



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: 02-25-2026

CORRECT ORDER NUMBER MUST  
 APPEAR ON ALL PACKAGES, INVOICES,  
 AND SHIPPING PAPERS. QUESTIONS  
 CONCERNING THIS ORDER SHOULD BE  
 DIRECTED TO THE DEPARTMENT  
 CONTACT.

<b>Order Number:</b>	CMA 0803 0070 DOT2400000038 3	<b>Procurement Folder:</b>	1329824
<b>Document Name:</b>	MOTRIM MOWER PARTS AND COMPONENTS or EQUAL	<b>Reason for Modification:</b>	Change Order 02 To Renew Contract
<b>Document Description:</b>	MOTRIM MOWER PART AND COMPONENTS or EQUAL 7024C010		
<b>Procurement Type:</b>	Central Master Agreement		
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2024-04-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2027-04-14

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	000000172019	<b>Requestor Name:</b>	Tammy L Clevenger
MO TRIM INC PO BOX 850		<b>Requestor Phone:</b>	(304) 473-5375
CAMBRIDGE OH 43725 US		<b>Requestor Email:</b>	tammy.l.clevenger@wv.gov
<b>Vendor Contact Phone:</b>	740-439-2725		
<b>Extension:</b>			
<b>Discount Details:</b>		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<b>Discount Allowed</b>	<b>Discount Percentage</b> <b>Discount Days</b>		
#1 No	0.0000                      0		
#2 No			
#3 No			
#4 No			

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City                                      WV 99999	No City                                      WV 99999
US	US

*CR 2-27-26*

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

*JE 2/26/26*

<b>PURCHASING DIVISION AUTHORIZATION</b>
DATE: <i>JA 2-26-26</i>
ELECTRONIC SIGNATURE ON FILE

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
DATE: <i>3/2/2026</i>
ELECTRONIC SIGNATURE ON FILE

<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>3-3-26</i>
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order 02 is issued 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: 04/15/2026 through 04/14/2027

Renewal years remaining: 1

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:** Mo-Trim Mower Parts and Components or Equal

**Extended Description:**

Motrim Mower Parts and Components or Equal

See attached Catalog Price List for Contract Pricing.

Eligible Items from the Vendors Catalog will be provided at the Discount Rate of 5.00% 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:** Mo-Trim Mower Parts and Components or Equal

**Extended Description:**

Motrim Mower Parts and Components or Equal

See attached Catalog Price List for Contract Pricing.

Eligible Items from the Vendors Catalog will be provided at the Discount Rate of 5.00% off the Manufacturers List Price.



**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

2026 FEB 19 A 11:24  
RECEIVED  
EGU  
Stephen T. Rumbaugh, P. E.  
Secretary of Transportation  
Commissioner of Highways

February 19, 2026

Mark Goodman  
MoTrim Inc.  
PO Box 850  
Cambridge, OH 43725

Subject: Contract Renewal: CMA DOT2400000038 Motrim Mower OEM or equal parts  
Procurement folder: 1329824

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 04/15/2026 through 04/14/2027. 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: [tammys.l.clevenger@wv.gov](mailto:tammys.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.

*Bette E. Cochran*  
Name/Signature  
*Vice Pres.*  
Title

*2-19-26*  
Date:

PROCUREMENT USE ONLY		
DocuSigned by:	<i>Amber Heath</i>	Asst Dir
Signature/Title/Date		2/24/2026

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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.*

#### MOTRIM INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	2/8/2012		2/8/2012	Foreign	Profit			

Organization Information			
<b>Business Purpose</b>	3331 - Manufacturing - Machinery Manufacturing - Agriculture, Construction and Mining Machinery Mfg. (farm, lawn & garden, mining, oil & gas field machinery)		<b>Capital Stock</b>
<b>Charter County</b>		<b>Control Number</b>	99T7R
<b>Charter State</b>	OH	<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>	0	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	240 STEUBENVILLE AVE. CAMBRIDGE, OH, 43725
<b>Notice of Process Address</b>	JACK O CARTNER 240 STEUBENVILLE AVE. P.O. BOX 850 CAMBRIDGE, OH, 43725
<b>Principal Office Address</b>	240 STEUBENVILLE AVE. CAMBRIDGE, OH, 43725 USA
<b>Principal Office Mailing Address</b>	240 STEUBENVILLE AVE. P.O. BOX 850 CAMBRIDGE, OH, 43725 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>President</b>	JACK O. CARTNER 63836 WILLIAM AVE. CAMBRIDGE, OH, 43725
<b>Secretary</b>	KAREN S. MCCOY 603 N. 7TH ST. CAMBRIDGE, OH, 43725
<b>Treasurer</b>	KAREN S. MCCOY 603 N. 7TH ST. CAMBRIDGE, OH, 43725
<b>Vice-President</b>	BETTE COCHRAN 622 HAL BAR DRIVE CAMBRIDGE, OH, 43725
<b>Type</b>	<b>Name/Address</b>

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

Thursday, February 19, 2026 — 11:33 AM

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"Motrim Inc." 

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>2/26/26</u>	Agency: WVDOT/DOH
Solicitation No. <u>CMA DOT24*38</u>  <u>Co#2</u>	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CMA DOT2400000038
	PF No.: 1329824

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
<b>10</b>	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input 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"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

