



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: 08-04-2026

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 0803 0066 DOT270000009M 1	Procurement Folder:	1962629
Document Name:	Equipment Lease/Rental Without Operator	Reason for Modification:	
Document Description:	Equipment Lease/Rental Without Operator		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2026-08-10
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-08-09

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000202582 MIDDLETOWN TRACTOR SALES 2050 BOYERS DR FAIRMONT WV 26554 US Vendor Contact Phone: 999-999-9999 Extension: 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			Requestor Name: Careasa M Nichols Requestor Phone: 304-414-3212 Requestor Email: careasa.m.nichols@wv.gov 2027 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

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 8-13-26

Purchasing Division's File Copy

Total Order Amount:

Open End

PURCHASING DIVISION AUTHORIZATION

DATE: 8.12.26
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM

DATE: 8/17/2026
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: 8-18-26
ELECTRONIC SIGNATURE ON FILE

Extended Description:

The Vendor, Middletown Tractor Sales, agrees to enter with the West Virginia Department of Transportation (WVDOT), West Virginia Division of Highways (WVDOH), into an open-end contract to provide Equipment Lease/Rental without Operator per the Specifications, Terms and Conditions, Bid Requirements, and the Vendor's bid dated 06/09/2026, incorporated herein by reference and made apart hereof.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	15100000			EA	0.000000
				Service Contract Amount	
Service From				Service To	
				0.00	

Commodity Line Description: Fuel / Refill

Extended Description:

REFILL OF FUEL WHEN RETURNED BY THE WVDOH LOW OR EMPTY

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	25191700			EA	0.000000
				Service Contract Amount	
Service From				Service To	
				0.00	

Commodity Line Description: Service & Parts

Extended Description:

WVDOH DAMAGE TO EQUIPMENT (NON-ROUTINE, NOT WEAR AND TEAR).

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
93	21101701			UNIT	0.000000
				Service Contract Amount	
Service From				Service To	
				0.00	

Commodity Line Description: Mowers Lease/Rental

Extended Description:

SEE ATTACHED PRICING PAGE - ATTACHMEN A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
94	21101701			MILE	0.000000
				Service Contract Amount	
Service From				Service To	
				0.00	

Commodity Line Description: Mowers Delivery/Mobilization

Extended Description:

SEE ATTACHED PRICING PAGE - ATTACHMEN A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
110	21102200			UNIT	0.000000
				Service Contract Amount	
Service From				Service To	
				0.00	

Commodity Line Description: Not Listed Equipment Surface Prep, Tree & Landscape Lease/Re

Extended Description:

SEE ATTACHED PRICING PAGE - ATTACHMEN A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
111	21102200			MILE	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Not Listed Equipment Surface Prep, Tree & Landscape Mobiliza

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMEN A, FOR ACTUAL COST

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
112	80141701			EA	0.000000
Service From		Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Equipment Transfer of Ownership

Extended Description:
OWNERSHIP TRANSFER ADMIN FEES AND / OR REMAINING BALANCE TO MAKE MARKET VALUE

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Department of Administration, Purchasing Division.

2.5. "Purchasing Division" means the West Virginia Department of Administration, Purchasing Division.

2.6. "Award Document" means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

2.7. "Solicitation" means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

2.8. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.9. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. CONTRACT TERM; RENEWAL; EXTENSION: The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

Initial Contract Term: The Initial Contract Term will be for a period of one (1) Year. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that:

☐ the contract will continue for _____ years;

☐ the contract may be renewed for _____ successive ^{one (1) Year} year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's Office (Attorney General approval is as to form only).

☐ **One-Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Construction/Project Oversight:** This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

☐ **Other:** Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

5. QUANTITIES: The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation/Award Document are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One-Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

☐ **Construction:** This Contract is for construction activity more fully defined in the specifications.

6. EMERGENCY PURCHASES: The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One-Time Purchase contract.

7. REQUIRED DOCUMENTS: All of the items checked in this section must be provided to the Purchasing Division by the Vendor as specified:

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

☐☐☐☐

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

8. INSURANCE: The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether that insurance requirement is listed in this section.

Vendor must maintain:

☒ **Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☒ **Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

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9. WORKERS' COMPENSATION INSURANCE: Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

10. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

11. LIQUIDATED DAMAGES: This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____.

☒ Liquidated Damages Contained in the Specifications.

☐ Liquidated Damages Are Not Included in this Contract.

12. ACCEPTANCE: Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

13. PRICING: The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

16. TAXES: The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

17. ADDITIONAL FEES: Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia, included in the Contract, or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

18. FUNDING: This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

19. CANCELLATION: The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.

20. TIME: Time is of the essence regarding all matters of time and performance in this Contract.

21. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code, or West Virginia Code of State Rules is void and of no effect.

22. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

23. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

24. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

25. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

26. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

27. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

28. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

29. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

30. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in www.state.wv.us/admin/purchase/privacy.

31. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

32. LICENSING: In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

SUBCONTRACTOR COMPLIANCE: Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

33. ANTITRUST: In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency.

35. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

36. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming that (1) for construction contracts, the Vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

39. REPORTS: Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☒ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at purchasing.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check. Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

41. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS: Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
 2. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

42. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL: In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Mike Shaver Corp. Sales MGR.
(Address) 2050 Daxors Drive Fairmont WV 26554
(Phone Number) / (Fax Number) 304-366-4690
(email address) Mike @ Middletown Tractor. Com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Boyas Equipment Company DBA Middletown Tractor Sales
(Company)
Mike Shaver
(Signature of Authorized Representative)
Mike Shaver Corp. Sales MGR
(Printed Name and Title of Authorized Representative) (Date)
304-366-4690 304-366-4698
(Phone Number) (Fax Number)
Mike @ Middletown Tractor. Com
(Email Address)

REQUEST FOR QUOTATION
Equipment Lease/Rental Without Operator

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Department of Transportation to establish an open-end contract for Equipment Lease/Rental Without Operator, for use for WVDOT projects throughout the state of West Virginia
2. **DEFINITIONS:** The terms listed below shall have the following meanings assigned to them throughout and for the purpose of this Solicitation. Additional definitions can be found in Section 2 of the General Terms and Conditions.
 - 2.1 **“ADO” and “Agency Delivery Order”** - A written order entered by WVDOT personnel in the wvOASIS financial system against a master agreement, authorizing quantities of commodities and/or services to be delivered in accordance with all terms, conditions, and prices stipulated in the original contract.
 - 2.2 **“Attachment B,” “Information Form,” and “ATT B”** – Interchangeable terms referring to the information form provided as **Attachment B (“ATT B”)** upon which the Vendor shall identify its source/storage location and any additional locations where rental equipment may be delivered from or picked up by the WVDOT.
 - 2.3 **“Contract Item(s)”** - The list of items available for Vendor to provide pricing as identified in Section 4 of this Solicitation and referenced throughout.
 - 2.4 **“Contractor” or “Vendor”** - Interchangeably used throughout this Solicitation and in any cited Sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, adopted latest Standard Specs edition, as amended, including any Supplementals and refers to any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract, as context requires.
 - 2.5 **“Emergency Requests”** – Indicates a need for goods or services to be provided without delay, owing to circumstances for which the WVDOT could not have reasonably expected and has been designated as such by a WVDOT District Engineer or designee.
 - 2.6 **“FOB” or “Free on Board”** - Indicates that the price for goods includes delivery at the Vendor’s expense to a specified point, and that the Vendor retains liability for loss or damage until the goods are delivered.

REQUEST FOR QUOTATION
Equipment Lease/Rental Without Operator

- 2.7 **“Lease/Rental”, or “Rental”** – Terms used to reference an agreement wherein a WVDOT Agency leases or rents equipment without an operator for set periods of time not exceeding ninety days, unless otherwise clearly specified in the Delivery Order.
- 2.8 **“Liquidated Damages”** - Monetary compensation due from the Vendor in the event the Vendor’s performance falls short of contractual stipulation or breaches the contract. Delays in the delivery of goods and/or services or quality failures or corrections by the Vendor may result in the Agency assessing charges for such deficiencies per these contract Specifications, the Standard Specs Section 108.7, as amended, and calculated from the table posted in Section 7.4.1 of these Specifications.
- 2.9 **“Ordinary Care”** – The performance of routine or preventative maintenance and upkeep required for the general operation of rented/leased equipment.
- 2.10 **“Pricing Pages,” “Attachment A,” and “ATT A”** - The schedule of prices attached hereto as Attachment A (ATT A) and used to evaluate Solicitation responses.
- 2.11 **“Solicitation”** - The official notice of an opportunity to supply the State with goods or services.
- 2.12 **“Standard Specs”** - Used throughout this solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified or amended by all subsequent Supplemental Specifications.
- 2.13 **“WVDOT” or “Agency”** - Interchangeable terms for the West Virginia Department of Transportation.

3. GENERAL REQUIREMENTS:

- 3.1 **Standard Specifications Roads and Bridges:** The following Standard Specs Sections shall apply, as applicable, to the administration of this contract: 101, 102, 103, 104, 105, 106, 107, 108, 109, and 110, as amended.

Free electronic copies of the Standard Specs and Supplementals are available at: <https://transportation.wv.gov/highways/TechnicalSupport/specifications/Pages/default.aspx>. Hard copies of these publications may be purchased from Technical Support Division, by completing the Specification Order Form provided within the website.

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1 – “EXH 1”). If the equipment is found to be in good and operable condition, the Agency representative AND the Vendor representative shall acknowledge acceptance by signing and dating the SM-93. The Agency representative shall also acknowledge acceptance of any Vendor provided documentation presented at the time of pick-up or delivery. The date of acceptance on the Vendor’s acknowledgment form shall be deemed as the effective date for the terms of the ADO.

3.3.1.1 Vendor shall provide/deliver rented equipment with a full tank of fuel, which shall be documented on the Vendor’s acknowledgment form.

3.3.2 Equipment Maintenance Checklist: For each leased/rented Contract Item, Vendor shall provide a daily/weekly maintenance checklist addressing equipment upkeep and maintenance needs, per manufacturer and Vendor requirements. Daily/weekly maintenance checklists should, at least, include the following guidance:

3.3.2.1 Maintenance requirements for fuel, oil, coolant, and lubrication needs, referred to as “ordinary care” and used throughout this solicitation and defined in Section 2.

NOTE: The WVDOT, at its own expense, will perform routine maintenance by providing any manufacturer and Vendor recommended oil, fuel, and lubricants necessary for the use and operation of rental equipment in its possession. All other maintenance needs or component replacement(s) necessary for operation of rental equipment shall be maintained and provided by the Vendor.

3.3.2.2 Inspection of engine components, equipment body, tires/tracks, attachments, and easily accessible components. Inspection of safety components such as lights, rails, steps, horns, alarms, seatbelts, and other safeguarding attributes relevant to the specific type of leased/rented equipment.

3.3.3 Contract Item Rejection: Upon pick up or delivery, if the Agency deems the Contract Item unacceptable or inconsistent with the ADO, the Contract Items shall be returned to Vendor at Vendor’s expense and with no restocking charge. The decision of the WVDOT District Engineer or their designee regarding the acceptability and quality of the Contract Item furnished, shall be final per Standard Specs section 105.1, as amended. Vendor shall either plan for the return within five (5) days of being notified that those items are unacceptable or permit the Agency to arrange for the return and reimburse

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Agency for delivery expenses. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive full credit or refund for the lease/rental price, at the Agency's discretion.

3.4 Equipment Return: Upon the conclusion of a rental period, the Agency shall return rented equipment to Vendor, at its own expense, to the original location such equipment was picked up at or delivered. Equipment shall be washed and cleaned by the Agency prior to its return to Vendor.

3.4.1 The Agency shall return rented equipment to Vendor with a full tank of fuel at the conclusion of the rental period. Vendor shall document the level of fuel in the rented equipment at the time of return.

3.4.2 If rented equipment is returned to Vendor with less than a full tank of fuel, Vendor may invoice the Agency at their going fuel rate to return the fuel tank to full capacity.

3.5 Emergency Requests: As designated by a WVDOT District Engineer or designee, emergency requests shall be prominently noted on a Delivery Order. Upon receipt, Vendor shall initiate delivery or pick-up of lease/rental equipment within two (2) hours after receiving the request. Emergency requests shall be invoiced by Vendor at 1.5 times the amount bid for the Contract Item on the Pricing Pages. The determination of emergency work will be in accordance with Section 2.5.

3.5.1 If the Vendor is unable to provide Contract Items per the emergency request, the request will be cancelled, and a new emergency request will be sent to the next low-bid Vendor. If a Vendor cannot be found to provide Contract Items per the Delivery Order, the WVDOT, at its own discretion, shall cancel the Delivery Order and may seek to obtain Contract Items from the next low bid Vendor or proceed with an Emergency Purchase from the open market.

3.6 Lease/Rental Periods: The initial day of a lease/rental period shall be the date of acceptance upon delivery or pick up, per Section 4.3.1 of these specifications. The final day of a lease/rental period shall be the day immediately preceding the return of a Contract Item. Vendor's delivery/travel time, equipment set-up, or break down shall not be calculated as a lease/rental day.

Vendor shall provide a daily, weekly, and monthly rate on **ATT A** for Contract Item bids.

3.6.1 Daily Rental: A daily rental is defined as a single day, up to and including six (6) consecutive days that an Agency is in possession of a leased/rented Contract Item. This includes weekends and Holidays.

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3.6.2 Weekly Rental: A weekly rental is defined as seven (7) consecutive days that an Agency is in possession of a leased/rented Contract Item, including weekends and Holidays.

3.6.3 Monthly Rental: A monthly rental is defined as thirty (30) consecutive days that an Agency is in possession of a leased/rented Contract Item, including weekends and Holidays.

3.7 Ownership Relinquishment: Upon mutual agreement between the WVDOT and Vendor. Ownership of a continuously leased/rented Contract Item by the same district without a break in the lease/rental may be transferred from the Vendor to the WVDOT. The WVDOT will pay for administrative fees and/or remaining balance to make market value with documentation.

3.8 Equipment Maintenance (Downtime, Risk of Loss, etc.):

3.8.1 Equipment Maintenance: The WVDOT, at its own expense, shall provide the fuel, oil, and lubricants necessary in the operation and use of the leased/rented equipment, per the daily/weekly maintenance checklist provided by Vendor upon delivery or pick up of lease/rental equipment.

NOTE: The WVDOT will not dictate or alter requirements set forth on a Vendor's daily/weekly maintenance checklist.

3.8.2 Repair or Replacement Parts: The WVDOT shall reimburse Vendor for the repair or replacement of any lease/rental equipment part that is damaged, destroyed, or made inoperable due to negligence or improper use/operation by WVDOT personnel.

3.8.2.1 Equipment repair needs discovered during the WVDOT operator's daily/weekly inspection shall be noted on the Vendor's maintenance checklist and Vendor will be contacted and informed prior to placing the equipment back into service.

3.8.2.2 The WVDOT shall not be responsible for any such part repair or replacement caused by an existing defect or those resulting from normal usage and operation of leased/rented equipment.

3.8.3 Down Time: Lease/rental equipment that is out of operation due to maintenance or repair needs for four (4) hours or more within a day shall be considered by the WVDOT as "down" and no payment shall be made by the WVDOT unless equipment downtime is due to negligence or improper use/operation by its personnel.

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3.8.4 Risk of Loss, Damage, Destruction or Theft: Upon pick-up or delivery acceptance by the WVDOT of leased/rented equipment, the WVDOT shall exercise ordinary care for the protection of such leased/rented equipment. The WVDOT shall reimburse the Vendor for the repair or replacement of any part of leased/rented equipment that becomes lost, stolen, or damaged as a result of the failure of the WVDOT and its personnel to use ordinary care for the protection of such leased/rented equipment.

3.8.4.1 Vendor shall be responsible for any loss, damage, destruction, or theft, partial or complete, caused by a defect in leased/rented equipment existing at the time of delivery or pick-up.

3.8.4.2 The total or partial loss of use or possession of any leased/rented equipment shall not abate any payments required to be made by the WVDOT to the Vendor if such loss of use or possession due to negligence or improper use/operation of leased/rented equipment by the WVDOT or its personnel.

3.8.4.3 Leased/rented equipment shall be considered a total loss as a result of theft, destruction, or physical damage where the estimated cost of repairs exceeds 75% of the market value of such leased/rented equipment. Vendor may file a claim with the WV Legislative Claims Commission against the WVDOT for the loss or damage to such leased/rented equipment. The Commissioner of the WVDOT shall review the claim and, if it is determined that the Vendor is due monetary damages, a requisition will be issued to the Auditor of the State of WV for payment to the Vendor.

3.8.4.4 If, prior to the payment of any claim to the Vendor by the WVDOT, the Vendor shall receive any sum of money from any insurance company or from any person, firm, or corporation, any such sum of money shall be deducted by the WVDOT from any claim to be paid by it to the Vendor. The same shall be with the Vendor. If the Vendor shall receive any sum of money from any insurance company or from any person, firm or corporation a sum of money after payment from the WVDOT has been received, the Vendor shall reimburse the WVDOT the amount received or such part received that equals the amount WVDOT has paid to the Vendor.

3.8.4.5 Post-repair Inspection: If leased/rented equipment is damaged or requires repair due to a mechanical failure, prior to being placed back into service for use by the WVDOT, a thorough inspection shall be performed by the Vendor to ensure the mechanical function,

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4. CONTRACT Items and Mandatory Requirements:

Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

4.1 Equipment Lease/Rental: The Pricing Page, (ATT A) provides a categorized list of Contract Items requested by WVDOT Agencies for potential lease/rental. Vendor shall provide pricing for rental equipment as specified herein on a daily, weekly, or monthly basis as well as equipment mobilization fees from its storage location(s) listed on the Information Sheet (ATT B). Contract Items leased/rented by a WVDOT Agency shall be assembled, in good and proper operating condition, and be ready to operate upon pick-up or delivery to any location or locations. This may include weekends, holidays, and Emergency Requests.

4.2 Mobilization: Mobilization shall be defined as a one-time, one-way transport from a Vendor's base location to an Agency project site location and shall be bid per mile. Vendor shall calculate its cost for delivery of leased/rented equipment and include the calculation in its cost for the first mile and provide supplemental pricing for each additional mile. Agencies will provide Contract Item delivery locations on the ADO. **For instances involving equipment picked up by the WVDOT no Mobilization or Additional Mileage fees will be charged.**

4.2.1 Additional Mileage Fees: Leased/rented equipment may be used for multiple projects (i.e. leased/rented equipment is traveling from one Agency location or project site to another). **In such instances, additional mileage fees may be charged by the Vendor at the "additional mile" rate entered on ATT A.**

4.2.2 Both in-state and out-of-state delivery route mileage will be calculated by the WVDOT, using the shortest route, by utilizing "Google Earth" or a similar source for routing from the Vendor's storage location to the WVDOT mid-point of the project location. WVDOT will determine the route to be taken due to bridge and/or road restrictions which shall have acceptable load limits for both roads and bridges.

4.3 Equipment Delivery/Pick-up: Vendor shall deliver standard orders within seven (7) days of receipt of an ADO, according to the terms of these specifications, unless otherwise noted by the Agency on its ADO.

3.3.1 Delivery/Pick-up Acceptance: Upon delivery or pick-up of a Contract Item, the Agency shall test and inspect the rented equipment and document its inspection findings on a SM-93 Statement of Acceptance form (see **Exhibit**

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operation, and safety of the unit. Damaged leased/rented equipment such as, but not limited to, Aerial Bucket Trucks, Aerial Platform Trucks, Cranes, Manlifts and Under bridge Platform Inspection Units shall receive inspections and testing for compliance with manufacturer, State, and Federal rules and regulations before being placed back into service for use by the WVDOT

4. CONTRACT AWARD

5.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. All qualified responsible Vendors shall be awarded a contract for those Contract Items bid which meet all mandatory requirements of this Contract.

5.1.1 Determining Low Bid Per Project: To determine the low bid vendor for individual projects, the WVDOT District Engineer or their designee will calculate the lowest overall total cost of the Contract Items required for individual projects. A written ADO will be issued to the Vendor with the lowest overall total cost.

WVDOT reserves the right to request any one or combination of Contract Items for which bids are awarded at the lowest overall total as set forth in this section.

5.1.2 For orders requiring delivery of Contract Items, mobilization from a Vendor's base location (as noted on ATT B) to a WVDOT project site shall be a factor in determining the lowest overall total cost.

5.1.3 Due to unforeseen circumstances when delivery by the Vendor is not feasible to meet the immediate need, the WVDOT shall have the option of picking up the leased/rented equipment from a Vendor's source/storage location. If the WVDOT chooses the pickup option, the Vendor's mobilization fee shall not be calculated into the cost.

5.1.4 If the low-bid Vendor for any given project is unable to provide Contract Items per Delivery Order, the Delivery Order will be cancelled and a Delivery Order will be sent to the next low-bid Vendor. If a Vendor cannot be found to provide Contract Items per the Delivery Order, the WVDOT, at its own discretion, shall cancel the Delivery Order and may seek to obtain Contract Items from the next low bid Vendor or proceed with an Emergency Purchase from the open market.

5.2 Pricing Pages, Attachment A ("ATT A"): Vendor may bid any or all items listed on ATT A Pricing Pages. Vendor must factor into their bid prices all

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equipment, materials, delivery, and labor required to provide Contract Items. Vendors may bid statewide, district or county. Vendor must complete the Pricing Pages for each Contract Item bid in their entirety as failure to do so may result in Vendor's bids being disqualified. All bids or pricing submitted shall be held and honored by the Vendor for 90 days after the bid opening date.

The Pricing Pages contain a list of the Contract Items with no guarantee that any Contract Item will be purchased throughout the life of this contract. Estimated quantities are not available.

5.2.2 Vendors should type or electronically enter the information into the Pricing Pages spreadsheet to prevent errors in the evaluation. In most cases, the Pricing Pages are available in wvOASIS within the solicitation attachments, however, Vendors may request an electronic copy of the Pricing Pages spreadsheet for bid purposes by sending an email request to the following address: John.W.Estep@wv.gov

5.2.3 Changing a column or row description, Contract Item description, unit of measure, on the **Pricing Pages, Attachment A (ATT A)**, will result in the disqualification of Contract Item bid on the altered line. In circumstances when all Contract Items must be bid for bid evaluation and contract award, the disqualification of any Contract Item will result in the disqualification of the entire bid.

Submitting Pricing Pages other than those provided with this solicitation, as described in Section 5.2, will result in the disqualification of Vendor's bid in its entirety.

Vendor entries of bid prices or other notations made in wvOASIS commodity line descriptions will not be considered for bid evaluation or award. **Bids submitted without ATT A and ATT B will be disqualified.**

5.2.4 Description in Vendors Billing System: Vendor should list the description of Contract Items as they will appear on the Vendors future invoices under this contract, if the vendor's description differs from the description listed on the Pricing Page (ATT A) with the solicitation. Providing this information with the bid facilitates future payment processing

5.3 Mandatory Information Form, Attachment B (ATT B): Vendor shall identify its source/storage location and any additional locations where rental equipment may be delivered from or picked up by the WVDOT. Vendor should also provide their physical 911 address for each location.

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- 5.3.2 Vendor bid submissions must include Mandatory Information Form ATT B. **Bids submitted without ATT B will be disqualified.**
- 5.3.3 Vendor may list multiple locations where lease/rental equipment may be delivered from or picked up by the WVDOT. Vendor shall also complete the "Counties" Bid section of ATT B by identifying the counties serviced. Failure to complete the Counties Bid section will indicate that Vendor's bid is available for Statewide use.
- 5.4 **Contract Award Transition:** Upon the award of this contract, WVDOT will announce the effective start date. Any order issued under the previous contract will remain in effect and shall not be cancelled without mutual written agreement between the issuing agency and the vendor.
- 5.5 **Cooperative Contracting:** The purchase prices on all Contract Items herein, available for the WVDOT, shall be adoptable for other public agencies upon their request. Agencies under the authority of the West Virginia Purchasing Division must receive prior approval by the Purchasing Director.

6 ORDERING, INVOICING AND PAYMENT:

- 6.1 **Ordering:** Vendor shall accept orders through regular mail, facsimile, email, or any other written forms of communication. Vendor shall maintain and keep current its phone numbers, fax number, email address, locations, and ordering/billing/payment addresses with WVDOT and in wvOASIS. Vendor may, but is not required to, accept online orders through a secure internet ordering portal/website. If Vendor can accept online orders, it shall include in its response a brief description of how Agencies may utilize the online ordering system. Vendor shall ensure that its online ordering system is properly secured prior to processing Agency orders online.
- 6.2 **Agency Delivery Order ("ADO"):** District personnel must issue an ADO from wvOASIS for specific quantities of materials based on each project's requirements and detailing the need and location information of work to be completed per Contract Items, as well as the start and end dates, which will become the agreed upon official start and end dates. The ADO must be created in wvOASIS and approved to "Final" prior to placing the order with the Vendor. The District is responsible for creating the ADO in wvOASIS and is required to submit the approved order, in writing, directly to the Vendor via mail, email or fax. **Verbal communication with the Vendor is not considered an official order.** In the event the Vendor denies an order or if there are changes to an ADO, the District must process a change order to the approved ADO issued from wvOASIS.

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Emergencies shall be prominently noted on the ADO. Once complete, the ADO shall be sent to Vendor via fax, email, or mail.

6.3 Invoicing: The period of need for leased/rented equipment, as specified on the Delivery Order, is only an estimate of need and shall not be used for invoicing purposes. Payment will only be made for the period of time from delivery/pick-up to return of leased/rented Contract Items(s).

6.3.1 Invoicing shall be no less than one lease/rental day. Daily rates shall be charged up to and including six (6) consecutive days.

6.3.2 Equipment leased/rented for more than 6 consecutive days shall be invoice at the weekly lease/rental rate.

6.3.3 **Equipment** leased/rented for more than one lease/rental week, but less than one lease/rental month shall be invoiced at the number of lease rental weeks plus any period less than a multiple of seven days.

6.3.4 Equipment leased/rented for one lease/rental month or more shall be invoiced at the monthly rate. If the lease/rental period is not a multiple of thirty lease/rental days, Sections 6.3.1 through 6.3.3 shall apply.

6.3.5 WVDOT will provide Vendor with the downtime days in any calendar month within ten (10) days following the end of the calendar month or within two days following termination of a lease/rental, whichever is appropriate. The owner may obtain this information sooner by calling the WVDOT Agency leasing/renting the equipment. An invoice submitted to the WVDOT shall include the following:

- The beginning date and the date on which invoice period ends.
- The number of lease/rental days in the invoicing period.
- The number of lease/rental equipment downtime days in the invoicing period.
- The make, model and serial number of the leased/rented equipment being invoiced as identified on the Vendor's contract.
- The total owed to the Vendor and the method of calculation.

6.3.6 Invoices submitted to WVDOT For payment should contain the following information:

- Vendor's name and payment remit-to address, as they appear in Vendor's wvOASIS account.
- The corresponding order's ADO number.
- The ordering Agency's delivery site
- The Contract Item description, unit price, quantity, and extended total.

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- The date(s) Contract Items were delivered.
- Any required supporting documents for repair or refueling expenses

6.4 Payment: Upon completion of the work indicated on the ADO, Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, as well as Electronic Funds Transfer as methods to process payment for goods and services. The Vendor shall accept the State of West Virginia's Purchasing Card and Electronic Funds Transfer for payment of orders under this Contract. Electronic Funds Transfer for payment is available through the WV State Auditor's Office. The Vendor may visit the WV State Auditor's website (wvsao.gov) for all necessary forms and instructions. Payment method may be dictated at WVDOT's discretion.

7 PROJECT ACCEPTANCE, DELIVERY AND RETURN:

7.1 Project Acceptance and Written Verification of Receipt: Upon receipt of a WVDOT ADO, the Vendor shall advise the WVDOT in writing within three (3) calendar days of their acceptance or refusal of the ADO. As verification of receipt, Vendor must provide written acknowledgement of any ADOs and any Revisions/Modifications thereto sent by WVDOT. Failure to provide the WVDOT with written acknowledgement of any ADOs/Revisions within five (5) days of the Order being sent shall be considered refusal of the ADO. In the event of refusal, the WVDOT at its own discretion shall cancel the ADO and may seek to obtain the goods or services from the next low bid Vendor or proceed with an emergency purchase from the open market.

7.2 Delivery Time: In accordance with Sections 4.3 and the terms of this contract, the work shall be scheduled by the WVDOT. The Vendor shall mobilize, commence, and complete work delivery in accordance with the WVDOT's written ADO, per project. Any changes must be communicated by the Vendor in writing to the WVDOT District Engineer or their designee. The Vendor shall work in an efficient manner in effort to keep traffic delay to a minimum and traffic must be adequately and safely accommodated. Vendor shall ship/provide all orders in accordance with the dates assigned to each project per the ADO and shall not hold orders until a minimum delivery quantity is met. **No Vendor is authorized to ship project related goods or begin work/services, nor is the WVDOT authorized to receive materials, prior to the issuance of a ADO.**

7.3 Deliveries made by the Vendor shall be comprised only of contract items intended for delivery at that location and specified in the pricing pages and contract

REQUEST FOR QUOTATION
Equipment Lease/Rental Without Operator

specifications. At no time shall property belonging to the West Virginia Department of Transportation be utilized as a lay-down or storage facility by the Vendor, or items left with the intention of being distributed to an alternate

- 7.4 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from another awarded vendor or proceed with an Emergency Purchase from the open market.

The Agency placing the ADO under this Contract must be notified **in writing by the Vendor no later than three (3) business days prior to the scheduled delivery date noted on the Agency's order.** Any failure to notify, acknowledge receipt of WVDOT's written ADOs/ Revisions resulting in delivery delay, or failure to start or complete the project per the WVDOT scheduled due dates may be determined by the WVDOT at its sole discretion as harmful to the Agency and as such, shall result in WVDOT's cancellation of the ADO and application of Liquidated Damages.

Any Agency seeking to obtain items from the open market under this provision must first obtain approval of the West Virginia Purchasing Division.

- 7.4.1 Liquidated Damages:** If the Vendor's work completion or corrections of deficient work exceeds the ADO completion due date or timeframe, the Vendor shall agree that no extension of contract time will be granted unless Liquidated Damages are applied by Vendor as an itemized invoice credit for the corresponding ADO. The WVDOT shall calculate Liquidated Damages per project beginning on day one (1) after the WVDOT's specified ADO due date and in accordance with this Section, the Contract's Terms and Conditions, Standard Specs Section 108.7, and the following Standard Specs Section Table 108.7.1 - Schedule of Liquidated Damages, as amended:

**Table 108.7.1
Schedule of Liquidated Damages**

Original Contract Amount		Daily Charges Per Calendar Day
For More Than	To and Including	
\$0	\$500,000	\$350

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Equipment Lease/Rental Without Operator

\$500,000	\$2,000,000	\$650
\$2,000,000	\$10,000,000	\$1,600
\$10,000,000	\$25,000,000	\$3,100
\$25,000,000		\$4,200

7.4.2 Force Majeure: It shall be further noted that the Vendor is not responsible for and shall not be penalized for delays in its delivery of goods and/or services when caused by factors or events outside Vendor's control, including but not limited to acts or omissions of the Agency or third parties, acts of civil or military authority, civil disturbance, war, terrorism, pandemics, explosions, fire, floods, tornadoes, or other natural disasters or acts of God.

7.5 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost/discount of standard order delivery charges in its bid pricing and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

Deliveries made by the vendor shall be comprised only of Contract Items intended for delivery at that location and specified in the pricing pages, contract specifications or ADO. At no time shall property belonging to the West Virginia Department of Transportation be utilized as a lay-down or storage facility by the vendor, or items left with the intention of being distributed to an alternate location.

7.6 Return of Unacceptable Items: The decision of the WVDOT District Engineer or their designee regarding materials, workmanship, quality etc., shall be final per the Standard Specs Section 105.1, as amended. If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either arrange for the return within five (5) days of being notified that items are unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

7.7 Return Due to Agency Error: Items ordered in error by the Agency will be returned within twenty-four (24) hours of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Any restocking fee for items not in a resalable condition shall be the

REQUEST FOR QUOTATION
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lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items

8 VENDOR DEFAULT:

- 8.1** The following shall be considered a vendor default under this Contract.
 - 8.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
 - 8.1.2** Failure to comply with other specifications and requirements contained herein.
 - 8.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
 - 8.1.4** Failure to remedy deficient performance upon request.
- 8.2** The following remedies shall be available to Agency upon default.
 - 8.2.1** Immediate cancellation of the Contract.
 - 8.2.2** Immediate cancellation of one or more release orders issued under this Contract.
 - 8.2.3** Any other remedies available in law or equity.

9 MISCELLANEOUS:

- 9.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 9.2 Inspection of Equipment:** During normal working hours, Vendor shall have the right to enter upon a property, within WVDOT's authority, to perform an inspection of leased/rented equipment owned by the Vendor.
- 9.3 Damage beyond the control of the WVDOT:** The WVDOT shall not be liable for damage to or loss of any leased/rented equipment resulting from lightning, Acts of God, riots, strikes or other causes beyond the WVDOT's control.

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- 9.4 **Insurance:** The WVDOT is insured by the Board of Risk and Insurance Management (BRIM). Insurance coverage will be provided by that agency only for long term, over thirty consecutive days of equipment lease/rental. Insurance coverage for short term lease/rental of equipment will be the responsibility of the owner/Vendor. The WVDOT will, at its option, either replace or pay to the Vendor the fair market value of any of the said equipment or any part thereof, lost destroyed or stolen because of the negligence of or lack of ordinary care on the part of its employees.
- 9.5 **Liens:** The WVDOT shall not directly or indirectly create, incur, assume or suffer to exist any mortgage, pledge, lien, charge and encumbrance or claim on or with respect to the lease/rented equipment, except with respect to the respective rights of the Vendor and the WVDOT.
- 9.6 **Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 9.7 **Vendor Name Change:** It is the Vendor's responsibility to notify the WVDOT of name changes or acquisition by another company during the term of the contract. The WVDOT must be notified in writing of the change/acquisition and intention for the contract's ownership within 10 days of the change. **Failure to do so may result in payment delays.**
- 9.8 **Reports:** Vendor shall provide the Agency with quarterly reports, annual summaries, and/or monthly reports as requested by the Agency and/or the West Virginia Purchasing Division showing quantities, total dollar value of the Contract Items purchased, ordered, shipped & invoiced with dates in spreadsheet format as defined by the Agency. Failure to supply such reports may be grounds for cancellation of this Contract.

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- 9.9 **Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract Manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract Manager and his or her contact information below.

Contract Manager: Mike Sharpe
Telephone Number: 304-366-4690
Fax Number: 304-366-4698
Email Address: Mike @ Middletowntractor.com

Vendor shall inform the Agency in writing of any changes to the information provided above within 10 calendar days of such changes. Failure to comply may be grounds for cancellation of this contract.

SURFACE PREP, TREE AND LANDSCAPE

VENDOR NAME:

Boyers Equipment Company DBA Middletown Tractor Sales

<u>Categories</u>	<u>Equipment / Descriptions</u>	<u>Lease/Rental Rate - Pickup</u>			<u>Delivery/Mobilization Rate</u>	
		<u>Per Day</u>	<u>Per Week</u>	<u>Per Month</u>	<u>1st Mile</u>	<u>Addl Mile</u>
<u>HYDROSEEDERS</u>	Hydroseeder - 1,500-2,500 gal.: 1,500 - 2,500 gal. capacity / Truck mounted. <u>Description in Vendors Billing System:</u>					
<u>Mowers</u>	Boom Mower Brush Cutter Attachment: For use with skid steers / 3 in. cutting diameter / Minimum 72 in. cutting width <u>Description in Vendors Billing System:</u>					
	Boom Mower: 60 in. rotary mower deck / Universal attachment mount / MowerMax Stage V Boom Mower or equivalent <u>Description in Vendors Billing System:</u> John Deere 6000 series tractor with Boom Mower w/60" Rotary deck	\$787.50	\$2,275.00	\$7,850.00	\$95.00	\$6.50
<u>Pressure Washers</u>	Pressure Washer - 3500 PSI: Towable / Gas / High pressure hose and trigger gun included <u>Description in Vendors Billing System:</u>					
	Pressure Washer - 3000 PSI: Towable / Gas / High pressure hose and trigger gun included <u>Description in Vendors Billing System:</u>					
	Pressure Washer - 4000 PSI: Towable / Gas / High pressure hose and trigger gun included <u>Description in Vendors Billing System:</u>					
	Sandblaster: 150 lb. / 2 wheel mount / Pneumatic <u>Description in Vendors Billing System:</u>					

SURFACE PREP, TREE AND LANDSCAPE

VENDOR NAME:

Boyers Equipment Company DBA Middletown Tractor Sales

<u>Categories</u>	<u>Equipment / Descriptions</u>	<u>Lease/Rental Rate - Pickup</u>				<u>Delivery/Mobilization Rate</u>	
		<u>Per Day</u>	<u>Per Week</u>	<u>Per Month</u>	<u>1st Mile</u>	<u>Addl Mile</u>	
<u>Surface prep, Tree & Landscape Equipment Not Listed</u>	<u>Vendors Miscellaneous Equipment Description:</u>						
	<u>Description in Vendors Billing System:</u>						
	<u>Ventrac 4520N with HQ682 Rotary Cutter with Dual wheel kit.</u>	\$300.00	\$1,500.00	\$3,500	\$75.00	\$3.50	
	<u>Vendors Miscellaneous Equipment Description:</u>						
	<u>Description in Vendors Billing System:</u>						
	<u>Vendors Miscellaneous Equipment Description:</u>						
	<u>Description in Vendors Billing System:</u>						
	<u>Vendors Miscellaneous Equipment Description:</u>						

EQUIPMENT LEASE/RENTAL WITHOUT OPERATOR

ATT B - Information Form

VENDOR NAME:

Boyers Equipment Company DBA Middletown Tractor Sales

VENDOR INSTRUCTIONS: Vendor shall indicate below whether it will provide Contract Items Statewide, by District, or County by placing an "X" in the appropriate area(s) below. PRICING SHALL BE CONSIDERED THE SAME FOR ALL LOCATIONS.

Vendor shall identify source locations (physical 911 address) where Contract Items will be provided from upon contract award. Bids submitted without ATT A or ATT B will be disqualified. Please duplicate this page if listing additional source locations.

I. VENDORS COVERED SERVICE AREAS

☒ STATEWIDE					
District 1	District 2	District 3	District 4	District 5	
☐ Boone	☐ Cabell	☐ Calhoun	☐ Doddridge	☐ Berkeley	
☐ Clay	☐ Lincoln	☐ Jackson	☐ Harrison	☐ Grant	
☐ Kanawha	☐ Logan	☐ Pleasants	☐ Marion	☐ Hampshire	
☐ Mason	☐ Mingo	☐ Ritchie	☐ Monongalia	☐ Hardy	
☐ Putnam	☐ Wayne	☐ Roane	☐ Preston	☐ Jefferson	
		☐ Wirt	☐ Taylor	☐ Mineral	
		☐ Wood		☐ Morgan	

District 6	District 7	District 8	District 9	District 10
☐ Brooke	☐ Barbour	☐ Pendleton	☐ Fayette	☐ McDowell
☐ Hancock	☐ Braxton	☐ Pocahontas	☐ Greenbrier	☐ Mercer
☐ Marshall	☐ Gilmer	☐ Randolph	☐ Monroe	☐ Raleigh
☐ Ohio	☐ Lewis	☐ Tucker	☐ Nicholas	☐ Wyoming
☐ Tyler	☐ Upshur		☐ Summers	
☐ Wetzel	☐ Webster			

II. VENDORS BASE LOCATIONS

Vendors Base Location 1 2050 Boyers Drive Fairmont WV 26554
Vendors Base Location 2 3 Billingsley Drive Buckhannon WV 26101
Vendors Base Location 3

Vendors Base Location 4
Vendors Base Location 5
Vendors Base Location 6

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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.

BOYERS' EQUIPMENT COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	10/4/1974		10/4/1974	Domestic	Profit			

Organization Information			
Business Purpose	4442 - Retail Trade - Bldg Material and Garden Equip and Supp Dealers - Lawn and Garden Equipment and Supplies Stores Including Retain Nurseries		Capital Stock 50000.0000
Charter County	Marion	Control Number	0
Charter State	WV	Excess Acres	1
At Will Term	Member Managed		
At Will Term Years	Par Value		250.000000
Authorized Shares	200	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Designated Office Address	2050 BOYERS DRIVE FAIRMONT, WV, 26554
Notice of Process Address	J. ADAM BOYERS 2050 BOYERS DRIVE FAIRMONT, WV, 26554
Principal Office Address	2050 BOYERS DRIVE FAIRMONT, WV, 26554 USA
Principal Office Mailing Address	2050 BOYERS DRIVE FAIRMONT, WV, 26554 USA
Type	Address

Officers	
Type	Name/Address
Director	J. ADAM BOYERS 2050 BOYERS DRIVE FAIRMONT, WV, 26554
President	J. ADAM BOYERS 2050 BOYERS DRIVE FAIRMONT, WV, 26554
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
MIDDLETOWN ATV AND TRAILER SALES	TRADENAME	6/27/2007	
MIDDLETOWN ATV SALES	TRADENAME	1/8/2004	6/27/2007
MIDDLETOWN TRACTOR SALES	TRADENAME	3/4/2010	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
2/9/1990	AMENDMENT TO ARTICLES
Date	Amendment

Annual Reports**Filed For**

2026

2025

2024

2023

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Date filed

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

Monday, July 27, 2026 — 11:10 AM

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