



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: 12-16-2024

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 0403 0029 DBS2300000003 3	Procurement Folder:	1078471
Document Name:	Student Transportation WVSDB	Reason for Modification:	Change Order #2 issued to renew contract
Document Description:	Student Transportation WVSDB		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-08-20
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2025-08-19

VENDOR		DEPARTMENT CONTACT																					
Vendor Customer Code:	VC0000086089	Requestor Name:	Tabitha J Crist																				
PIONEER TRAILS INC 7572 SR 241		Requestor Phone:	(304) 822-4810																				
MILLERSBURG OH 44654 US		Requestor Email:	tabitha.crist@k12.wv.us																				
Vendor Contact Phone:	XXX-XXX-XXXX Extension:	<div style="font-size: 48px; font-weight: bold;">2025</div> <div style="font-weight: bold;">FILE LOCATION _____</div>																					
Discount Details:																							
	<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
ACCOUNTS PAYABLE SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757-1894 US	WVDE TECHNICAL ASSISTANCE CENTER ACCESSIBILITY & TRANSITION SCHOOL FOR THE DEAF & BLIND 301 EAST MAIN ST ROMNEY WV 26757 US

CR 12-18-24

Total Order Amount:	Open End
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Purchasing Division's File Copy

<i>JA 12-18-24</i> PURCHASING DIVISION AUTHORIZATION DATE: <i>Mindy Cox - 12/18/2024</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: <i>John S. Gray</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cody Res</i> DATE: <i>1-15-25</i> ELECTRONIC SIGNATURE ON FILE
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1/14/2025

Extended Description:

Change Order

Change Order No. 02 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 August 20, 2024 through August 19, 2025

Renewal Years Remaining: 1
No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	78111803			EA	3110.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Chartered bus services

Extended Description:

Route One

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	78111803			EA	2765.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Chartered bus services

Extended Description:

Route two



Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

July 10, 2024

Wendyl Swartzentruber
7572 SR 241
Millersburg, OH 44654

Subject: CMA 0403 DBS 2300000003 Contract Renewal – Change Order No. 2
Student Transportation at WVSDB

The West Virginia School for the Deaf and Blind is offering to renew the subject contract under the same terms, conditions, pricing and specifications as contained in the original contract and all approved change orders. The renewal dates are August 20, 2024 through August 19, 2025. If you agree to this renewal, please sign below and return to my attention as soon as possible.

Remaining renewals: 1 (one)

Please call if you have any questions.

Very truly yours,

Tabitha J. Crist
CFO
West Virginia School for the Deaf and Blind

**Vendor signature required below*

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

Pioneer Trails
Vendor Name / Signature

7-24-24
Date

Owner
Title

WV Schools for the Deaf and the Blind
2024-2025 - SCHOOL YEAR CALENDAR – 200 Days

7 - Professional Meeting
8 - Curriculum Development & Faculty Senate (2 hr.)
9 - Prep for First Day
12 - First day for students
16, 23, 30 - Homegoings
11, 18, 25 - Students Return

AUGUST '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 - Labor Day - No School
27 - Professional Learning Day

13, 20, 26 - Homegoings
2, 15, 22, 29 - Students Return

5 - Homecoming
11 - Faculty Senate (2 hr.)
14 - Columbus Day- No School
25 - Professional Learning Day
4, 11, 24 - Homegoings
6, 14, 27 - Students Return

OCTOBER '24						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

3 - Daylight Savings Ends
5 - Election Day
11 - Veterans Day Observed
22 - Professional Meeting Day
28 - Thanksgiving Day
25-29 - Break- No School
26 - OSE Day - NO SCHOOL

1, 8, 21 - Homegoings
3, 11 - Students Return

19 - Faculty Senate (2 hr.)
20 - 31 - Break - No School
25 - Christmas Day
23 - OSE Day - NO SCHOOL

DECEMBER '24						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY '25						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

1 - New Year's Day
1-3 - Break - No School
20 - Martin Luther King, Jr Day
31 - Professional Learning Day

10, 17, 31 - Homegoings
5, 12, 20 - Students Return

14 - Faculty Senate (2 hr.)
17 - President's Day- No School
28 - Professional Learning Day

FEBRUARY '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH '25						
S	M	T	W	Th	F	S
30	31					1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

9 - Daylight Saving Time begins
14-18 - No School
28 - Professional Meeting Day

7, 13, 27 - Homegoings
2, 9, 18, 30 - Students Return

ECC

18 - Faculty Senate (2 hr.)
18 - Professional Meeting Day
21-25 Spring Break
24, 25 - OSE Day

APRIL '25						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

17 - Prom
30 - Graduation
26 - Memorial Day Holiday

2, 9, 22 - Homegoing
4, 12, 26 - Students Return

ECC

6 - Last Day for Students
6 - Faculty Senate (2 hr.)
9 - Last Day for Teachers
10, 11 - OSE Day
6 - Homegoing

JUNE '25						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Continuing Ed/Professional Learning (PL)
Prep. For Opening/Closing Schools
Non-Traditional Instructional Day - Student Travel
Faculty Senate - Half Day
Holiday
Out-of Calendar Days - No School
Election Day - No School
OSE Day- No School (possible makeup days)

Feb. 20, 2024 Approved by Bd



*approved
JA 12-18-24*

Est. 1870

301 EAST MAIN STREET • ROMNEY, WEST VIRGINIA 26757

From: Tabitha Crist, West Virginia Schools for the Deaf and the Blind

Date: December 10, 2024

Subject: Backdate Justification CMA DBS 2 003

West Virginia Schools for the Deaf and the Blind received the signed renewal letter from the vendor in July. However, when we started the compliance verifications, it was noted that the vendor was out of compliance with the Secretary of State. We informed them that we could not renew the contract until they were in compliance. The vendor got back into compliance at the end of September. However, due to the workload and employees out on medical leave, we were not able to complete everything until now.

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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.

PIONEER TRAILS, INC.

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C Corporation	3/24/2017		3/24/2017	Foreign	Profit				

Organization Information		
Business Purpose	4855 - Transportation and Warehousing - Transit and Ground Passenger Transportation - Charter Bus Industry	Capital Stock
Charter County	Wood	Control Number
Charter State	OH	Excess Acres
At Will Term		Member Managed
At Will Term Years		Par Value
Authorized Shares		Young Entrepreneur Not Specified

Addresses

Type	Address
Local Office Address	4401 CAMDEN AVE PARKERSBURG PARKERSBURG, WV, 26101
Mailing Address	7572 STATE ROUTE 241 MILLERSBURG, OH, 44654 USA
Notice of Process Address	WENDYL SWARTZENTRUBER 7572 STATE ROUTE 241 MILLERSBURG, OH, 44654
Principal Office Address	7572 STATE ROUTE 241 MILLERSBURG, OH, 44654 USA
Type	Address

Officers

Type	Name/Address
President	DAVID SWARTZENTRUBER 6539 TR 605 MILLERSBURG, OH, 44654
Type	Name/Address

DBA

DBA Name	Description	Effective Date	Termination Date
PIONEER TRAILS	TRADENAME	3/24/2017	
DBA Name	Description	Effective Date	Termination Date

Annual Reports

Filed For
2024
2023
2022
2021
2020
2019



Important Reqs and Certs Update Show Details
Jul 18, 2024



See All Alerts

Entity Validation Show Details
Nov 20, 2024



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All Words e.g. 1606N020Q02

Select Domain +
Entity Information

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By —

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search

Search Editor

- Any Words (i)
- All Words (i)
- Exact Phrase (i)

e.g. 123456789, Smith Corp

"pioneer trails" ×

Classification ▼

Excluded Individual ▼

Excluded Entity ▼

Federal Organizations ▼

Exclusion Type ▼

Exclusion Program ▼

Location ▼

Dates ▼

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Feedback

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u><i>J. Masfuz</i></u> Date: <u><i>12-18-24</i></u> Solicitation No. <u><i>CMA DBS 23 003</i></u> <u><i>cl #2</i></u>	Agency: WVSDDB Procurement Officer Submitting Requisition: Tabitha J Crist Requisition No. CMA DBS 23 003 PF No.: 1078471
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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	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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 type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input 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: _____

