



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Delivery Order**

Order Date: 07-26-2024

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

<b>Order Number:</b>	CDO 0810 0805 DMT2300000036 4	<b>Procurement Folder:</b>	1215874
<b>Document Name:</b>	CDO off CMA DMT 23-3 to Purchase Two (2) Cutaway Vehicles	<b>Reason for Modification:</b>	CO #1 Administrative Change Order - This is to update vendor name/ address only. The CMA has already been updated and approved through the WV Purchasing Division.
<b>Document Description:</b>	CDO off CMA DMT 23-3 to Purchase Two (2) Cutaway Vehicles		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	David H Pauline		
<b>Telephone:</b>	304-558-0067		
<b>Email:</b>	david.h.pauline@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0810 DMT2300000003 4
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VS0000011255			<b>Requestor Name:</b>	John S Caldwell
MODEL 1 COMMERCIAL VEHICLES INC				<b>Requestor Phone:</b>	(304) 558-9578
PO BOX 713176				<b>Requestor Email:</b>	john.s.caldwell@wv.gov
CHICAGO	IL	60677-0376		<div style="font-size: 2em; font-weight: bold;">2025</div> FILE LOCATION	
US					
<b>Vendor Contact Phone:</b>	9094655528	<b>Extension:</b>			
<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				

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

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$433,604.00
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JE 7/26/24

PURCHASING DIVISION AUTHORIZATION  
 DATE: 7.26.24  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: 7-26-24  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CO #1

Administrative Change Order - This is to update vendor name/address only. The CMA has already been updated and approved through the WV Purchasing Division.

CDO off CMA DMT 23\*3 to Purchase two (2) Class A vehicles, Bus, Rear air suspension.

To be utilized and titled to:

Central West Virginia Transit Authority  
208 North 4th Street  
Clarksburg, WV 26301

Replacement vehicles:

VIN# 5666

VIN# 5667

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25101502	2.00000	EA	\$216,802.0000	\$433,604.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2024-12-23	

**Commodity Line Description:** Mid Size Medium duty Transit Vehicle

**Extended Description:**

CDO off CMA DMT 23\*3 to Purchase two (2) Class A vehicles, Bus, Rear air suspension.

To be utilized and titled to:

Central West Virginia Transit Authority  
208 North 4th Street  
Clarksburg, WV 26301

Replacement vehicles:

VIN# 5666

VIN# 5667



## 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](mailto:compliance@creativebussales.com).

Sincerely,

**Tony Matijevich**  
*President*



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Multimodal Transportation Facilities**

1900 Kanawha Boulevard East • Building Five • Room 132  
Charleston, West Virginia 25305-0432 • (304) 414-4645  
FAX: (304) 558-3326 • TDD: (800) 742-6991

Lucinda K. Butler  
Commissioner

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

DATE-May 13, 2024

**To: Purchasing Division**

**From: Erik Hall, Community Planner**

**Division of Public Transit**

**Subject: Change Order of DMT CMA DMT 23-3**

**To Whom It May Concern,**

The West Virginia Department of Multimodal Transportation Facilities-Public Transit (DMTF-PT) is requesting a name and address change for the contract CMA DMT2300000003. The name of the company shall be changed from *Creative Bus Sales Inc.* to *Model 1 Commercial Vehicles Inc.* The address of the contract shall be changed from 14740 Ramona Ave. China, CA, 91710 to PO Box 713176 Chicago, IL, 60677-0376. The company recently updated their legal name, and the agreement needs to be updated to pay for vehicles that were purchased under this contract. The original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Thank you,

Erik S. Hall, ABD, MBA

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

Addresses

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

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

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

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

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

<b>Annual Reports</b>
<b>Filed For</b>
2024
2023
<b>Date filed</b>

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

Friday, July 26, 2024 — 8:51 AM

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Search All Words

Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Select Domain  
**Entity Information**

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

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Simple Search

Search Editor

- Any Words
- All Words
- Exact Phrase

Entity

Entity Name

No results found

CAGE / NCAGE

Location

Status

- Active
- Inactive

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## No matches found

Your search did not return any results for active records.

Would you like to include inactive records in your search results?



# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>JESTEP</u> Date: <u>7/20/24</u>	Agency: WVDMT
Solicitation No. <u>CDO DMT 23*36</u> <span style="margin-left: 100px;"><u>CO#1</u></span>	Procurement Officer Submitting Requisition: Lisa Smith
	Requisition No. CDO DMT23*36
	PF No.: 1215874

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 ( <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 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"/>

	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				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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: \_\_\_\_\_

