



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: 01-17-2025

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 0216 0216 FLT2200000001 8	Procurement Folder:	949877
Document Name:	VEHICLE MAINTENANCE, FUEL AND REPAIR MANAGEMENT SERVICES	Reason for Modification:	Change Order No. 6 - Administrative change order to correct the original start date of the contract.
Document Description:	Vehicle Maintenance, Fuel and Repair Management		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-12-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-12-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000115021 AUTOMOTIVE RENTALS INC 4001 LEADENHALL RD MOUNT LAUREL NJ 08054 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Kenneth H Yoakum Requestor Phone: (304) 558-2106 Requestor Email: kenny.h.yoakum@wv.gov 2025 FILE LOCATION
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US	DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US

CR 1-24-25

Total Order Amount:

Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: 1/23/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 1/24/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 1-24-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 6 - Administrative change order to correct the start date back to the original contract start date of 12/15/2021. The date was inadvertently changed to the renewal start date on Change Order No. 5.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	15100000			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: fuel only credit card program**Extended Description:**

See attached Exhibit A Pricing Pages

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	81111509			EA	1.750000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Mileage Entry and Ending Odometer**Extended Description:**

See attached Exhibit A Pricing Pages

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	81111509			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Driver Safety Program**Extended Description:**

See attached Exhibit A Pricing Pages

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	25173107			EA	16.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Telematics**Extended Description:**

See attached Exhibit A Pricing Pages

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	80141800			EA	25.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Express Mailing**Extended Description:**

See attached Exhibit A Pricing Pages

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	90121800			EA	35.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 24 Hour Roadside Assistance

Extended Description:
See attached Exhibit A Pricing Pages

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	43232312			EA	1.750000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Driver Portal Log

Extended Description:
See attached Exhibit A Pricing Pages

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	46171640			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: MVR -Motor Vehicle Record

Extended Description:
See attached Exhibit A Pricing Pages

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	78181507			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Automotive and light truck maintenance and repair

Extended Description:
See attached Exhibit A Pricing Pages



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: 12-09-2024

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 0216 0216 FLT2200000001 7	Procurement Folder:	949877
Document Name:	VEHICLE MAINTENANCE, FUEL AND REPAIR MANAGEMENTSERVICES	Reason for Modification:	
Document Description:	Vehicle Maintenance, Fuel and Repair Management	Change Order 5	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-12-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-12-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000115021 AUTOMOTIVE RENTALS INC 4001 LEADENHALL RD MOUNT LAUREL NJ 08054 US Vendor Contact Phone: 999-999-9999 Extension:	Requestor Name: Kenneth H Yoakum Requestor Phone: (304) 558-2106 Requestor Email: kenny.h.yoakum@wv.gov																				
Discount Details:																					
<table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

2025 02376
FILE LOCATION

SCANNED

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US	DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US

CR 12-18-24
Purchasing Division's File Copy

Total Order Amount:

Open Enc

mkp 12/17/2024

PURCHASING DIVISION AUTHORIZATION
DATE: <i>T. Waugh</i> 12/18/24
ELECTRONIC SIGNATURE ON FILE

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

12/18/2024

ENCUMBRANCE CERTIFICATION
DATE: <i>12-20-24</i>
ELECTRONIC SIGNATURE ON FILE



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

Re: CMA 0216 FLT22*01

1 message

Harper, Lori M <lori.m.harper@wv.gov>
To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Fri, Jan 17, 2025 at 9:52 AM

Thank you very much!

Lori M. Harper

Fleet Coordinator & Procurement Officer

WV Dept. of Administration

Fleet Management Division

2310 Kanawha Blvd E

Charleston, WV 25311

PH: (304) 352-6079

✉ Lori.M.Harper@wv.gov

<https://fleet.wv.gov>

~It's not where you work, it's who you work with that makes a job worth going to ❤ ~

On Fri, Jan 17, 2025 at 9:51 AM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Okay, I will look at it - it may be later today but I'll get to it.

Tara

On Fri, Jan 17, 2025 at 9:46 AM Harper, Lori M <lori.m.harper@wv.gov> wrote:

Good morning, Tara.

I am forwarding you a copy of the email I sent Melissa. However, I believe the CMA is in her mailbox. I thought maybe she could help me fix what she was needing me to fix if she could look at it and be able to walk me through on how I can fix it Administratively. I checked the Handbook and Oasis training docs and I don't see any directions on how to do this.

If you could help me, I would appreciate it.

Thanks,

Lori M. Harper

Fleet Coordinator & Procurement Officer

WV Dept. of Administration

Fleet Management Division

2310 Kanawha Blvd E

Charleston, WV 25311

PH: (304) 352-6079

 Lori.M.Harper@wv.gov

<https://fleet.wv.gov>

~It's not where you work, it's who you work with that makes a job worth going to  ~

----- Forwarded message -----

From: **Harper, Lori M** <lori.m.harper@wv.gov>

Date: Thu, Jan 16, 2025 at 8:24 AM

Subject: Re: CMA 0216 FLT22*01

To: Pettrey, Melissa K <melissa.k.pettrey@wv.gov>

Melissa,

I cannot figure out how to do an Administrative Change for the Change Order. Could you walk me through it?

Lori M. Harper

Fleet Coordinator & Procurement Officer

WV Dept. of Administration

Fleet Management Division

2310 Kanawha Blvd E

Charleston, WV 25311

PH: (304) 352-6079

 Lori.M.Harper@wv.gov

<https://fleet.wv.gov>

~It's not where you work, it's who you work with that makes a job worth going to  ~

On Mon, Jan 13, 2025 at 1:36 PM Pettrey, Melissa K <melissa.k.pettrey@wv.gov> wrote:

Lori,

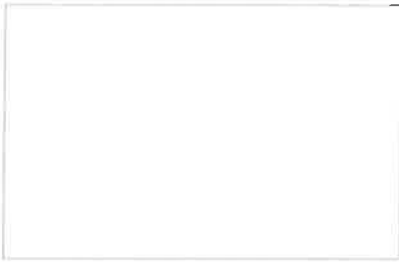
CTS is going to reject CMA FLT22*01 back to you.

The extended description still states Change Order 5 (should be 6) and that it is a renewal.

Use Administrative change to correct the original effective date, that was inadvertently changes at the last renewal.

If you could take care of that I would appreciate it.

Thanks



On Mon, Jan 13, 2025 at 11:53 AM Harper, Lori M <lori.m.harper@wv.gov> wrote:
yes. I will get that submitted right away.

Lori M. Harper

Fleet Coordinator & Procurement Officer

WV Dept. of Administration

Fleet Management Division

2310 Kanawha Blvd E

Charleston, WV 25311

PH: (304) 352-6079

 Lori.M.Harper@wv.gov

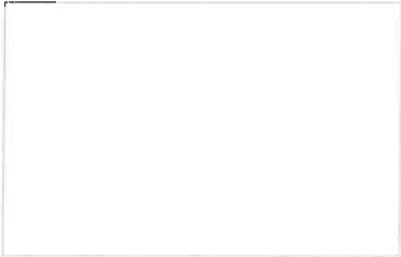
<https://fleet.wv.gov>

~It's not where you work, it's who you work with that makes a job worth going to ❤️~

On Mon, Jan 13, 2025 at 11:10 AM Pettrey, Melissa K <melissa.k.pettrey@wv.gov> wrote:

Would you state a change order for this contract please. Somehow the Effective Dte was changed on the last renewal. It needs to go back to 12/15/2021

Thank you



----- Forwarded message -----

From: **Price, Robert L** <robert.l.price@wv.gov>
Date: Mon, Jan 13, 2025 at 11:04 AM
Subject: Re: CMA 0216 FLT22*01
To: Pettrey, Melissa K <melissa.k.pettrey@wv.gov>
Cc: Wagner, Roberta A <roberta.a.wagner@wv.gov>

Melissa K,

Just wondering if you have an update on this. Have a great day.



Robert Price, CPPO, CPPB, NIGP-CPP

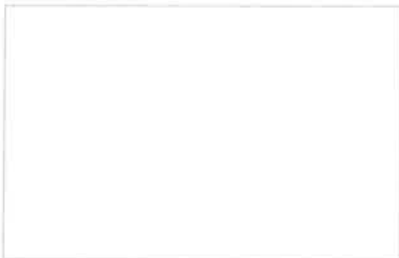
Administrative Services Manager II

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

DISCLAIMER: The information contained in this electronic message may be legally privileged and confidential under applicable state and federal law and is intended for the individual named above. If the recipient of the message is not the above-named recipient, you are hereby notified that any distribution, copy or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify the Office of Shared Administration, One Davis Square Charleston, WV 25301, Telephone 304.957.0218 and discard this communication immediately without making any copy or distribution.

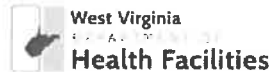
On Thu, Jan 9, 2025 at 10:56 AM Pettrey, Melissa K <melissa.k.pettrey@wv.gov> wrote:
I haven't seen one, but I will check on that for you.



On Thu, Jan 9, 2025 at 10:47 AM Wagner, Roberta A <roberta.a.wagner@wv.gov> wrote:
Thank you Bobby!

On Thu, Jan 9, 2025 at 10:42 AM Price, Robert L <robert.l.price@wv.gov> wrote:
Melissa K,

I hope this email finds you well amidst all this winter weather. When the renewal for the above referenced contract was processed the effective start date was changed to 12/15/2024 instead of being left as 12/15/2021. Do you know if there is a change order in process to correct this? Please advise.



Robert Price, CPPO, CPPB, NIGP-CPP

Administrative Services Manager II

Office of Shared Administration

West Virginia Departments of Health, Health Facilities, and Human Services

One Davis Square

Charleston, WV 25301

P: 304-957-0218 | dhhr.wv.gov



DISCLAIMER: The information contained in this electronic message may be legally privileged and confidential under applicable state and federal law and is intended for the individual named above. If the recipient of the message is not the above-named recipient, you are hereby notified that any distribution, copy or disclosure of this communication is strictly prohibited. If you have received this communication in error, please notify the Office of Shared Administration, One Davis Square Charleston, WV 25301, Telephone 304.957.0218 and discard this communication immediately without making any copy or distribution.

You are viewing this page over a secure connection. [Click here](#) for more information.

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.

AUTOMOTIVE RENTALS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/17/1992		12/17/1992	Foreign	Profit	BT		

Organization Information			
Business Purpose	5321 - Real Estate and Rental and Leasing - Rental and Leasing Services - Automotive Equipment Rental and Leasing (passenger car, truck, utility, trailer, RV)		Capital Stock 0.0000
Charter County			Control Number 0
Charter State	NJ	Excess Acres	0
At Will Term	Member Managed		
At Will Term Years			Par Value 0.000000
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	4001 LEADENHALL ROAD MT. LAUREL, NJ, 08054
Mailing Address	4001 LEADENHALL ROAD MT. LAUREL, NJ, 08054 USA
Notice of Process Address	Corporation Service Company 808 Greenbrier Street Charleston, WV, 25311
Principal Office Address	4001 LEADENHALL ROAD MT. LAUREL, NJ, 08054 USA
Type	Address

Officers	
Type	Name/Address
Director	KATHERINE A. MULLIN 4001 LEADENHALL ROAD MOUNT LAUREL, NJ, 08054
Director	MELINDA K. HOLMAN 4001 LEADENHALL ROAD MOUNT LAUREL, NJ, 08054
President	ROBERT L. WHITE 4001 LEADENHALL ROAD MOUNT LAUREL, NJ, 08054
Secretary	KATHERINE A. MULLIN 4001 LEADENHALL ROAD MOUNT LAUREL, NJ, 08054
Treasurer	BRIAN K. HORWITH 4001 LEADENHALL ROAD MOUNT LAUREL, NJ, 08054
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	

2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2008
2007
2006
2004
2003
2002
2001
2000
1999
1998
Date filed

[File Your Current Year Annual Report Online Here](#)

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

Friday, January 17, 2025 — 3:32 PM




© 2025 State of West Virginia

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- ☐ Any Words 
- ☐ All Words 
- ☐ Exact Phrase 

e.g. 123456789, Smith Corp

"automotive rentals inc"

×

Entity



Location



Status



- ☒ Active
- ☐ Inactive

Reset 



No matches found

Your search did not return any results for active records.

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

Search inactive

Go back

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: _____ Date: _____ Solicitation No. _____	Agency: WV Fleet Mgmt Office <hr/> Procurement Officer Submitting Requisition: Lori Harper <hr/> Requisition No. CMA FLT22*01 - CO#6 <hr/> PF No.: 949877
---	--

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

FOR CHANGE ORDERS/RENEWALS:

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