



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: 12-11-2024

Order Number: CMA 0803 0958 DOT2300000021 3	Procurement Folder: 1106015
Document Name: 09-23-B046 TREATED PINE BRIDGE LUMBER OR EQUAL	Reason for Modification: Change Order 02 To Renew Contract
Document Description: 09-23-B046 TREATED PINE BRIDGE LUMBER OR EQUAL	
Procurement Type: Central Master Agreement	
Buyer Name:	
Telephone:	
Email:	
Shipping Method: Best Way	Effective Start Date: 2022-11-01
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2025-10-31

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: VS0000039436 BOXWOOD SALES LLC 212 WHITES MILL RD ABINGDON VA 24210 US Vendor Contact Phone: 2762850195 Extension:	Requestor Name: Michelle R Clendenin Requestor Phone: (304) 647-7826 Requestor Email: renee.m.clendenin@wv.gov
Discount Details:	<h1 style="font-size: 48px; margin: 0;">2025</h1> <p style="font-weight: bold; margin: 5px 0;">FILE LOCATION _____</p>
Discount Allowed Discount Percentage Discount Days	
#1 No 0.0000 0	
#2 No	
#3 No	
#4 No	

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS DISTRICT NINE 146 STONEHOUSE RD LEWISBURG WV 24970 US	DIVISION OF HIGHWAYS DISTRICT NINE 146 STONEHOUSE RD LEWISBURG WV 24901 US

CR 12-13-24

Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION
DATE: <i>GJA 12-13-24</i>
ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
DATE: <i>12-18-24</i>
ELECTRONIC SIGNATURE ON FILE

12/17/2024

Extended Description:

Change Order

Change Order No. 2 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 11/01/2024 through 10/31/2025

Renewal Years Remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	30103603			EA	15.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: 2" x 4" x 14' TREATED PINE BRIDGE LUMBER

Extended Description:

2" x 4" x 14' TREATED PINE BRIDGE LUMBER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	30103603			EA	16.800000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: 2" X 4" 16' TREATED PINE BRIDGE LUMBER

Extended Description:

2" X 4" 16' TREATED PINE BRIDGE LUMBER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	30103603			EA	24.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: 2" x 4" x 18' TREATED PINE BRIDGE LUMBER

Extended Description:

2" x 4" x 18' TREATED PINE BRIDGE LUMBER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	30103603			EA	24.000000
	Service From	Service To			Service Contract Amount
					0.00

Commodity Line Description: 2" X 4" X 20' TREATED PINE BRIDGE LUMBER

Extended Description:

2" X 4" X 20' TREATED PINE BRIDGE LUMBER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	30103603			EA	25.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 2" X 6" X 16' TREATED PINE BRIDGE LUMBER

Extended Description:
2" X 6" X 16' TREATED PINE BRIDGE LUMBER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	30103603			EA	30.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 2" X 6" X 18' TREATED PINE BRIDGE LUMBER

Extended Description:
2" X 6" X 18' TREATED PINE BRIDGE LUMBER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	30103603			EA	30.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 2" X 6" X 20'
TREATED PINE BRIDGE LUMBER

Extended Description:
2" X 6" X 20'
TREATED PINE BRIDGE LUMBER

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	30103603			EA	65.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3" X 8" X 12' TREATED PINE BRIDGE LUMBER

Extended Description:
3" X 8" X 12' TREATED PINE BRIDGE LUMBER



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

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

Gregory L. Bailey, P.E.
Interim
State Highway Engineer

10/11/2024

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

Leslie Brewer
212 Whites Mill Rd
Abingdon, Va 24210


Subject Contract Renewal: CMA DOT2300000021 Treated Pine Bridge Lumbe
Procurement folder: 1106015

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.

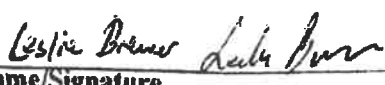
The renewal dates are 11/1/24 through 10/31/25 . If your company agrees to this renewal, please sign below and return as soon as possible. You may return all renewal documents via email to

april.d.hiser@wv.gov

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


Renee Clendenin 
WV DOH District 9 Comptroller

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

10/15/24
Date

owner
Title

PROCUREMENT USE ONLY

Signature/Title/Date



*Approved
JA 12.13.24*

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**

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

12/11/2024

MEMORANDUM

TO: John Estep, Senior Buyer

FROM: Dusty Smith, TDIMGR1

SUBJECT: CMA DOT23*21 Change Order 2

The Agency understands that the renewal is past the expiration date. Due to change in staffing this renewal was just sent to Procurement. Please accept this backdate letter as justification to move this Change Order Forward in the process. Thank you for your time.

You are viewing this page over a secure connection. [Click here for more information.](#)

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.

BOXWOOD SALES, LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	10/25/2022		10/25/2022	Foreign	Profit			

Organization Information			
Business Purpose	3219 - Manufacturing - Wood Product Manufacturing - Other Wood Product Manufacturing (millwork, wood window & door, cut stock, resawing lumber, planing, flooring, wood containers & pallets, prefabricated wood buildings, manufactured & mobile homes)		
Charter County	Capital Stock		
Charter State	VA	Control Number	
At Will Term	A	Excess Acres	
At Will Term Years		Member Managed	MBR
		Par Value	

Authorized Shares	Young Entrepreneur	No

Addresses	
Type	Address
Designated Office Address	212 WHITES MILL ROAD ABINGDON, VA, 24210
Mailing Address	212 WHITES MILL ROAD ABINGDON, VA, 24210 USA
Notice of Process Address	BOXWOOD SALES LLC 212 WHITES MILL ROAD ABINGDON, VA, 24210
Principal Office Address	212 WHITES MILL ROAD ABINGDON, VA, 24210 USA
Type	Address

Officers	
Type	Name/Address
Member	LESLIE BREWER 212 WHITES MILL ROAD ABINGDON, VA, 24210
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
Date filed	

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

Friday, December 13, 2024 — 8:12 AM

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Search

All Words

e.g. 1606N020Q02



Please Sign In: You must sign in to your SAM.gov account to search Entities, Responsibility/Qualification and the Disaster Response Registry.

Sign In

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

Go Back

Filter By



Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

Any Words

All Words

Exact Phrase

e.g. 123456789, Smith Corp
Boxwood Sales LLC

Entity



Entity Name

No results found

Unique Entity ID

e.g. HTXRB31HKC04

CAGE / NCAGE

Location



Status



Active

Inactive

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>12/13/24</u>	Agency: WVDOT/DOH
Solicitation No. <u>CMA DOT 23#21</u> <u>CO# 2</u>	Procurement Officer Submitting Requisition: Dusty Smith
	Requisition No. CMA DOT2300000021
	PF No.: 1106015

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 www.state.wv.us/admin/purchase/TCP.pdf	<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
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

FOR CHANGE ORDERS/RENEWALS:

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

**The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

For Purchasing Division Use Only:

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: _____

