



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: 06-25-2025

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 0215 4282 AVN2500000001 2	Procurement Folder:	1478432
Document Name:	Scheduled, Un-scheduled, and/or Emergency Repairs	Reason for Modification:	
Document Description:	C.O. 1 Renewal	C.O. 1	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-09-17
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-16

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000197971 SUMMIT HELICOPTERS INC 525 MCCLELLAND ST SALEM VA 24153 US Vendor Contact Phone: 540-992-5500 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: Tierra S Gable Requestor Phone: (304) 558-0403 Requestor Email: tierra.s.gable@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 AVIATION DIVISION 502 EAGLE MOUNTAIN RD CHARLESTON WV 25311 US	DEPARTMENT OF ADMINISTRATION AVIATION DIVISION 502 EAGLE MOUNTAIN RD CHARLESTON WV 25311 US

CR 6-26-25

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

JA 6/26/25

PURCHASING DIVISION AUTHORIZATION
DATE: 6/26/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 6/27/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 6-30-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

C.O. 1 is issued to renew the original contract (master agreement) CMA AVN2500000001 according to all terms, conditions, prices and specifications contained in the original contract (master agreement) including all authorized change orders.

Effective: September 17, 2025 to September 16, 2026

Renewals Remaining: (2)

No other changes.

All provisions of the original contract and subsequent change order not modified herein shall remain in full force and effect.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	78181802			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: MAINTENANCE AND REPAIR FOR THE STATE OF WV HELICOPTERS

Extended Description:



ERIC L. HOUSEHOLDER
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
AVIATION DIVISION
502 EAGLE MOUNTAIN ROAD
CHARLESTON, WV 25311

SHAWN M. COLEMAN
DIRECTOR

June 24, 2025

John N. Milko, Secretary/Treasurer
Summit Helicopters Inc [Vendor#000000197971]
525 McClelland Street, Salem, VA 24153

via: john.milko@summithelicopters.com

RE: CMA 0215 4282 AVN2500000001 [Maintenance and Repair for the State of WV Helicopters]

Mr. Milko:

The State of WV Aviation Division is offering to renew the Maintenance and Repair for the State of WV Helicopters per Central Master Agreement (CMA) 0215 4282 AVN2500000001 under the same terms, conditions and pricing (**Year 2 pricing on Exhibit A Pricing Page**).

The renewal period will begin on September 17, 2025 and expire on September 16, 2026 with two (2) renewals remaining.

If Summit Helicopters Inc agrees to this renewal, please sign below and return this letter via email to Tierra.S.Gable@wv.gov.

Please contact me with questions at 304-558-0403. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn M. Coleman".

Shawn M. Coleman
Director

Summit Helicopters Inc agrees to renew the contract as stated above under the same terms and conditions in the central master agreement and change orders thereto.

A handwritten signature in black ink, appearing to read "John N. Milko".
SIGNATURE

6/24/2025
DATE SIGNED

John N Milko Secretary/Treasurer
NAME AND TITLE PRINTED

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SUMMIT HELICOPTERS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/23/2010		8/23/2010	Domestic	Profit			

Organization Information			
Business Purpose	1153 - Agriculture, Forestry, Fishing and Hunting - Agriculture and Forestry Support Activities - Support Activities for Forestry		Capital Stock 50000.0000
Charter County		Control Number	99LAV
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	50000.000000
Authorized Shares	1	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	525 MCCLELLAND ST SALEM, VA, 24153
Mailing Address	P O BOX 1024 SALEM, VA, 24153 USA
Notice of Process Address	MIKE KELLY 3589 VAGO ROAD FRANKFORD, WV, 24938
Principal Office Address	525 MCCLELLAND ST PO BOX 909 SALEM, VA, 24153 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	CARL N. MILKO P O BOX 39 CLOVERDALE, WV, 24077 USA
Secretary	JOHN N MILKO, SEC AND TREAS PO BOX 39 CLOVERDALE, VA, 24077
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	
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Date filed

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

Thursday, June 26, 2025 — 9:28 AM

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>SA</u> Date: <u>6/26/25</u> Solicitation No. <u>CO no. 1 - Renew</u>	Agency: WV Department of Admin - Aviation Division <hr/> Procurement Officer Submitting Requisition: LeAnne Neccuzi <hr/> Requisition No. CMA 0215 AVN2500000001 Summit Helicopter C.O. 1 <hr/> PF No.: 1478432
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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 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 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 type="checkbox"/>	<input checked="" type="checkbox"/> N/A
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> N/A
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: _____

