



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: 05-28-2025

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 DOT2400000010 3	Procurement Folder:	1314891
Document Name:	Ventrac 4520Y w/optional Attachemnts 7022EC08	Reason for Modification:	
Document Description:	Ventrac 4520Y Tractor w/attachments	Change Order No 04	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-05-31

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000161567 FREY TREE SPECIALIST & LANDSCAPING INC 2184 Cheat Road  Morgantown WV 26508 US <b>Vendor Contact Phone:</b> 3047772194 <b>Extension:</b>  <b>Discount Details:</b> <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			<b>Requestor Name:</b> Denise L Brown <b>Requestor Phone:</b> (304) 473-5328 <b>Requestor Email:</b> dee.l.brown@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
DIVISION OF HIGHWAYS EQUIPMENT DIVISION RT 33 83 BRUSHY ROAD CROSSING, PO BOX 610 BUCKHANNON WV 26201 US	DIVISION OF HIGHWAYS EQUIPMENT DIVISION 83 BRUSHY FORK RD CROSSING BUCKHANNON WV 26201 US

CR 5-30-25

Total Order Amount:

Open End

Purchasing Division's File Copy

JE 5/29/25

PURCHASING DIVISION AUTHORIZATION

DATE: 5.30.25  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 6/2/25  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 6-2-25  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change order No.4 is issued to renew the original contract according to all terms and conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective date of renewal 6/1/25 through 5/31/26.

Renewal Years remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	21101701			EA	34524.700000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Ventrac 4520Y Tractor or equal

**Extended Description:**

Ventrac 4520Y Tractor or equal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	21101701			EA	5302.620000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Ventrac MS720 70 inch finish mower or equal

**Extended Description:**

Ventrac MS720 70 inch finish mower or equal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	21101701			EA	4878.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Ventrac HQ680 or Equal 65 inch tough cut deck

**Extended Description:**

Ventrac HQ680 or Equal 65 inch tough cut deck

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	21101701			EA	3501.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Ventrac KV552 or equal 55 inch V-plow

**Extended Description:**

Ventrac KV552 or equal 55 inch V-plow

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	21101708			EA	2092.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Sun Canopy w/2x3 fan

Extended Description:  
Sun Canopy w/2x3 fan



**WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION**

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

Michael J. DeMers  
Deputy Secretary of Transportation

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

May 13, 2025

Barry Frey  
Frey Tree Specialist & Landscaping Inc  
2184 Cheat Road  
Morgantown, WV 26508

Subject: Contract Renewal: CMA DOT2400000010 7022EC08  
Procurement Folder: 1314891

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 6/1/25 through 5/31/26 . 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: [pamela.j.hall@wv.gov](mailto:pamela.j.hall@wv.gov)

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

Thank you,  
*Pamela J. Hall*  
Pamela J. Hall

WVDOH/Equipment Division/Fleet Planning

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.

Name/Signature  
Christopher Miller

General Manager  
Title

5/15/2025  
Date

PROCUREMENT USE ONLY
<i>Adrian Cherry</i> Signature/Title/Date

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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.*

FREY TREE SPECIALIST AND LANDSCAPING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/7/2000		7/7/2000	Foreign	Profit			

Organization Information			
Business Purpose	4442 - Retail Trade - Bldg Material and Garden Equip and Supp Dealers - Lawn and Garden Equipment and Supplies Stores Including Retain Nurseries		Capital Stock
Charter County	Monongalia	Control Number	34281
Charter State	PA	Excess Acres	
At Will Term	Member Managed		
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur	Not Specified	

Addresses	
Type	Address
Local Office Address	2184 CHEAT RD MORGANTOWN, WV, 26508
Mailing Address	2184 CHEAT RD MORGANTOWN, WV, 26508 USA
Notice of Process Address	BARRY FREY 2184 CHEAT RD MORGANTOWN, WV, 26508
Principal Office Address	2184 CHEAT RD MORGANTOWN, WV, 26508 USA
Type	Address

Officers	
Type	Name/Address
President	BARRY FREY 228 BOWERS LANE MORGANTOWN, WV, 26508
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
SUNSET OUTDOOR SUPPLY	TRADENAME	5/10/2006	
DBA Name	Description	Effective Date	Termination Date

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, May 29, 2025 — 2:29 PM

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Frey Tree Specialist 

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>5/29/25</u>  Solicitation No. <u>CMA DOT 24*10</u> <u>CO#4</u>	Agency: WVDOT/DOH  Procurement Officer Submitting Requisition: Amber Heath  Requisition No. CMA DOT2400000010  PF No.: 1314891
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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>	<b>Insurance requirements</b>				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	<b>Office of Technology CIO pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Treasurer's Office (banking) pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

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

