



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: 03-20-2025

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 0803 0070 DOT2200000042 4	Procurement Folder:	939834
Document Name:	LEEBOY PARTS & COMPONENTS	Reason for Modification:	
Document Description:	LEEBOY PARTS & COMPONENTS	Change Order No. 3	
Procurement Type:	Central Master Agreement	Cancel and reissue	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-12-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-11-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000193597 VALLEY SUPPLY & EQUIPMENT COMPANY INC 20332 LEITERSBURG PIKE HAGERSTOWN MD 21742 US Vendor Contact Phone: 301-733-7414 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: Tammy L Clevenger Requestor Phone: (304) 473-5375 Requestor Email: tammy.l.clevenger@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
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

CR 3-31-25

Total Order Amount:

Open End

Purchasing Division's File Copy

JE 3/20/25

PURCHASING DIVISION AUTHORIZATION

DATE:

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE:

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE:

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 03 is issued for administrative purposes only and is intended to cancel the original contract (CMA DOT 22*42 PF#939834) to change the name of the vendor from Valley Supply & Equipment Company Inc (V/C account 000000193597) to Stephenson Equipment Inc (V/C account 000000160752) and reissue a new contract (CMA DOT25*23). System limitations require that this contract be given a new number moving forward but the original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.

Effective date of change: 11/30/2024

New procurement folder: 1648641

New CMA: CMA DOT25*23

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	22101700			EA	0.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Heavy equipment components

Extended Description:

Heavy equipment components



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Equipment Division

83 Brushy Fork Crossing • Post Office Box 610
Buckhannon, West Virginia 26201 • (304) 472-1750

Alanna J. Keller, P.E.
Deputy Secretary of Transportation
Deputy Commissioner of Highways

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

October 15, 2024

MEMORANDUM

TO: Jimmy D. Wriston, P.E. *Jimmy Wriston, P.E.*
Secretary of Transportation/
Commissioner of Highways

FROM: Jeffrey M. Pifer P. E. *Jeffrey M. Pifer*
Division Director
Equipment Division

THRU: Joseph M. Pack, P. E. *Joseph M. Pack*
Chief Engineer of Operations

Alanna J. Keller, P.E. *Alanna Keller*
Deputy Secretary of Transportation/
Deputy Commissioner of Highways

SUBJECT: CMA DOT2200000042 - 7022C003
Change Order No. 3 Change Ownership of Contract

PREPARED BY: TC		
10/15/2024		
ROUTE ORDER	OFFICE	OK
1	OE	<i>[Signature]</i>
2	BP	<i>DS</i>
3	HO	<i>JMP</i>
4	CC	<i>AK</i>
5	SEC	<i>[Signature]</i>
6	CB	<i>CPR</i>
7	OE	<i>[Signature]</i>
8	BP	<i>DS</i>

The West Virginia Division of the Highways Equipment Division requests that the above referenced CMA ownership be changed from Valley Supply & Equipment Company Inc. to Stephenson Equipment Inc. effective immediately. Attached are verification letters from each of the vendors involved. Please review, and if approved, sign this memo, along with the Purchasing Requisition and return to routing order.

If you have any questions, please contact Jeffrey M. Pifer at 304-473-5500.

Attachments



20332 Leitersburg Pike
Hagerstown, MD 21742

WV DOT/DOH
BUCKHANNON, WV

2024 OCT 15 A 8:25

RECEIVED
EQUIPMENT DIV.

October 9th, 2024

Contract Renewal and Assignment – CMA DOT2200000042

West Virginia Department of Transportation
1900 Kanawha Boulevard East
Building Five – room 110
Charleston, West Virginia 25305-0430
Attn: Ms. Tammy Clevenger

Ms. Clevenger,

Per our discussion, I am writing to inform WV DOT that Valley Supply & Equipment Company has been acquired by Stephenson Equipment Incorporated. Valley Supply & Equipment Company would like to assign contract CMA DOT2200000042 to Stephenson Equipment Inc. All current transaction and communication activities will remain constant after the assignment. There will be an updated price file submitted with the upcoming renewal term paperwork based on current Leeboy pricing.

Updated Mailing Address:

Stephenson Equipment Inc.
20332 Leitersburg Pike
Hagerstown, MD 21742

Updated Remit To Address:

Stephenson Equipment Inc.
20332 Leitersburg Pike
Hagerstown, MD 21742

Contacts:

Adam Klein – Contract Management 301-733-7414 , aklein@stephensorequipment.com
Tom Mrozinski – Branch Manager 301-733-7414, tmrozinski@stephensorequipment.com
Parts Ordering – 301-733-7414

Respectfully,

A handwritten signature in black ink, appearing to read 'Adam Klein', is written over a horizontal line.

Adam Klein, President
Valley Supply & Equipment Company



Pennsylvania Locations:

Harrisburg, PA (3 locations: Corporate HQ | Heavy Equipment & Crane | Public Works & Infrastructure)
Butler, PA • Ebensburg, PA • Philadelphia, PA • Pittsburgh, PA • Wilkes-Barre, PA

New York Locations:

Albany, NY • Syracuse, NY

Maryland Location:

Aberdeen, MD (Service Only)

WV DOT/DOH
BUCKHANNON, WV

Corporate Office: 401 Port View Drive Suite 100 • Harrisburg, PA 17111 • Phone: 717-564-3434 • Fax: 717-564-7580

October 11, 2024

RECEIVED
EQUIPMENT DIV.

Ms. Clevenger:

I'm writing to inform you that Valley Supply & Equipment, Inc. (VSE) has been acquired by Stephenson Equipment, Inc. (SEI), effective September 4, 2024.

SEI EIN: 25-1511922

SEI Website: www.stephensorequipment.com

SEI Corporate address: 401 Port View Drive, Suite 100, Harrisburg, PA 17111

Effective immediately, VSE contracts will need to be reassigned to Stephenson Equipment Inc (SEI). Specifically in reference to contract CMA DOT2200000042.

The three locations of VSE will continue to operate as full service equipment dealerships. These locations are authorized to act on behalf of SEI with VSE existing vendors & customers.

Updated Mailing Address:

Stephenson Equipment Inc.
20332 Leitersburg Pike
Hagerstown, MD 21742

Updated Remit To Address:

Stephenson Equipment Inc.
20332 Leitersburg Pike
Hagerstown, MD 21742

If you have questions, please do not hesitate to contact me.

Thank you,

Tom Schneider - General Manager
Stephenson Equipment, Inc.
(240) 234-0140

tschneider@stephensorequipment.com

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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.

VALLEY SUPPLY & EQUIPMENT COMPANY, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	5/25/1982		5/25/1982	Foreign	Profit			

Organization Information			
Business Purpose	4539 - Retail Trade - Miscellaneous Store Retailers - Other Miscellaneous Store Retailers Including Mobile Home Dealers (pet, art, tobacco)		Capital Stock 0.0000
Charter County			Control Number 0
Charter State	MD	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	20332 LIETERSBURG PIKE HAGERSTOWN, MD, 21742
Mailing Address	20332 LEITERSBURG PIKE HAGERSTOWN, MD, 21742 USA
Notice of Process Address	ADAM KLEIN 20332 LEITERSBURG PIKE HAGERSTOWN, MD, 21742
Principal Office Address	20332 LEITERSBURG PIKE HAGERSTOWN, MD, 21742 USA
Type	Address

Officers	
Type	Name/Address
President	ADAM G KLEIN 20332 LEITERSBURG PIKE HAGERSTOWN, MD, 21742
Vice-President	BRANDON KLEIN 20332 LEITERSBURG PIKE HAGERSTOWN, MD, 21742
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, October 15, 2024 — 8:56 AM

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e.g. 1606N020Q02

Select Domain

All Domains



Filter By




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Search Editor

☐ Any Words 

☐ All Words 

☐ Exact Phrase 

e.g. 1606N020Q02

"Valley Supply & Equipment Company Inc."



Federal Organizations

Enter Code or Name

...

069 - TRANSPORTATION, DEPARTMENT OF	Dept / Ind. Agency	x
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Status

- ☒ Active
- ☐ Inactive

Reset



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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>3/18/25</u> Solicitation No. <u>CMA DOT 22X42</u>	Agency: WVDOT/Division of Highways Procurement Officer Submitting Requisition: <u>Dusty Smith</u> Requisition No. CMA 0803 DOT2200000042 (7022C003) PF No.: 939834
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" 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: _____

