



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: 12-01-2025

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 0081 DOT2400000016 6	Procurement Folder:	1310516
Document Name:	FREIGHTLINER OEM OR EQUAL PARTS AND COMPONENTS	Reason for Modification:	
Document Description:	FREIGHTLINER OEM OR EQUAL PARTS AND COMPONENTS - 7024C006	Change Order No. 3	
Procurement Type:	Central Master Agreement	To Renew and Increase Contract, Attach updated parts catalog and inventory catalog	
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2023-12-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-11-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000200051 MATHENY MOTOR TRUCK CO PO BOX 1304  PARKERSBURG WV 261021304 US Vendor Contact Phone: 999-999-9999 Extension: .	Requestor Name: Tammy L Clevenger Requestor Phone: (304) 473-5375 Requestor Email: tammy.l.clevenger@wv.gov																				
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			
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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

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 12-3-25

Purchasing Division's File Copy

Total Order Amount:

Open End

**PURCHASING DIVISION AUTHORIZATION**

DATE: *JA 12-2-25*  
ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**

DATE: *12/11/2025*  
ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**

DATE: *12-11-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order No. 3

Change Order No. 03 is issued to update the inventory catalog, attach the current vendor part catalog, and to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders except that the contract unit prices is increased as defined in the attached documentation.

Effective date of renewal 12/01/2025 through 11/30/2026.

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	73161605			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Freightliner OEM or Equal Parts and Components

**Extended Description:**

Eligible Items from the Vendors Catalog will be provided at the Discount Rate of 0.00% off the Manufacturers List Price.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	73161605				0.000000
Service From		Service To		Service Contract Amount	
				0.00	

**Commodity Line Description:** Freightliner OEM or Equal Parts and Components

**Extended Description:**

Eligible Items from the Vendors Catalog will be provided at the Discount Rate of 0.00% off the Manufacturers List Price.



**WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION**

1900 Kanawha Boulevard East • Building Five • Room 109  
Charleston, West Virginia 25305-0446 • (304) 558-0444

Michael J. DeMers  
Deputy Secretary of Transportation

WV DOT/CON  
BUCKHARTT, WV

2025 NOV 17 A 9:37

RECEIVED  
EQUIPMENT DIV  
Stephen T. Runbaugh, P. E.  
Secretary of Transportation  
Commissioner of Highways

October 15, 2025

Michael Hendrix  
Matheny Motor Truck Co.  
PO Box 1304  
Parkersburg, WV 26102-1304

Subject: Contract Renewal: CMA DOT2400000016 Freightliner OEM parts  
Procurement folder: 1310516

Michael,  
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 12/01/2025 through 11/30/2026. 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: [tammv.l.clevenger@wv.gov](mailto:tammv.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.

*Michael Hendrix*  
Name/Signature  
*Vice President*  
Title

*11/17/2025*  
Date:

PROCUREMENT USE ONLY		
<i>Amber Heath</i>	Asst Dir	11/21/2025
Signature/Title/Date		

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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.*

MATHENY MOTOR TRUCK COMPANY

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	1/7/1939		1/7/1939	Domestic	Profit				

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)		Capital Stock 5000.0000
Charter County	Wood		Control Number 0
Charter State	WV		Excess Acres 0
At Will Term	Member Managed		
At Will Term Years			Par Value 1.000000
Authorized Shares	5000	Young Entrepreneur	Not Specified

Addresses
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Type	Address
Local Office Address	3RD & ANN ST PARKERSBURG, WV, 26101
Mailing Address	PO BOX 1304 PARKERSBURG, WV, 26102-1304 USA
Notice of Process Address	TIMOTHY L MATHENY PO BOX 1304 315 ANN STREET PARKERSBURG, WV, 26101
Principal Office Address	3RD & ANN STREET PARKERSBURG, WV, 26101 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	L. G. MATHENY 1717 TWENTIETH ST. PARKERSBURG, WV, 26101
Incorporator	HESSIE MATHENY 1717 TWENTIETH ST. PARKERSBURG, WV, 26101
President	TIMOTHY L. MATHENY THIRD & ANN STREETS PARKERSBURG, WV, 26101
Secretary	MONICA C. MATHENY 3RD & ANN ST. PARKERSBURG, WV, 26101
Treasurer	TIMOTHY L. MATHENY 3RD & ANN ST. PARKERSBURG, WV, 26101
Vice-President	MONICA C. MATHENY 315 ANN ST. PARKERSBURG, WV, 26101
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Terminatic
HINO TRUCKS OF WILLIAMSTOWN	TRADENAME	9/17/2010	

MATHENY FIRE & EMERGENCY	TRADENAME	7/18/2014	
MATHENY HEAVY DUTY TRUCK PARTS	TRADENAME	11/6/1987	5/14/2007
MATHENY SUZUKI	TRADENAME	10/14/2005	11/15/2012
MATHENY VOLKSWAGEN OF PARKERSBURG	TRADENAME	5/22/2024	
MATHENY WHITE GMC VOLVO TRUCKS	TRADENAME	11/6/1987	5/14/2007
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
1/18/2007	RESTATED ARTICLES OF INCORPORATION FILED.
1/11/2007	AMENDMENT FILED THAT EFFECTIVE JANUARY 2, 2007, PRESIDENT IS TIMOTHY L. MATHENY AND MICHAEL J. MATHENY WILL BE CEO.
1/4/1996	AMENDMENT FILED CHANGING PAR VALUE OF SHARES FROM 100.00 TO 5000 SHARES AT 1.00 PAR VALUE
Date	Amendment

Annual Reports
Filed For
2025
2024
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Tuesday, December 2, 2025 — 8:24 AM

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e.g. 1606N020Q02

"Matheny Motor Truck Company"



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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

Purchasing Division Use: Buyer: <u>J. ESTEP</u> Date: <u>12/2/25</u> Solicitation No. <u>CMA DOT 24#16</u> <u>CO# 3</u>	Agency: WVDOT/Division of Highways Procurement Officer Submitting Requisition: <u>Amber Heath</u> Requisition No. CMA 0803 DOT2400000016 PF No.: 1310516
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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
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: \_\_\_\_\_

