



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: 06-05-2025

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 0618 0618 BVH2200000005 4	Procurement Folder:	1045866
Document Name:	Food and Paper Products	Reason for Modification:	Change Order 3 To Renew Contract
Document Description:	Food and Paper Products		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-06-14

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000200520	Requestor Name:	Amber D Higginbotham
A F WENDLING INC		Requestor Phone:	304-618-9169
100 WENDLING PLAZA RT 20 S		Requestor Email:	amber.d.higginbotham@wv.gov
BUCKHANNON	WV	<div>2025</div> <div>FILE LOCATION _____</div>	
US	26201		
Vendor Contact Phone:	304-472-5500		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
WEST VIRGINIA VETERANS HOME	WEST VIRGINIA VETERANS HOME
512 WATER ST	512 WATER ST
BARBOURSVILLE	BARBOURSVILLE
WV 25504	WV 25504
US	US

CR 6-10-25

Total Order Amount:

Open End

Purchasing Division's File Copy

DHP 6/5/25

PURCHASING DIVISION AUTHORIZATION

DATE: *JA 6-10-25*  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: *[Signature]*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *[Signature]*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 3 is issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal: 06/15/2025 - 06/14/2026

Renewal Years Remaining: 0 years remaining

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	50000000			LS	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Food Beverage and Tobacco Products

**Extended Description:**

see attached pricing page



## West Virginia Veterans Home

512 Water Street  
Barboursville, WV 25504  
Phone: 304-736-1027  
FAX: 304-736-1093

Date: 06/04/2025

To: Lori Harris, Contract Administrator, A.F. Wendlings Food Service

From: Morgan Sheets, Director of Procurement, West Virginia Department of Veterans Assistance

Re: Renewal of CMA BVH 22\*05 (Food and Paper Products)

By signing below, both parties agree to renew the contract CMA BVH 22\*05 according to all specifications, pricing, terms and conditions and any approved change orders. The effective dates of this renewal are 06/15/2025-06/14/2026. This is the last of three optional renewals, leaving none remaining.



Lori Harris, A.F. Wendling Food Service

6/4/25

Date

22 MS  


Morgan Sheets, WVDVA

6-4-25

Date

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>8</u> Date: <u>6/5/25</u>  Solicitation No. <u>CMA BVH22*05</u>	Agency: <b>WEST VIRGINIA VETERANS HOME</b> <hr/> Procurement Officer Submitting Requisition: <b>MORGAN SHEETS</b> <hr/> Requisition No. <b>CMA VH22*05</b> <hr/> PF No.: <b>PF 1045866</b>
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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 ( <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 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
<b>10</b>	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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

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

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Business Organization Detail

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A. F. WENDLING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	8/11/1954		8/11/1954	Domestic	Profit			

Organization Information			
Business Purpose	4244 - Wholesale Trade - Wholesale Trade, Nondurable Goods - Grocery and Related Product Merchant Wholesalers	Capital Stock	25000.0000
Charter County	Upshur	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	250	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	A. F. WENDLING INC. PO BOX 661 BUCKHANNON, WV, 26201 USA
Mailing Address	PO BOX 661 BUCKHANNON, WV, 26201 USA
Notice of Process Address	CHRISTOPHER A. WENDLING PO BOX 661 BUCKHANNON, WV, 26201
Principal Office Address	100 WENDLING PLAZA BUCKHANNON, WV, 26201 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	A. F. WENDLING 1225 LEWIS ST. CHARLESTON, WV, 25301
Incorporator	GEORGE W. FLESHMAN 830 INDIANA AVE. CHARLESTON, WV, 25301
President	CHRISTOPHER A. WENDLING PO BOX 661 BUCKHANNON, WV, 26201
Secretary	KAREN L. WENDLING PO BOX 661 BUCKHANNON, WV, 26201
Treasurer	KAREN L. WENDLING PO BOX 661 BUCKHANNON, WV, 26201
Vice-President	FRED W. WENDLING PO BOX 661 BUCKHANNON, WV, 26201
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
A.F. WENDLING FOOD SERVICE	TRADENAME	2/4/2019	
WENDLINGS FOOD SERVICE	TRADENAME	5/27/2005	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
11/8/1971	CHANGE OF PRINCIPAL OFFICE TO: 6308 MACCORKLE AVE., S.E. CHARLESTON, WEST VIRGINIA; ROLL 53.
Date	Amendment

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


Wednesday, June 4, 2025 — 4:49 PM

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