



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: 08-19-2025

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 0810 0804 DMT2300000004 6	Procurement Folder:	1098569
Document Name:	Snow and Ice Removal	Reason for Modification:	Change Order # 04 Change order to renew the contract from 11/01/2025 through 10/31/2026 with the same terms, conditions and pricing as the original contract.
Document Description:	Open-end for snow and Ice removal at MARC stations		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-11-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-10-31

## VENDOR

Vendor Customer Code: 000000195769  
KENLEY T HUBBLE LLC  
10040 OLD NATIONAL PIKE

IJAMSVILLE MD 21754  
US

Vendor Contact Phone: 999-999-9999 Extension:

### Discount Details:

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

## DEPARTMENT CONTACT

Requestor Name: Thomasena S Cooper  
Requestor Phone: (304) 538-2305  
Requestor Email: thomasena.s.cooper@wv.gov

# 2026

FILE LOCATION \_\_\_\_\_

## INVOICE TO

STATE RAIL AUTHORITY  
120 WATER PLANT DR

MOOREFIELD WV 26836

US

## SHIP TO

STATE RAIL AUTHORITY  
(DBA) SOUTH BRANCH VALLEY RAILROAD  
120 WATER PLANT DR

MOOREFIELD WV 26836

US

CR 8-21-25

Total Order Amount:

Open End

Purchasing Division's File Copy

JE 8/20/25

### PURCHASING DIVISION AUTHORIZATION

DATE: 8.21.25  
ELECTRONIC SIGNATURE ON FILE

### ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 8/26/2025  
ELECTRONIC SIGNATURE ON FILE

### ENCUMBRANCE CERTIFICATION

DATE: 8-21-25  
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order  
Change Order No. 04 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 11/01/2025 through 10/31/2026.  
Renewal Years Remaining: 0  
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	70131603				0.000000
Service From		Service To		Service Contract Amount	
2022-11-01		2023-10-31		Commodity Ln Discontinued	
				0.00	

Commodity Line Description: Plow snow & ice from Duffields Train Station Parking Lot

Extended Description:

Line Discontinued - see Commodity Line 4 changed on Change Order No. 1.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	70131603				0.000000
Service From		Service To		Service Contract Amount	
2022-11-01		2023-10-31		Commodity Ln Discontinued	
				0.00	

Commodity Line Description: Remove snow & ice from platforms at Duffields Train Station

Extended Description:

Line Discontinued - see Commodity Line 5 changed on Change Order No. 1.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	70131603				0.000000
Service From		Service To		Service Contract Amount	
2022-11-01		2023-10-31		Commodity Ln Discontinued	
				0.00	

Commodity Line Description: Remove snow and ice from platforms at Harpers Ferry Station

Extended Description:

Line Discontinued - see Commodity Line 6 changed on Change Order No. 1.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	70131603			EA	1650.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Plow snow & ice from Duffields Train Station Parking Lot

Extended Description:

See attached Exhibit A Pricing Page

Plow snow and ice from Duffields Parking lot. Includes salt, cinders and/or snow melting chemicals

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	70131603			EA	800.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Remove snow & ice from platforms at Duffields Train Station

Extended Description:  
See attached Exhibit A Pricing Page

Remove snow and ice from platforms and crosswalks at Duffields. Includes salt, cinders and/or snow melting chemicals.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	70131603			EA	425.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Remove snow and ice from platforms at Harpers Ferry Station

Extended Description:  
See attached Exhibit A Pricing Page

Remove snow and ice from platforms at Harpers Ferry Train Station. Includes cinders, salt and/or snow melting chemicals.

**KENLEY T. HUBBLE, LLC  
T/A HUBBLE TRUCKING  
10040 OLD NATIONAL PIKE  
IJAMSVILLE, MD 21754  
301-865-5752  
Colbyhubble@gmail.com**

**RECEIVED**  
AUG 15 2025  
WV STATE  
RAIL AUTHORITY

August 9, 2025

WV State Rail Authority  
120 Water Plant Drive  
Moorefield, WV 26836


**RE: Snow Removal for Harpers Ferry and Duffields Stations  
Contract CMA 08100804 DMT2300000004**

**To Whom It May Concern:**

**Kenley T. Hubble LLC agrees to continue contract CMA  
08100804DMT2300000004 with the same terms, conditions and pricing effective  
11/01/2025 through 10/31/2026.**

**If you have any questions, please feel free to give me a call at 240-674-0457 or  
240-674-0507.**

Sincerely,

  
**KENLEY T. HUBBLE**  
Owner

*Thomas A. Cooper 8/18/25*  
Transportation Executive Administrator  
WV Division of Multimodal Transportation Facilities  
Rail Section

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.*

### KENLEY T. HUBBLE, L.L.C.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	11/7/2022		11/7/2022	Foreign	Profit			

Organization Information			
Business Purpose	4882 - Transportation and Warehousing - Support Activities for Transportation - Support Activates for Rail Transportation		Capital Stock
Charter County	Jefferson		Control Number
Charter State	MD		Excess Acres
At Will Term	A	Member Managed	MBR
At Will Term Years	Par Value		
Authorized Shares	Young Entrepreneur		No

Addresses	
Type	Address
Designated Office Address	10040 OLD NATIONAL PIKE IJAMSVILLE, MD, 21754
Mailing Address	10040 OLD NATIONAL PIKE IJAMSVILLE, MD, 21754 USA
Principal Office Address	10040 OLD NATIONAL PIKE IJAMSVILLE, MD, 21754 USA
Type	Address

Officers	
Type	Name/Address
Member	KENLEY HUBBLE 10040 OLD NATIONAL PIKE IJAMSVILLE, MD, 21754
Type	Name/Address

Annual Reports	
Filed For	
2025	
2024	
2023	
Date filed	

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

Wednesday, August 20, 2025 — 9:39 AM

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Search All Words ▼ e.g. 1606N020Q02



Filter By

Entity Information ^



All Entity Information

Entities

Disaster Response Registry


Responsibility / Q

### 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

Kenley T Hubble LLC



Entity ▼

Location ▼

Status ^

- ☒ Active
- ☒ Inactive

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## No matches found

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

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>8/20/15</u> Solicitation No. <u>CMA DMT 23404</u>	Agency: WV Division of Multimodal Transportation-Rail Section Procurement Officer Submitting Requisition: Thomasena Cooper Requisition No. CMA 0810 0804 DMT2300000004 PF No.: 1098569
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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 ( <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 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
<b>10</b>	<b>Insurance requirements</b>				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	<b>Office of Technology CIO pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	<b>Treasurer's Office (banking) pre-approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### FOR CHANGE ORDERS/RENEWALS:

<b>1</b>	<b>Two-party agreement</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>2</b>	<b>Standard change order language</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>3</b>	<b>Office of Technology CIO approval</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4</b>	<b>Justification for price increases/backdating/other</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>5</b>	<b>Bond Rider (Construction)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6</b>	<b>Secretary of State Verification</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>7</b>	<b>State debarment verification</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>8</b>	<b>Federal debarment verification</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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: \_\_\_\_\_

