



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: 08-15-2025

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 DOT2500000001 2	Procurement Folder:	1444426
Document Name:	VENTRAC OEM PARTS OR EQUAL	Reason for Modification:	
Document Description:	VENTRAC OEM PARTS OR EQUAL - 7024C017	Change Order 01	
Procurement Type:	Central Master Agreement	To Renew Contract	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2024-08-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-07-31

## VENDOR

Vendor Customer Code: 000000161567  
FREY TREE SPECIALIST & LANDSCAPING INC  
2184 Cheat Road

Morgantown WV 26508  
US

Vendor Contact Phone: 304-777-2194 Extension:

### Discount Details:

	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

## DEPARTMENT CONTACT

Requestor Name: Tammy L Clevenger  
Requestor Phone: (304) 473-5375  
Requestor Email: tammy.l.clevenger@wv.gov

**2026**  
FILE LOCATION \_\_\_\_\_

## INVOICE TO

VARIOUS AGENCY LOCATIONS  
AS INDICATED BY ORDER

No City WV 99999  
US

## SHIP TO

STATE OF WEST VIRGINIA  
VARIOUS LOCATIONS AS INDICATED BY ORDER

No City WV 99999  
US

CR 8-21-25

Purchasing Division's File Copy

Total Order Amount:

Open End

## PURCHASING DIVISION AUTHORIZATION

DATE: 8-21-25  
ELECTRONIC SIGNATURE ON FILE

## ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 8/25/2025  
ELECTRONIC SIGNATURE ON FILE

## ENCUMBRANCE CERTIFICATION

DATE: 8-25-25  
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: 08/01/2025 through 07/31/2026

Renewal Years remaining: 2

No other changes.

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

**Commodity Line Description:** VENTRAC OEM PARTS

**Extended Description:**

VENTRAC OEM PARTS

See attached Catalog Price List for Contract Pricing.

Eligible Items from the Vendors Catalog will be provided at the Discount Rate of -10.00% off the Manufacturers List Price.

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

**Commodity Line Description:** VENTRAC OEM PARTS - WVDOH INVENTORY USE ONLY

**Extended Description:**

VENTRAC OEM PARTS

See attached Catalog Price List for Contract Pricing.

Eligible Items from the Vendors Catalog will be provided at the Discount Rate of -10.00% off the Manufacturers List Price.



WV DOT/DOH  
BUCKHANNON, WV

2025 AUG -5 A 10:53

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

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

July 10, 2025

Christopher Miller  
Frey Tree Specialist & Landscaping Inc.  
2184 Cheat Road  
Morgantown, WV 26508

Subject: Contract Renewal: CMA DOT2500000001  
Procurement folder: 1444426

Ventrac Parts

Christopher,

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 08/01/2025 through 07/31/2026. 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: [tammy.l.clevenger@wv.gov](mailto:tammy.l.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.

Name/Signature

Title

Date:

PROCUREMENT USE ONLY

Signature/Title/Date

Asst Dir

8/10/2025



**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

**August 5, 2025**

**TO:** Nathan S. Thomas, P.E. *Nathan Thomas*  
Deputy State Highway 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		
8/5/2025		
ROUTE ORDER	OFFICE	OK
1	OE	JSK
2	OE	<i>[Signature]</i>
3	HO	<i>[Signature]</i>
4	BP	<i>A4</i>
5	CB	<i>CPK</i>

**SUBJECT: RENEWAL DOT2500000001 Change Order No. 1**  
Ventrac OEM parts or equal.

The West Virginia Division of Highways, Equipment Division requests that the above subject contract be renewed with Frey Tree Specialist & Landscaping Inc. for Ventrac OEM parts. The contract will be renewed according to all terms, conditions, and specifications contained in the original contract, along with all authorized change orders. The Vendor has filed the required renewal documents late and is aware that there will be a period of time before the renewal is authorized. Please review, and if approved, sign and return to routing order.

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

**Attachments**

ok JH 8-21-25

WV DOT/DOH  
BUCKHANNON, WV  
2025 AUG -5 A 10:52



**SUNSET**  
OUTDOOR SUPPLY

Sunset Outdoor Supply  
2184 Cheat Roadrunner  
Morgantown, WV 26508  
[SunsetOutdoorSupply@gmail.com](mailto:SunsetOutdoorSupply@gmail.com)  
Office: 304-777-2184  
Fax: 304-777-2471

RECEIVED  
EQUIPMENT DIV.

WVDOH-Equipment Division

Dear Tammy Clevenger,

I am sorry but due to an oversight the attached Contract Renewal was overlooked and not sent to you prior to the renewal deadline. We do wish to continue with the contract under the current terms and product catalog. If you have any further questions please contact me at 304-777-2194.

Sincerely,

Christopher L. Miller  
General Manager

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.

### FREY TREE SPECIALIST AND LANDSCAPING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	7/7/2000		7/7/2000	Foreign	Profit			
Not in compliance. Check to see if you've filed your annual report.								

Organization Information			
<b>Business Purpose</b>	4442 - Retail Trade - Bldg Material and Garden Equip and Supp Dealers - Lawn and Garden Equipment and Supplies Stores Including Retain Nurseries		<b>Capital Stock</b>
<b>Charter County</b>	Monongalia	<b>Control Number</b>	34281
<b>Charter State</b>	PA	<b>Excess Acres</b>	
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	
<b>Authorized Shares</b>		<b>Young Entrepreneur</b>	Not Specified

**Addresses**

Type	Address
<b>Local Office Address</b>	2184 CHEAT RD MORGANTOWN, WV, 26508
<b>Mailing Address</b>	2184 CHEAT RD MORGANTOWN, WV, 26508 USA
<b>Notice of Process Address</b>	BARRY FREY 2184 CHEAT RD MORGANTOWN, WV, 26508
<b>Principal Office Address</b>	2184 CHEAT RD MORGANTOWN, WV, 26508 USA
Type	Address

**Officers**

Type	Name/Address
<b>President</b>	BARRY FREY 228 BOWERS LANE MORGANTOWN, WV, 26508
Type	Name/Address

**DBA**

DBA Name	Description	Effective Date	Termination Date
SUNSET OUTDOOR SUPPLY	TRADENAME	5/10/2006	
DBA Name	Description	Effective Date	Termination Date

**Annual Reports****Filed For**

2024

2023

2022

2021

2020

2019

2018
2017x
2017
2016
2015
2014
2013
2012
2011
2010
2009
2006
2006
2005
2004
2002
Date filed

[File Your Current Year Annual Report Online Here](#)

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

Tuesday, August 5, 2025 — 10:57 AM

© 2025 State of West Virginia



 An official website of the United States government [Here's how you know](#)



**Records Retention Policy Impacts Old SAM Registration Data**  
[Show Details](#)  
May 21, 2025



**See All Alerts**

**Subaward Reporting is live on SAM.gov** [Show Details](#)  
Mar 8, 2025



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

**Search**

All Words

e.g. 1606N020Q02

1

**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. 1606N020Q02

"FREY TREE SPECIALIST AND LANDSCAPING, INC."



### Federal Organizations

Enter Code or Name



Status

- ☒ Active
- ☐ Inactive

Reset 

All Domains

( Contracting )

Federal Assistance

Entity Information

Federal Hierarchy

Wage De

## No matches found

Your search did not return any results.

To view Entity Registrations, Subcontract Reports, Subaward Reports you must sign in.

[Sign In](#)

Would you like to include inactive records in your search results?

[Yes](#)

[Go Back](#)



Feedback

### Our Website

[About This Site](#)

[Our Community](#)

[Release Notes](#)

[System Alerts](#)

### Policies

[Terms of Use](#)

[Privacy Policy](#)

[Restricted Data Use](#)

### Our Partners

[Acquisition.gov](#)

[USASpending.gov](#)

[Grants.gov](#)

[More Partners](#)

### Customer Service

[Help](#)

[Check Entity Status](#)

[Federal Service Desk](#)

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>J. ESTEP</u> Date: <u>8/21/25</u>  Solicitation No. <u>CMA DOT 25*01</u> <u>CO# 1</u>	Agency: WVDOT/Division of Highways  Procurement Officer Submitting Requisition: <u>Amber Heath</u>  Requisition No. CMA 0803 DOT2500000001 (7024C017)  PF No.: 1444426
--	--

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
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 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: 