



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: 05-30-2025

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 DOT6622C026K 4	Procurement Folder:	1069660
Document Name:	EQUIPMENT LEASE/RENTAL WITHOUT OPERATOR	Reason for Modification:	
Document Description:	ORIGINAL PROCUREMENT FOLDER: 1024631	Changer Order 03	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-07-11
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-10

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000227783 MID ATLANTIC MAINTENANCE INC PO BOX 3405  PARKERSBURG WV 26103 US Vendor Contact Phone: 304-210-8568 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: Sherri K Rowan Requestor Phone: (304) 558-9422 Requestor Email: sherri.k.rowan@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

CR 6-5-25

Total Order Amount: Open End

Purchasing Division's File Copy

JE 6/3/25

PURCHASING DIVISION AUTHORIZATION  
DATE: JJA 6-3-25  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM  
DATE: [Signature]  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: 6-10-25  
ELECTRONIC SIGNATURE ON FILE

6/10/2025

**Extended Description:**

Change Order

Change Order No. 03 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 07/11/2025 through 07/10/2026

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	46161500			UNIT	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Traffic Control Equipment - Lease/Rental

**Extended Description:**

Lease/Rental of Arrow Boards, trailer/truck mounted Attenuator & Arrow Boards, Message Signs, Steel Road Plates, Barrel Drums and Bases, Barriers, and portable/trailer mounted Traffic Signals

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	46161500			MILE	0.000000
	Service From	Service To	Service Contract Amount		
				0.00	

**Commodity Line Description:** Traffic Control Equipment - Delivery/Mobilization

**Extended Description:**

Delivery/Mobilization fees for Arrow Boards, trailer/truck mounted Attenuator & Arrow Boards, Message Signs, Steel Road Plates, Barrel Drums and Bases, Barriers, and portable/trailer mounted Traffic Signals



**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

March 27, 2025

Mid Atlantic Maintenance Inc.  
PO Box 3405  
Parkersburg, WV 26103

**Subject: Contract Renewal: DOT6622C026K Equipment Lease/Rental  
Without Operator  
Procurement Folder: 1069660**

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 07/11/2025 through 07/10/2026. 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: [jason.a.hannam@wv.gov](mailto:jason.a.hannam@wv.gov)

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

Thank you,


Jason Hannam

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 Amber Semones

President  
Title

3/27/25  
Date

PROCUREMENT USE ONLY

Signature/Title/Date

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Online Data Services Help

Business Organization Detail

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MID ATLANTIC MAINTENANCE, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	10/28/2010		10/28/2010	Domestic	Profit			

Organization Information			
Business Purpose	2373 - Construction - Heavy & Civil Engineering Construction - Highway, Street, Bridge Construction	Capital Stock	5000.0000
Charter County	Wood	Control Number	99M8Z
Charter State	WV	Excess Acres	
At Will Term	Member Managed		
At Will Term Years	Par Value		1.000000
Authorized Shares	5000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	3164 SOUTHERN HIGHWAY MINERAL WELLS, WV, 26150
Mailing Address	P.O. BOX 3405 PARKERSBURG, WV, 26103 USA
Notice of Process Address	AMBER SEMONES 21 BLACK OAK ST MINERAL WELLS, WV, 26150
Principal Office Address	3164 SOUTHERN HIGHWAY MINERAL WELLS, WV, 26150 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	AMBER SEMONES 1218 PIKE STREET PARKERSBURG, WV, 26101 USA
President	AMBER SEMONES P.O. BOX 86 RIPLEY, WV, 25271
Secretary	LAUREN O MAYO 2191 KENNON LANE HUNTINGTON, WV, 25705
Treasurer	LAUREN O MAYO 2191 KENNON LANE HUNTINGTON, WV, 25705
Vice-President	AMBER SEMONES 21 BLACK OAK ST MINERAL WELLS, WV, 26150
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Terminatio
SAFETY CAUTION EQUIPMENT CO.	TRADENAME	5/4/2019	

DBA Name	Description	Effective Date	Termination Date
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Date	Amendment
7/1/2013	AMENDMENT FILED: INCREASING SHARES OF STOCK FROM 100 TO 5,000 SHARES
Date	Amendment

Annual Reports
Filed For
2025
2024
2023
2022
2021
2020
2019
2018
2017x
2017
2016
2015
2014
2013
2012
Date filed

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

Tuesday, June 3, 2025 — 8:30 AM

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Search All Words ▼ e.g. 1606N020Q02 



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All Entity Information

Entities

Disaster Response Registry

Responsibility / Q

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Search Editor

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

e.g. 123456789, Smith Corp

Mid Atlantic Maintenance 

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>6/3/25</u>  Solicitation No. <u>CMA DOT6622C026K</u> <u>CO# 3</u>	Agency: WVDOT/DOH  Procurement Officer Submitting Requisition: Amber Heath  Requisition No. CMA DOT6622C026K  PF No.: 1069660
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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: \_\_\_\_\_

