO#4 Administrative Change Only PF No.: 977064
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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 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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: _____

