



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: 02-03-2024

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 1400 1400 AGR2300000004 2	<b>Procurement Folder:</b>	1180396
<b>Document Name:</b>	AERIAL APPLICATION OF BLACK FLY CONTROL	<b>Reason for Modification:</b>	
<b>Document Description:</b>	AERIAL APPLICATION OF BLACK FLY CONTROL	Change Order 01	
<b>Procurement Type:</b>	Central Master Agreement	To renew contract	
<b>Buyer Name:</b>		No other changes	
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2023-04-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-03-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000193014	<b>Requestor Name:</b>	Laryssa D Hoskins
HELICOPTER APPLICATORS INC		<b>Requestor Phone:</b>	304-558-2221
1670 YORK RD		<b>Requestor Email:</b>	lhoskins@wvda.us
GETTYSBURG	PA 17325		
US			
<b>Vendor Contact Phone:</b>	999-999-9999		
<b>Extension:</b>			
<b>Discount Details:</b>		<b>24</b> FILE LOCATION _____	
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
PROCUREMENT OFFICER 304-558-2221	AUTHORIZED RECEIVER 304-558-2212
AGRICULTURE DEPARTMENT OF	AGRICULTURE DEPARTMENT OF
ADMINISTRATIVE SERVICES	PLANT INDUSTRIES DIVISION
1900 KANAWHA BLVD E	275 GUS R DOUGLAS LN, BLDG 6
CHARLESTON WV 25305-0173	CHARLESTON WV 25312
US	US

2-7-24 GC

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

4/11/24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *T. Waffle 2/6/2024*  
 ELECTRONIC SIGNATURE ON FILE

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

**ENCUMBRANCE CERTIFICATION**  
 DATE: *2-15-24*  
 ELECTRONIC SIGNATURE ON FILE

*2/14/2024*

**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 4/1/2024 through 3/31/2025.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	70151502			GL	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Aerial Application for Black Fly Control

**Extended Description:**

Pricing included on attached Exhibit A Pricing Page

West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner  
Joseph L. Hatton, Deputy Commissioner



January 31, 2024

Helicopter Applicators, Inc  
Attn: Kirk A. Martin, Secretary / Treasurer  
1670 York Rd  
Gettysburg, PA 17325

**RE: CMA 1400 AGR2300000004 – Aerial Application of Black Fly Control**

The West Virginia Department of Agriculture is offering to renew the above-referenced contract under the same terms and conditions, pricing, and specifications as the current contract and all subsequent change orders, if applicable. The renewal dates are April 1, 2024 through March 31, 2025. If your company agrees to this renewal, please fill out and sign the renewal letter and return to my attention no later than February 15, 2024.

Please let me know if you have any questions.

Sincerely

Alan Clemans  
Alan Clemans (Jan 30, 2024 15:55 EST)

Alan Clemans, CFO / Director  
Administrative Services Division

*We agree to new the contract for the period as stated above under the same terms and conditions and pricing as the original contract and any change orders thereto.*

Kirk A. Martin  
Name/Signature Kirk A. Martin

1/31/2024  
Date

Secretary / Treasurer  
Title

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### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### HELICOPTER APPLICATORS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	3/16/2015		3/16/2015	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	1153 - Agriculture, Forestry, Fishing and Hunting - Agriculture and Forestry Support Activities - Support Activities for Forestry	
<b>Charter County</b>	<b>Capital Stock</b>	
<b>Charter State</b>	MD	<b>Control Number</b>
<b>At Will Term</b>	<b>Excess Acres</b>	
<b>At Will Term Years</b>	<b>Member Managed</b>	
<b>Authorized Shares</b>	<b>Par Value</b>	<b>Young Entrepreneur</b>
		Not Specified

<b>Addresses</b>	
Type	Address
<b>Local Office Address</b>	1670 YORK RD. GETTYSBURG, PA, 17325
<b>Mailing Address</b>	1670 YORK RD. GETTYSBURG, PA, 17325 USA
<b>Notice of Process Address</b>	CLAY HOXTON HOXTON AGENCY 8516 SHEPHERDSTOWN PIKE SHEPHERDSTOWN, WV, 254430589
<b>Principal Office Address</b>	1670 YORK RD. GETTYSBURG, PA, 17325 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>President</b>	GLENN MARTIN 1670 YORK RD. GETTYSBURG, PA, 17325
<b>Treasurer</b>	KIRK MARTIN 1670 YORK RD. GETTYSBURG, PA, 17325
<b>Vice-President</b>	KYLE MARTIN 1670 YORK RD. GETTYSBURG, PA, 17325
Type	Name/Address

<b>Annual Reports</b>	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, February 6, 2024 — 9:05 AM

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Federal Organizations ∨

Exclusion Type ∧

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- Ineligible (Proceedings Complete)
- Prohibition/Restriction
- Voluntary Exclusion

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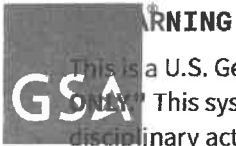
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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>Larry D. McDannell</u> Date: <u>2/06/24</u>	Agency: Department of Agriculture
Solicitation No. <u>CMA AGR 23*04 c/o 1</u>	Procurement Officer Submitting Requisition: Laryssa Hoskins
	Requisition No. CMA AGR23*04
	PF No.: 1180396

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 <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

