



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: 04-10-2025

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 0066 DOT2200000032 5	Procurement Folder:	949823
Document Name:	Statewide Courtesy Patrol - 66210079	Reason for Modification:	
Document Description:	Statewide Courtesy Patrol - 66210079	Change Order No. 04	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2021-10-07
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-10-06

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000015242 INCIDENTCLEAR LLC PO Box 100  Saint John IN 46373-0100 US Vendor Contact Phone: 219-895-6563 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: Martha A Gibson Requestor Phone: (304) 558-9495 Requestor Email: marty.a.gibson@wv.gov  <b>2025</b> 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

Total Order Amount:

Open End

Purchasing Division's File Copy

JE 4/14/25

PURCHASING DIVISION AUTHORIZATION

DATE: 4-15-25  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 4/22/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 4-23-25  
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No.04 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 10/07/2025 through 10/06/2026.

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	90121800			MO	345750.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: STATEWIDE COURTESY PATROL - Monthly Cost

Extended Description:

Monthly Cost - STATEWIDE COURTESY PATROL CONTRACT - 66210079

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	15101506			GL	3.082000
	Service From	Service To	Service Contract Amount		
	Commodity Ln Discontinued			0.00	

Commodity Line Description: STATEWIDE COURTESY PATROL - Fuel

Extended Description:

LINE DISCONTINUED - SEE COMMODITY LINE 4 NEW NEW FUEL COST - CHANGED ON CHANGE ORDER NO. 1.

FUEL COST - STATEWIDE COURTESY PATROL

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	90121800			HOUR	26.310000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: STATEWIDE COURTESY PATROL -Hourly Rate

Extended Description:

Hourly Rate - STATEWIDE COURTESY PATROL CONTRACT - 66210079

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	15101506			GL	3.336000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: STATEWIDE COURTESY PATROL-Fuel  
changed by Change Order No 1

Extended Description:

FUEL COST - STATEWIDE COURTESY PATROL; Changed by Change Order No. 1

Effective date: 10/07/2022



**WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION**

**Michael J. DeMers**  
Deputy Secretary of Transportation

1900 Kanawha Boulevard East • Building Five • Room 109  
Charleston, West Virginia 25305-0440 • (304) 558-0444

**Stephen T. Rumbaugh, P. E.**  
Secretary of Transportation  
Commissioner of Highways

**February 28, 2025**

**IncidentClear LLC**  
PO Box 100  
St. John, IN 46373-0100

**Subject: Contract Renewal: DOT2200000032 Statewide Courtesy Patrol - 66210079**  
**Procurement Folder: 949823**

**The West Virginia Department of Transportation is offering to renew the original contract according to all terms, conditions, prices, and specifications contained in the original contract, including all authorized change orders.**

**The renewal dates are 10/7/2025 through 10/6/2026. If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to: [Careasa.M.Nichols@wv.gov](mailto:Careasa.M.Nichols@wv.gov).**

**Please contact the email listed above if you have any questions.**

**Thank you,**

**Careasa M. Nichols**

**We agree to renew the contract for the period as stated above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.**

*Samuel Baker*  
*Samuel Baker*  
Name/Signature

*Managing Director*  
Title

*03/03/2025*  
Date

**PROCUREMENT USE ONLY**

*Amber Hesth* Asst Dir 4/4/2025  
Signature/Title/Date

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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.*

#### INCIDENTCLEAR LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	5/14/2018		5/14/2018	Foreign	Profit			

Organization Information			
Business Purpose	4889 - Transportation and Warehousing - Support Activities for Transportation - Other Support Activities for Transportation (packing, crating)		Capital Stock
Charter County	Kanawha		Control Number
Charter State	WV		Excess Acres
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		Not Specified

Addresses	
Type	Address
Designated Office Address	215 MICHIGAN AVENUE NITRO, WV, 25143
Mailing Address	5790 LAMAR STREET ARVADA, CO, 80002
Notice of Process Address	FILEJET INC. 232 CAPITOL ST., STE 100A CHARLESTON, WV, 25301
Principal Office Address	215 MICHIGAN AVENUE NITRO, WV, 25143
Type	Address

Officers	
Type	Name/Address
Member	RYAN DAVIDS P O BOX 100 SAINT JOHN, IN, 46373
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
INCIDENTCLEAR	TRADENAME	5/14/2018	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	

**Date filed**

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

Monday, April 14, 2025 — 8:41 AM

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Search All Words e.g. 1506N020Q02 



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Entity Information



All Entity Information



Entities

Disaster Response Registry

Responsibility / Q.






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Simple Search

Search Editor

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

e.g. 123456789, Smith Corp

Incidentclear LLC 

Entity



Location



Status



☒ Active

☒ Inactive

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>4/14/24</u> Solicitation No. <u>CMA DOT 22*32</u> <u>CO#4</u>	Agency: WV DOT/DOH Procurement Officer Submitting Requisition: Amber Heath Requisition No. CMA DOT2200000032 PF No.: 949823
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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 ( <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"/>
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
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input 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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>
<b>4</b>	Justification for price increases/backdating/other	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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: \_\_\_\_\_

