



Department of Administration  
 Purchasing Division  
 2019 Washington Street East  
 Post Office Box 50130  
 Charleston, WV 25305-0130

State of West Virginia  
**Master Agreement**

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

Order Date: 12-05-2024

<b>Order Number:</b>	CMA 0803 0070 DOT2200000049 4	<b>Procurement Folder:</b>	901701
<b>Document Name:</b>	CHANGE ORDER #3	<b>Reason for Modification:</b>	
<b>Document Description:</b>	20,000 GVWR Tandem Axle Tilt Deck Equipment Trailer 7021EC14	Change Order # 3	
<b>Procurement Type:</b>	Central Master Agreement	To Renew Contract	
<b>Buyer Name:</b>			
<b>Telephone:</b>			
<b>Email:</b>			
<b>Shipping Method:</b>	Best Way	<b>Effective Start Date:</b>	2022-01-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2025-12-31

VENDOR		DEPARTMENT CONTACT			
<b>Vendor Customer Code:</b>	VC0000035365	<b>Requestor Name:</b>	Denise L Brown		
BROWNSTONE ENTERPRISE LLC 75 BROWNSTONE DR		<b>Requestor Phone:</b>	(304) 473-5328		
VIENNA WV 26105		<b>Requestor Email:</b>	dee.l.brown@wv.gov		
US		<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>			
<b>Vendor Contact Phone:</b>	304-893-2343			<b>Extension:</b>	
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
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

*CR 12-11-24*

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
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*JE 12/11/24*

<b>PURCHASING DIVISION AUTHORIZATION</b>
DATE: <i>JA 12-11-24</i>
ELECTRONIC SIGNATURE ON FILE

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
DATE: <i>John L. Gray</i>
ELECTRONIC SIGNATURE ON FILE

*12/12/2024*

<b>ENCUMBRANCE CERTIFICATION</b>
DATE: <i>12-12-24</i>
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

CHANGE ORDER #3

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: 01/01/2025 THROUGH 12/31/2025

RENEWAL REMAINING: 0

ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT:

NO OTHER CHANGE

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	25181702			EA	21200.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** 20,000 GVWR Tandem Axle Tilt Deck Equipment Trailer

**Extended Description:**

20,000 GVWR Tandem Axle Tilt Deck Equipment Trailer



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION  
**Division of Highways**

1900 Kanawha Boulevard East • Building Five • Room 110  
Charleston, West Virginia 25305-0430 • (304) 558-3505

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

11/21/2024

Jimmy Wriston, P. E.  
Secretary of Transportation  
Commissioner of Highways

Brownstone Enterprise LLC  
75 Brownstone Dr.  
Vienna, WV 26105

Subject Contract Renewal: CMA DOT2200000049 7021EC14  
Procurement folder: 901701

Mr. Nathan Brown

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 1/1/25 through 12/31/25 . 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

pamela.j.hall@wv.gov

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

*Pamela J. Hall*

Pamela J. Hall

WVDOH/Equipment Division Fleet Management

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.

\_\_\_\_\_  
Name/Signature

11/25/24  
\_\_\_\_\_  
Date

OWNER  
\_\_\_\_\_  
Title

PROCUREMENT USE ONLY  
  
\_\_\_\_\_  
Signature/Title/Date  
12/31/24

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

### BROWNSTONE ENTERPRISE LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC   Limited Liability Company	1/6/2014		1/6/2014	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	4412 - Retail Trade - Motor Vehicle and Parts Dealers - Other Motor Vehicle Dealers (recreational, motorcycle, boat, ATV, other)		<b>Capital Stock</b>
<b>Charter County</b>	Wood		<b>Control Number</b>
<b>Charter State</b>	WV		<b>Excess Acres</b>
<b>At Will Term</b>	A		<b>Member Managed</b> <span style="float: right;">MBR</span>
<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>Designated Office Address</b>	734 BROWNSTONE DR VIENNA, WV, 26105
<b>Mailing Address</b>	734 BROWNSTONE DR VIENNA, WV, 26105 USA
<b>Notice of Process Address</b>	LARRY BROWN 1130 46TH STREET VIENNA, WV, 26105
<b>Principal Office Address</b>	75 BROWNSTONE DR VIENNA, WV, 26105 USA
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>Member</b>	NATHAN BROWN 734 BROWNSTONE DR VIENNA, WV, 26105
<b>Member</b>	CYNTHIA ELAINE BROWN 734 BROWNSTONE DRIVE VIENNA, WV, 26105
<b>Organizer</b>	NATHAN BROWN 734 BROWNSTONE DR VIENNA, WV, 26105
<b>Type</b>	<b>Name/Address</b>

<b>DBA</b>			
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>
BROWNSTONE FURNITURE	TRADENAME	1/6/2014	
BROWNSTONE RENTALS	TRADENAME	9/26/2019	
MOUNTAINEER RV & TRAILER SALES	TRADENAME	6/6/2018	
MOUNTAINEER TRAILER SALES	TRADENAME	1/6/2014	
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Terminatic</b>

<b>Annual Reports</b>
<b>Filed For</b>
2024
2023
2022
2021
2020
2019
2018
2017
2016
2015
<b>Date filed</b>

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

Wednesday, December 11, 2024 — 8:07 AM

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- All Words 
- Exact Phrase 

**Brownstone Enterprise** ×

Entity ^

#### Entity Name

No results found

#### Unique Entity ID

#### CAGE / NCAGE

Location v

Status ^

- Active
- Inactive

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>12/11/24</u>	Agency: WVDOT/DOH
Solicitation No. <u>CMA DOT 22*49</u> <u>CO#3</u>	Procurement Officer Submitting Requisition: Dusty Smith
	Requisition No. CMA DOT220000049
	PF No.: 901701

This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
<b>10</b>	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<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: 