



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: 10-07-2025

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 0803 DOT2300000005 5	Procurement Folder:	887002
Document Name:	FLEET MANAGEMENT SYSTEM - 7021EC12	Reason for Modification:	
Document Description:	81250120 FLEET MANAGEMENT SYSTEM	Change Order 4:	
Procurement Type:	Central Master Agreement	Renewal Letter	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-08-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-31

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000189604 ASSETWORKS INC 1001 OLD CASSATT RD STE 204 BERWYN PA 19312 US Vendor Contact Phone: 2153541078 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: Gabrielle B Selbe Requestor Phone: 304-414-7187 Requestor Email: gabby.selbe@wv.gov 2026 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 OFFICE OF THE SECRETARY 1900 KANAWHA BLVD E, BLDG 5 RM A109 CHARLESTON WV 25305-0440 US	DIVISION OF HIGHWAYS EXECUTIVE DIVISION 1900 KANAWHA BLVD E, BLDG 5 CHARLESTON WV 25305-0430 US

10/10/25 6C

Purchasing Division's File Copy

Total Order Amount:

Open End

JE 10/8/25

PURCHASING DIVISION AUTHORIZATION

DATE:

ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE:

ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE:

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 4 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 08/01/2025 through 07/31/2026
Renewal Years Remaining: (0)

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	43233701				0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: DEVELOPMENT IMPLEMENTATION SUPPORT FLEET MGT SYSTEM

Extended Description:

SOFTWARE DEVELOPMENT, INSTALLATION, SUPPORT AND TRAINING

See attached Pricing Pages



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

04/17/2025

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

Assetworks Inc.
1001 Old Cassatt Rd Ste 204
Berwyn PA 19312

Subject **Contract Renewal:** CMA DOT2300000005
 Procurement folder: 887002

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 8/1/25 through 7/31/26 . 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 dottechpurchasing@wv.gov

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

JR Oliver

Information Technology Division, Procurement

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

Greg Richards
Name/Signature

4/18/2025
Date

Gneral Manager
Title

PROCUREMENT USE ONLY	
Signature/Title/Date	



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

**1900 Kanawha Boulevard East • Building Five • Room 110
Charleston, West Virginia 25305-0430 • (304) 558-3505**

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

04/09/2025

To: John Estep, Senior Buyer

From: Amber Heath, Assistant Director

Subject: CMA DOT23*05 ASSEWORKS – FLEET MANAGEMENT SYSTEM

The Agency acknowledges that the renewal is past the expiration date. The two-party agreement was sent to the Procurement Division by email from the IT Division on 04/22/25. We've been without our trainee, who typically manages the email and tracker, for several months now. As a result, we've had to incorporate these responsibilities into our existing roles, even though they fall outside our usual scope and available time. The contract was inadvertently overlooked by the Procurement Division.

Please accept this letter of backdate as justification to proceed with this Change Order. Thank you for your attention to this matter.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

Heather D. Abbott
Chief Information Officer

**TO: Lisa DiNallo, Procurement Contractor
Department of Transportation**

**FROM: Heather D. Abbott, Chief Information Officer
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT
IS&C NUMBER: 2024-2382**

DATE: July 25, 2024

West Virginia Code §5A-6-4(a) permits the Chief Information Officer to review and approve technology purchases for suitability to ensure such purchases comport with the State of West Virginia's overall strategic information technology goals.

West Virginia Code §5A-6-4c requires the Chief Information Officer to review and approve "technology projects."

West Virginia Code §5A-6-5 requires that "any state spending unit that pursues an information technology purchase that does not meet the definition of a 'technology project' and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Information Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for 2CMA DOT23*5 Fleet Mgmt System blanket approval for next renewal term and the optional renewal remaining, the Office of Technology has determined:

X That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office's official review and a copy should be attached

to your purchase order and any other correspondence related to this request.
If you have questions, or need additional information, please contact Consulting
Services at Consulting.Services@wv.gov.

You are viewing this page over a secure connection. [Click here](#) for more information.

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.

ASSETWORKS INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	12/29/2008		12/29/2008	Foreign	Profit		12/30/2014	Revoked (Failure to File Annual Report)

Organization Information			
Business Purpose		Capital Stock	
Charter County		Control Number	99CLH
Charter State	DE	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	998 OLD EAGLE SCHOOL ROAD, SUITE 1215 WAYNE, PA, 19087
Mailing Address	998 OLD EAGLE SCHOOL ROAD, SUITE 1215 WAYNE, PA, 19087-1805 USA
Notice of Process Address	CT CORPORATION SYSTEM 1627 QUARRIER ST CHARLESTON, WV, 25311-2124
Principal Office Address	998 OLD EAGLE SCHOOL ROAD, SUITE 1215 WAYNE, PA, 19087-1805 USA
Type	Address

Officers	
Type	Name/Address
Director	BRIAN BEATTIE 998 OLD EAGLE SCHOOL ROAD, SUITE 1215 WAYNE, PA, 19087-1805
Director	MARK MILLER 998 OLD EAGLE SCHOOL ROAD, SUITE 1215 WAYNE, PA, 19087-1805
Secretary	BRIAN BEATTIE 998 OLD EAGLE SCHOOL ROAD, SUITE 1215 WAYNE, PA, 19087-1805
Treasurer	BRIAN BEATTIE 998 OLD EAGLE SCHOOL ROAD, SUITE 1215 WAYNE, PA, 19087-1805
Type	Name/Address

Annual Reports	
Filed For	
2014	
2013	
2012	
2011	
2010	
Date filed	

Vendor/Customer

[Menu](#)

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
✓ Payment	PO BOX 202525	DALLAS	TX	75320-2525	
Other	998 Old Eagle School Road	Wayne	PA	19087	LYNN SONS
Payment	1001 OLD CASSATT RD STE 204	BERWYN	PA	19312	LYNN SONS
Ordering	1001 OLD CASSATT RD STE 204	BERWYN	PA	19312	LYNN SONS

First Prev Next Last

Save [Undo](#) Delete Insert [Copy](#) Paste  

Vendor/Customer : 000000189604

ASSETWORKS INC

Address Type : Payment ▼

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar ▼

Active From : 04/26/2023 Active To : Default Record : ☐Mail Returned : ☐

Active Address : Yes

▼ Address Information

Address ID : AD000002

Street 1 : PO BOX 202525

Street 2 :

City : DALLAS

State/Province : TX 

Zip/Postal Code : 75320-2525

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :



Country Phone Code : 1

Phone : 000-000-0000

Phone Extension :

County :



County Name :

Country : US



► Prenote/EFT

► Remittance Advice

► Contact Information

► Contact Address Information

► Geographic Designation

► Change Management

[Top](#)[Modify Existing Record](#) [Add New Address](#)[Master Address](#)[Master Contacts](#)[Languages](#)[Vendor Transaction History](#)

All Words ▼ e.g. 1606N020Q02



By —

Entity Information ^



All Entity Information

Entities

Disaster Response Registry

Responsibility / Q



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Search Editor

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All Words ⓘ

Exact Phrase ⓘ

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We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>J. ESTEP</u> Date: <u>10/8/25</u> Solicitation No. <u>CMA DOT 23*05</u> <u>Co# 4</u>	Agency: WVDOT Procurement Officer Submitting Requisition: Amber Heath Requisition No. CMA DOT2300000005 PF No.: 887002
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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				
	<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"/>
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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Justification for price increases/backdating/other	<input checked="" 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 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: _____

