



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 DOT6622C026M 4	Procurement Folder:	1069665
Document Name:	EQUIPMENT LEASE/RENTAL WITHOUT OPERATOR	Reason for Modification:	
Document Description:	ORIGINAL PROCUREMENT FOLDER: 1024631	Change 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: 000000207254 NEWLONS INTL SALES LLC PO BOX 1334  ELKINS WV 26241 US Vendor Contact Phone: 304-636-4561 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: 6/3-25  
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 6/9/2025  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 6-10-25  
ELECTRONIC SIGNATURE ON FILE

**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	22101528			UNIT	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Loaders - Lease/Rental

**Extended Description:**

Lease/Rental of Loader Wheels

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	22101528			MILE	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Loaders - Delivery/Mobilization

**Extended Description:**

Delivery/Mobilization fees for Loader Wheels

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	22100000			UNIT	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Excavators & Attachments - Lease/Rental

**Extended Description:**

Lease/Rental of Excavators, Mini Excavators, Wheeled Excavators, Excavators w/Heavy Duty Augers, Excavators w/Integrated Vibratory Pile Drives, Hydraulic Hammer Attachments, Plate Compactor Attachments, Swivel Head w/Ditching Bucket Attachments, Tree Mulcher Attachments, and Truck Mounted Telebooms,

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	22100000			MILE	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Excavators & Attachments - Delivery/Mobilization

**Extended Description:**

Delivery/Mobilization fees for Excavators, Mini Excavators, Wheeled Excavators, Excavators w/Heavy Duty Augers, Excavators w/Integrated Vibratory Pile Drives, Hydraulic Hammer Attachments, Plate Compactor Attachments, Swivel Head w/Ditching Bucket Attachments, Tree Mulcher Attachments, and Truck Mounted Telebooms,



**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**

**Newlons Intl. Sales LLC**  
PO Box 1334  
Elkins, WV 26241

**Subject: Contract Renewal: DOT6622C026M Equipment Lease/Rental  
Without Operator  
Procurement Folder: 1069665**

**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.**

*Beau Newlon*  
Name/Signature

\_\_\_\_\_  
Manager  
Title

3/28/2025  
Date

PROCUREMENT USE ONLY	
<i>Cheng</i>	<i>2/5-14-25</i>
Signature/Title Date	

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Business Organization Detail

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NEWLONS INTERNATIONAL SALES, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	5/1/1998		5/1/1998	Domestic	Profit			

Organization Information				
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)		Capital Stock	
Charter County	Randolph		Control Number	0
Charter State	WV		Excess Acres	
At Will Term	A		Member Managed	MBR
At Will Term Years	0		P	
Authorized Shares			Ent	

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Addresses	
Type	Address
<b>Designated Office Address</b>	PO BOX 1334 ELKINS, WV, 26241
<b>Mailing Address</b>	PO BOX 1334 ELKINS, WV, 26241 USA
<b>Notice of Process Address</b>	G. DALE NEWLON 3724 PARSONS ROAD ELKINS, WV, 26241
<b>Principal Office Address</b>	16 WARD ROAD ELKINS, WV, 26241 USA
<b>USPS Revised Address</b>	PO BOX 1334 ELKINS, WV, 26241 USA
Type	Address

Officers	
Type	Name/Address
<b>Member</b>	G. DALE NEWLON ROUTE 2 BOX 272 ELKINS, WV, 26241
<b>Member</b>	CHRISTOPHER NEWLON PO BOX 1334 ELKINS, WV, 26241
<b>Member</b>	CHADWICK NEWLON RT 1 BOX 38 MONTROSE, WV, 26283
<b>Organizer</b>	G. DALE NEWLON RT. 2, BOX 272 ELKINS, WV, 26241 USA
Type	Name/Address

Date	Amendment
<b>1/18/2013</b>	AMENDMENT FILED: CH MANAGED.
Date	Amendment

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Annual Reports	
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For more information, please contact the Secretary of

Tuesday, June 3, 2025 — 8:52 AM

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Newlons Intl Sales



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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 DOT 6622 C026M</u> <u>C0#3</u>	Agency: WVDOT/DOH  Procurement Officer Submitting Requisition: Amber Heath  Requisition No. CMA DOT6622C026M  PF No.: 1069665
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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>				
	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: \_\_\_\_\_

