



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: 10-07-2024

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 DOT2200000022 4	<b>Procurement Folder:</b>	843503
<b>Document Name:</b>	WHELEN LIGHTING PRODUCTS OR EQUAL (7021C018)	<b>Reason for Modification:</b>	Change Order No. 3 issued to renew contract.
<b>Document Description:</b>	WHELEN LIGHTING PRODUCTS OR EQUAL		
<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>	2021-10-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-10-14

VENDOR		DEPARTMENT CONTACT																					
<b>Vendor Customer Code:</b>	000000101271	<b>Requestor Name:</b>	Tammy L Clevenger																				
WHELEN ENGINEERING COMPANY INC 51 WINTHROP RD		<b>Requestor Phone:</b>	(304) 473-5375																				
CHESTER CT 06412 1036 US		<b>Requestor Email:</b>	tammy.l.clevenger@wv.gov																				
<b>Vendor Contact Phone:</b>	860-526-9504	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>																					
<b>Extension:</b>																							
<b>Discount Details:</b>																							
	<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>				Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
	Discount Allowed			Discount Percentage	Discount Days																		
#1	No	0.0000	0																				
#2	No																						
#3	No																						
#4	No																						

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS EQUIPMENT DIVISION RT 33 83 BRUSHY ROAD CROSSING, PO BOX 610 BUCKHANNON WV 26201 US	DIVISION OF HIGHWAYS EQUIPMENT DIVISION 83 BRUSHY FORK RD CROSSING BUCKHANNON WV 26201 US

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

JE 10/8/24

**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *JA 10.9.24*  
 ELECTRONIC SIGNATURE ON FILE

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John L. Gray*  
 ELECTRONIC SIGNATURE ON FILE

**ENCUMBRANCE CERTIFICATION**  
*Cody*  
 DATE: *10-10-24*  
 ELECTRONIC SIGNATURE ON FILE

*10/10/2024*

**Extended Description:**

CHANGE ORDER

CHANGE ORDER NO. 03 IS ISSUED TO RENEW THE ORIGINAL CONTRACT ACCORDING TO ALL TERMS, CONDITIONS, PRICES AND SPECIFICATIONS CONTAINED IN THE ORIGINAL CONTRACT INCLUDING ALL AUTHORIZED CHANGE ORDERS.

EFFECTIVE DATE OF RENEWAL: 10/15/2024 THROUGH 10/14/2025

RENEWAL YEARS REMAINING: 0

NO OTHER CHANGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	39111706			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Strobe or warning lights

**Extended Description:**

Strobe or warning lights

See attached Catalog Price List for Contract Pricing.

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



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1906 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

WV DOT/DOH  
BUCKHANNON, WV *hc*

2024 SEP 24 A 11:00

Alanna J. Keller, P.E.  
Deputy Secretary of Transportation  
Deputy Commissioner of Highways  
Craig Szymanski

09/18/2024

RECEIVED  
EQUIPMENT DIV  
Tammy Clewinger, P. E.  
Secretary of Transportation  
Commissioner of Highways

Whelen Engineering Company Inc.  
51 Winthrop Rd  
Chester, CT 06412

Subject Contract Renewal: CMA DOT2200000022 Change Order No. 3  
Procurement folder: 843503

Mr. Szymanski,

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 10/15/24 through 10/14/25 . 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

tammy.l.clevenger@wv.gov

Please contact the email listed above if you have any questions.  
Thank you,

*Tammy Clewenger*

Tammy Clewenger

WVDOH - Equipment Division

We agree to renew the contract for the period as state above under the same terms, conditions, prices, and specifications in the original purchase order and any change orders thereto.

*Craig Szymanski*  
Name Signature

September 24, 2024

Date

Director of Sales Administration

Title

PROCUREMENT USE ONLY		
<i>Dusty Smith</i>	TDIMGR1	9/24/2024
Signature/Title/Date		

E.E.O./AFFIRMATIVE ACTION EMPLOYER

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### Business Organization Detail

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### WHELEN ENGINEERING COMPANY, INC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	9/27/2021		9/27/2021	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>Charter County</b>	<b>Control Number</b>	9AZ3K
<b>Charter State</b>	CT	<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>	<b>Young Entrepreneur</b>	Not Specified

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Local Office Address</b>	C/O CORPORATION SERVICE COMPANY 209 WEST WASHINGTON ST CHARLESTON, WV, 25302
<b>Mailing Address</b>	51 WINTHROP RD CHESTER, CT, 064121036 USA
<b>Notice of Process Address</b>	CORPORATION SERVICE COMPANY CHARLESTON, WV, 25302 USA
<b>Principal Office Address</b>	51 WINTHROP ROAD CHESTER, CT, 06412 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Director</b>	GEOFFREY MARSH 51 WINTHROP RD CHESTER, CT, 064121036
<b>President</b>	GEOFFREY MARSH 51 WINTHROP RD CHESTER, CT, 064121036
<b>Treasurer</b>	ROBERT MITCHELL 51 WINTHROP RD CHESTER, CT, 064121036
<b>Type</b>	<b>Name/Address</b>

<b>Annual Reports</b>	
<b>Filed For</b>	<b>Date filed</b>
2024	
2023	
2022	

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

Tuesday, September 24, 2024 — 11:09 AM

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"whelen engineering Company Inc." 

### Federal Organizations

Enter Code or Name

069 - TRANSPORTATION, DEPARTMENT OF *Dept / Ind. Agency* x

Status

Active

**002 - THE LEGISLATIVE BRANCH**  
*Dept / Ind. Agency*

Inactive

**069 - TRANSPORTATION, DEPARTMENT OF**  
*Dept / Ind. Agency*

**9515 - ADMINISTRATIVE CONFERENCE OF THE U. S.**  
*Subtier*

**8615 - ADMINISTRATIVE LAW JUDGES**  
*Subtier*

**1027 - ADMINISTRATIVE OFFICE OF THE U.S. COURTS**  
*Subtier*

**1617 - ADMINISTRATIVE REVIEW BOARD**  
*Subtier*

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>10/8/24</u>  Solicitation No. <u>CMA DOT22*22</u> <span style="margin-left: 100px;"><u>CO#3</u></span>	Agency: WVDOT/Division of Highways  Procurement Officer Submitting Requisition: <span style="margin-left: 20px;"><u>Dusty Smith</u></span>  Requisition No. CMA 0803 DOT2200000022 (7021C018)  PF No.: 843503
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

**FOR ALL SOLICITATION TYPES:**

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	<i>Specifications and Pricing Page included</i>	<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>	<b>Insurance requirements</b>				
	Commercial General Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<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: 