



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: 04-28-2025

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 DOT2400000038 2	Procurement Folder:	1329824
Document Name:	MOTRIM MOWER PARTS AND COMPONENTS or EQUAL	Reason for Modification:	
Document Description:	MOTRIM MOWER PART AND COMPONENTS or EQUAL 7024C010	Change Order No. 1	
Procurement Type:	Central Master Agreement	To Renew contract and add Inventory Catalog	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-04-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-04-14

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000172019 MO TRIM INC PO BOX 850 CAMBRIDGE OH 43725 US Vendor Contact Phone: 740-439-2725 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 5-2-25

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 5/1/25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 5/5/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 5-6-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 1 is issued to create an additional commodity line with catalog for WVDOH Inventory use and to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.

Effective date of renewal: 04/15/2025 through 04/14/2026

Renewal years remaining: 2

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	21101708			EA	0.000000
	Service From	Service To	Service Contract Amount		
				0.00	

Commodity Line Description: Mo-Trim Mower Parts and Components or Equal

Extended Description:

Motrim Mower Parts and Components or Equal

See attached Catalog Price List for Contract Pricing.

Eligible Items from the Vendors Catalog will be provided at the Discount Rate of 5.00% off the Manufacturers List Price.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	21101708				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Mo-Trim Mower Parts and Components or Equal

Extended Description:

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**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

January 24, 2025

WV DOT/DOH
BUCKHANNON, WV

2025 JAN 27 P 12:56

RECEIVED
EQUIPMENT DIV.

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

Mark Goodman
Mo Trim Inc.
PO Box 850
Cambridge, OH 43725

Subject: Contract Renewal: CMA DOT2400000038
Procurement folder: 1329824

Change Order No. 1

Mark,
The Department of Transportation of West Virginia 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 04/15/25 through 04/14/26. 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: tammyl.clevenger@wv.gov

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

Tammy L. Clevenger
Tammy L. Clevenger
WVDOH – Equipment Division

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

Bette E. Cochran
Name/Signature
Vice President
Title

1-27-25
Date:

PROCUREMENT USE ONLY

Amber Yeat Asst Dir 4/24/2025
Signature/Title/Date



**WEST VIRGINIA
DEPARTMENT OF TRANSPORTATION**

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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

April 23, 2025

TO: Jacob M. Bumgarner, P.E. *J M B*
Chief Engineer of Operations

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

THRU: JD S. Haller *JD S. Haller*
Division Manager III
Equipment Division

PREPARED BY: TC		
4/23/2025		
ROUTE ORDER	OFFICE	OK
1	OE	JSK
2	OE	<i>JMP</i>
3	HO	<i>JMB</i>
4	BP	<i>AL</i>
5	CB	<i>CPR</i>

SUBJECT: CMA DOT2400000038 / 7024C010
Renewal – Change Order No. 1 Motrim Mower Parts and components

The West Virginia Division of Highways Equipment Division requests that the above subject contract be renewed with Mo Trim Inc., for Motrim Mower parts and components. The Agency takes responsibility for the renewal documents not being processed in a timely manner. The contract will be renewed according to all terms, conditions, and specification contained in the original contract, along with all authorized change orders. Please review and if approved, sign this memo and return to routing order.

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

Attachments

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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.

MOTRIM INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	2/8/2012		2/8/2012	Foreign	Profit				

Organization Information			
Business Purpose	3331 - Manufacturing - Machinery Manufacturing - Agriculture, Construction and Mining Machinery Mfg. (farm, lawn & garden, mining, oil & gas field machinery)		Capital Stock
Charter County		Control Number	99T7R
Charter State	OH	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	
Authorized Shares	0	Young Entrepreneur	Not Specified

Addresses

Type	Address
Local Office Address	240 STEUBENVILLE AVE. CAMBRIDGE, OH, 43725
Mailing Address	240 STEUBENVILLE AVE. P.O. BOX 850 CAMBRIDGE, OH, 43725 USA
Notice of Process Address	JACK O CARTNER 240 STEUBENVILLE AVE. P.O. BOX 850 CAMBRIDGE, OH, 43725
Principal Office Address	240 STEUBENVILLE AVE. CAMBRIDGE, OH, 43725 USA
Type	Address

Officers

Type	Name/Address
President	JACK O. CARTNER 63836 WILLIAM AVE. CAMBRIDGE, OH, 43725
Secretary	KAREN S. MCCOY 603 N. 7TH ST. CAMBRIDGE, OH, 43725
Treasurer	KAREN S. MCCOY 603 N. 7TH ST. CAMBRIDGE, OH, 43725
Vice-President	BETTE COCHRAN 622 HAL BAR DRIVE CAMBRIDGE, OH, 43725
Type	Name/Address

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020
2019
2018
2017x
2017
2016
2015
2014
Date filed

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

Wednesday, April 23, 2025 — 9:47 AM

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e.g. 1606N020Q02

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☒ All Words 

☐ Exact Phrase 

e.g. 1606N020Q02

"Motrim Inc.%"



Federal Organizations

Enter Code or Name



Status



☒ Active

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Reset 

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No matches found

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>5/1/25</u> Solicitation No. <u>CMA DOT 24#38</u> <u>CD#1</u>	Agency: WVDOT/Division of Highways Procurement Officer Submitting Requisition: <u>Amber Heath</u> Requisition No. CMA 0803 DOT2400000038 (7024C010) PF No.: 1329824
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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: _____