



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: 10-21-2025

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 0403 0029 DBS2300000003 4	Procurement Folder:	1078471
Document Name:	Student Transportation WVSD	Reason for Modification:	Change Order 03 To Renew Contract
Document Description:	Student Transportation WVSD		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-08-20
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-08-19

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VC0000086089 PIONEER TRAILS INC 7572 SR 241 MILLERSBURG OH 44654 US Vendor Contact Phone: XXX-XXX-XXXX 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: Tabitha J Crist Requestor Phone: (304) 822-4810 Requestor Email: tabitha.crist@k12.wv.us 2026 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757-1894 US	WVDE TECHNICAL ASSISTANCE CENTER ACCESSIBILITY & TRANSITION SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757 US

Total Order Amount:

Open End

10-28-25 61
Purchasing Division's File Copy

JA 10/27/25
PURCHASING DIVISION AUTHORIZATION
DATE: 10.28.25
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: 10/29/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: 10.29.25
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 August 20, 2025 through August 19, 2026

Renewal Years Remaining: 0

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	78111803			EA	3110.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Chartered bus services

Extended Description:

Route One

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	78111803			EA	2765.000000
	Service From	Service To	Service Contract Amount		
			0.00		

Commodity Line Description: Chartered bus services

Extended Description:

Route two



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

August 1, 2025

Wendyl Swartzentruber
Pioneer Trails Inc
7572 SR 241
Millersburg, OH 44654

Subject: CMA 0403 DBS2300000003 Contract Renewal – Change Order No. 3
Student Transportation WVSDb

The West Virginia Schools for the Deaf and the Blind is offering to renew subject contract under the same terms, conditions, pricing and specifications as contacted in the original contract and all approved change orders. The renewal dates are for 8/20/2025 – 8/19/2026. If you agree to this renewal, please sign below and return to my attention as soon as possible.

Remaining renewals: 0 (Zero)

Please call if you have any questions.

Very truly yours,

Tabitha J. Crist, CFO
West Virginia Schools for the Deaf and the Blind

**Vendor signature required below*



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

W. Clayton Burch
Vendor Name/Signature

10-8-25
Date

Owner
Title



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

From: Tabitha Crist, West Virginia Schools for the Deaf and the Blind

Date: October 8, 2025

Subject: Backdate Justification CMA DBS 23 003

West Virginia Schools for the Deaf and the Blind has a contract for charter buses. The vendor would not respond to emails to renew but continued providing services. They finally returned the letter.

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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.

PIONEER TRAILS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	3/24/2017		3/24/2017	Foreign	Profit			

Organization Information		
Business Purpose	4855 - Transportation and Warehousing - Transit and Ground Passenger Transportation - Charter Bus Industry	Capital Stock
Charter County	Wood	Control Number
Charter State	OH	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	4401 CAMDEN AVE PARKERSBURG PARKERSBURG, WV, 26101
Mailing Address	7572 STATE ROUTE 241 MILLERSBURG, OH, 44654 USA
Notice of Process Address	WENDYL SWARTZENTRUBER 7572 STATE ROUTE 241 MILLERSBURG, OH, 44654
Principal Office Address	7572 STATE ROUTE 241 MILLERSBURG, OH, 44654 USA
Type	Address

Officers

Type	Name/Address
President	DAVID SWARTZENTRUBER 6539 TR 605 MILLERSBURG, OH, 44654
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
PIONEER TRAILS	TRADENAME	3/24/2017	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

Filed For
2025
2024
2023
2022
2021
2020

2019
2018
Date filed

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

Wednesday, October 22, 2025 — 9:30 AM




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[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)**Search**

All Words

e.g. 1606N020Q02

Filter By**Keyword Search**For more information on how to use our keyword search, visit our [help guide](#)**Simple Search****Search Editor**

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

e.g. 123456789, Smith Corp

"PIONEER TRAILS, INC." Entity Location Status 

- ☒ Active
- ☐ Inactive

Reset **Entity Information** **All Entity Information****Entities****Disaster Response Registry****Responsibility / Q**

No matches found

Your search did not return any results for active records.
Would you like to include inactive records in your search results?

Search Inactive**Go Back**

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12</u> Date: <u>10/27/25</u> Solicitation No. <u>CO#3</u>	Agency: 0403 - WVSDDB <hr/> Procurement Officer Submitting Requisition: Tabitha Crist <hr/> Requisition No. CMA DBS 23 003 <hr/> PF No.: 1078471
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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 type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Secretary of State Verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	State debarment verification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Federal debarment verification	<input checked="" type="checkbox"/>	<input 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: _____

