



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: 02-18-2026

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 0012 DBS2500000002 3	Procurement Folder:	1525969
Document Name:	Food, Beverages and Miscellaneous Supplies	Reason for Modification:	Change Order 01 To renew contract
Document Description:	Food, Beverages and Miscellaneous Supplies		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-01-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-12-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000200520	Requestor Name:	Tabitha J Crist
A F WENDLING INC 100 WENDLING PLAZA RT 20 S		Requestor Phone:	(304) 822-4810
BUCKHANNON WV 26201		Requestor Email:	tabitha.crist@k12.wv.us
US			
Vendor Contact Phone:	304-472-5500		
Extension:			
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

2026
 FILE LOCATION _____

INVOICE TO	SHIP TO
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757-1894 US	CENTRAL SUPPLY SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757-1894 US

CR 2-20-26

Total Order Amount:	Open End
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Purchasing Division's File Copy

JA 2/19/26

PURCHASING DIVISION AUTHORIZATION
 DATE: *2-20-26*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
 DATE: *2/25/2026*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
 DATE: *2-25-26*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 01 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 January 1, 2026 through December 31, 2026.

Renewal Years/Months Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	93131607			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Food, Beverages and Miscellaneous Supplies

Extended Description:

Vendor Cost + Markup Percentage shall be the price Agencies pay for purchases of the Eligible Item under this Contract. See the attached Exhibit A Pricing Pages for contract category markup percentages.



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

December 1, 2025

Christopher Wendling
Wendlings Food Service
PO Box 661
Buckhannon, WV 26201

Subject: CMA 0403 DBS 2500000002 Contract Renewal – Change Order No. 1
Food, Beverage and Miscellaneous Supplies.

The West Virginia School for the Deaf and Blind is offering to renew the subject contract under the same terms, conditions, pricing and specifications as contained in the original contract and all approved change orders. The renewal dates are January 1, 2026 through December 31, 2026. If you agree to this renewal, please sign below and return to my attention as soon as possible.

Remaining renewals: 2 (two)

Please call if you have any questions.

Very truly yours,

Tabitha J. Crist
CFO
West Virginia School for the Deaf and 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.

A.F. Wendling, Inc.
Vendor Name / Signature

1/16/26
Date

President
Title



OK JJA
2-20-26

Est. 1870
301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

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

Date: January 12, 2026

Subject: Backdate Justification CMA DBS25 002

West Virginia Schools for the Deaf and the Blind has a contract for food purchases that expired 12/31/2025. Unfortunately, the renewal wasn't signed until January by the vendor and ended up in my spam folder.

W. Clayton Burch
Superintendent, WWSDB
304.822.4800
www.wvsdb2.state.k12.wv.us

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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.

A. F. WENDLING, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	8/11/1954		8/11/1954	Domestic	Profit			

Organization Information			
Business Purpose	4244 - Wholesale Trade - Wholesale Trade, Nondurable Goods - Grocery and Related Product Merchant Wholesalers		Capital Stock 25000.0000
Charter County	Upshur	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	100.000000
Authorized Shares	250	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	A. F. WENDLING INC. PO BOX 661 BUCKHANNON, WV, 26201 USA
Notice of Process Address	CHRISTOPHER A. WENDLING PO BOX 661 BUCKHANNON, WV, 26201
Principal Office Address	100 WENDLING PLAZA BUCKHANNON, WV, 26201 USA
Principal Office Mailing Address	PO BOX 661 BUCKHANNON, WV, 26201 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	A. F. WENDLING 1225 LEWIS ST. CHARLESTON, WV, 25301
Incorporator	GEORGE W. FLESHMAN 830 INDIANA AVE. CHARLESTON, WV, 25301
President	CHRISTOPHER A. WENDLING PO BOX 661 BUCKHANNON, WV, 26201
Secretary	KAREN L. WENDLING PO BOX 661 BUCKHANNON, WV, 26201
Treasurer	KAREN L. WENDLING PO BOX 661 BUCKHANNON, WV, 26201
Vice-President	FRED W. WENDLING PO BOX 661 BUCKHANNON, WV, 26201
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date

A.F. WENDLING FOOD SERVICE	TRADENAME	2/4/2019	
WENDLINGS FOOD SERVICE	TRADENAME	5/27/2005	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
11/8/1971	CHANGE OF PRINCIPAL OFFICE TO: 6308 MACCORKLE AVE., S.E. CHARLESTON, WEST VIRGINIA; ROLL 53.
Date	Amendment

Annual Reports	
Filed For	
2025	
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2023	
2022	
2021	
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For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 19, 2026 — 9:24 AM

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Simple Search

Search Editor

Any Words

All Words

Exact Phrase

e.g. 123456789, Smith Corp

"A. F. WENDLING, INC."

Entity

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Entity Information



All Entity Information

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>12</u> Date: <u>2/19/26</u>	Agency: WVSDB
Solicitation No. <u>C.O. 1</u>	Procurement Officer Submitting Requisition: Tabitha J Crist
	Requisition No. CMA DBS 25 002
	PF No.: 1525969

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 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 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 type="checkbox"/>	<input checked="" 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: _____

