



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: 06-07-2024

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 0805 0805 PTR2200000004 4	Procurement Folder:	1010761
Document Name:	158" - 176" Wheelbase Cutaway Vehicle	Reason for Modification:	Change Order No. 2- to change the official name and address of the company.
Document Description:	158" - 176" Wheelbase Cutaway Vehicle		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-05-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-07-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VS0000011255	Requestor Name:	Erik S Hall
MODEL 1 COMMERCIAL VEHICLES INC PO BOX 713176		Requestor Phone:	(304) 558-9578
CHICAGO IL 60677-0376 US		Requestor Email:	erik.s.hall@wv.gov
Vendor Contact Phone:	9094655528	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Extension:			
Discount Details:			
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE PUBLIC TRANSIT DIVISION OF BLDG 5 RM 663 1900 KANAWHA BLVD E CHARLESTON WV 25305-0432 US	GENERAL MANAGER PUBLIC TRANSIT DIVISION OF KANAWHA VALLEY REGIONAL TRANSPORTATION AUTHORITY 1550 FOURTH AVE CHARLESTON WV 25324 US

6-11-24 60

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

JE 6/10/24

PURCHASING DIVISION AUTHORIZATION
DATE: <i>JA 6.11.24</i>
ELECTRONIC SIGNATURE ON FILE

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

6/26/2024

ENCUMBRANCE CERTIFICATION
DATE: <i>6-26-24</i>
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order 02

Change Order No. 02 is issued for administrative purposes only and is intended to change the name of the vendor from Creative Bus Sales Inc. (V/C account VS0000011255) to Model 1 Commercial Vehicles Inc. (V/C account VS0000011255). The original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

***** Federal Terms and Conditions Apply *****

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	25101502			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 158"- 176" Wheelbase Cutaway Vehicle

Extended Description:

158" - 176" Wheelbase Cutaway vehicle with air / heat, fixed seats, wheelchair securement and lift to provide specialized transportation services in a urban and suburban-rural environment.

See attached pricing page



Creative Bus Sales

May 22, 2023

Re: Notice of Name Change and Headquarters Address Change

To whom it may concern:

Effective June 13, 2023, Creative Bus Sales, Inc. will be changing its name to **Model 1 Commercial Vehicles, Inc.**

This change was made with great intentionality and vision from our leadership team. The name change was necessary to address our expansion into additional service and product lines while also demonstrating how we want to move into the future. We faced a reality that our company name, Creative Bus Sales, had become too limiting. We were already more than buses and more than sales. We will expand even further than bus sales by leading the industry in electric vehicles and commercial alternative fuel applications. The update to Model 1 Commercial Vehicles reflects both our business strategy and the go-first mindset we bring to the industry.

Our Federal Employment Identification Number and tax status as an Indiana S Corporation are not changing. Model 1 Commercial Vehicles remains a family-owned company and looks forward to serving our customers for many years to come.

Additionally, on July 1, 2023, our Indianapolis headquarters will be moving to allow for continued expansion. Our new Indianapolis address will be:

**9225 Priority Way West Drive
Suite 300
Indianapolis, IN 46240**

If you have any questions, please contact compliance@creativebussales.com.

Sincerely,

Tony Matijevich
President

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West Virginia Secretary of State — Online Data Services

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.

MODEL 1 COMMERCIAL VEHICLES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/28/2022		12/28/2022	Foreign	Profit			

Organization Information		
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	
Charter County	Control Number	9B3LP
Charter State	IN	Excess Acres
At Will Term	Member Managed	
At Will Term Years	Par Value	
Authorized Shares	Young Entrepreneur	Not Specified

Addresses

Type	Address
Mailing Address	SUITE 300 9225 PRIORITY WAY WEST DR INDIANAPOLIS, IN, 46240 USA
Notice of Process Address	CORPORATION SERVICE COMPANY 209 WEST WASHINGTON STREET CHARLESTON, WV, 25302
Principal Office Address	SUITE 300 9225 PRIORITY WAY WEST DR INDIANAPOLIS, IN, 46240 USA
Type	Address

Officers	
Type	Name/Address
	SEE IMAGES FOR FULL OFFICER LIST
Director	ANTHONY MATIJEVICH JR. SUITE 300 9225 PRIORITY WAY WEST DR INDIANAPOLIS, IN, 46240
Director	JOHN R. SAUDER SUITE 300 9225 PRIORITY WAY WEST DR INDIANAPOLIS, IN, 46240
President	ANTHONY MATIJEVICH JR. SUITE 300 9225 PRIORITY WAY WEST DR INDIANAPOLIS, IN, 46240
Secretary	VICTORIA E. MATIJEVICH SUITE 300 9225 PRIORITY WAY WEST DR INDIANAPOLIS, IN, 46240
Treasurer	JOHN R. SAUDER SUITE 300 9225 PRIORITY WAY WEST DR INDIANAPOLIS, IN, 46240
Type	Name/Address

Name Changes	
Date	Old Name
6/21/2023	CREATIVE BUS SALES, INC.
Date	Old Name

Mergers				
Merger Date	Merged	Merged State	Survived	Survived State
12/28/2022	CREATIVE BUS SALES, INC.	CA	CREATIVE BUS SALES, INC.	IN
Merger Date	Merged	Merged State	Survived	Survived State

Date	Amendment
6/21/2023	NAME CHANGE: FROM CREATIVE BUS SALES, INC.
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
Date filed	

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

Monday, June 10, 2024 — 7:44 AM

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	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 checked="" type="checkbox"/>	<input type="checkbox"/>
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:

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"/>

**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 EOLs. 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.

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.