



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: 07-18-2023

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 0216 0216 FLT2100000001 5	<b>Procurement Folder:</b>	601563
<b>Document Name:</b>	Secure Vehicle Reservation & Integrated Key Control System	<b>Reason for Modification:</b>	Change Order 4 To Renew Contract
<b>Document Description:</b>	Secure Vehicle Reservation & Integrated Key Control System		
<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>	2020-09-01
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2024-08-31

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	00000226980	<b>Requestor Name:</b>	Kenneth H Yoakum
AGILE FLEET INC		<b>Requestor Phone:</b>	(304) 558-2106
14101 WILLARD RD STE A		<b>Requestor Email:</b>	kenny.h.yoakum@wv.gov
CHANTILLY	VA		
US	20151		
<b>Vendor Contact Phone:</b>	999-999-9999	<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		

**24**  
 FILE LOCATION

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US	DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US

Purchasing Division's File Copy

<b>Total Order Amount:</b>	Open End
----------------------------	----------

**ENTERED**

*km 8/16/23*  
**PURCHASING DIVISION AUTHORIZATION**  
 DATE: *Tarah*  
 ELECTRONIC SIGNATURE ON FILE  
*AUG 15 2023*

**ATTORNEY GENERAL APPROVAL AS TO FORM**  
 DATE: *John S. Gray*  
 ELECTRONIC SIGNATURE ON FILE  
*8/15/2023*

**ENCUMBRANCE CERTIFICATION**  
*Beverly Tolan*  
 DATE: *8-16-23*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order

Change Order No. 04 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 September 1, 2023 through August 31, 2024

Renewal years remaining 0

No other changes

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	81111506			EA	0.000000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
				0.00	

**Commodity Line Description:** Secure Vehicle Reservation & integrated Key Control

**Extended Description:**

Secure Vehicle Reservation & integrated Key Control

See attached pricing pages.



Mark D. Scott  
CABINET SECRETARY

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
FLEET MANAGEMENT DIVISION  
2310 KANAWHA BLVD E  
P.O. BOX 50121  
CHARLESTON, WEST VIRGINIA 25311

Kenny H. Yoakum  
DIRECTOR

May 16, 2023

Agile Fleet, Inc.  
14101 Willard Road; Suite A  
Chantilly, VA 20151

RE: Contract CMA 0216 0216 FLT2100000001

The State of West Virginia Fleet Management Division is offering to renew the subject contract under the same terms, conditions, and pricing. The renewal dates are from 9-1-2023 to 8-31-2024.

If your company agrees to this renewal, please sign below, and return to my attention as soon as possible.

Please contact me at 304-352-6079 if you have any questions.

Sincerely,

Lori Harper  
Procurement Officer  
Fleet Management Division for the State of West Virginia

For Agile Representative:

Signature of Agile Representative

5/18/2023

Date

Edwin E. Smith, President  
Print Name of Agile Representative



STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
OFFICE OF TECHNOLOGY  
State Capitol  
Charleston, West Virginia 25305

Mark D. Scott  
Cabinet Secretary

Heather D. Abbott  
Chief Information Officer

**TO: Lori Harper, Fleet Assistant  
Fleet Management Office**

**FROM: Heather D. Abbott, Chief Information Officer  
Office of Technology**

**SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT  
CMA FLT21\*01 IS&C NUMBER: 2024-8019**

**DATE: August 8, 2023**

West Virginia Code §5A-6-4(a)(3) permits the Chief Technology Officer to “evaluate the economic justification, system design and suitability of information equipment and related services, and review and make recommendations on the purchase, lease or acquisition of information equipment and contracts for related services by the state spending units.”

West Virginia Code §5A-6-4c requires that the Chief Technology Officer review and approve “a major information technology project.”

West Virginia Code §5A-6-5 requires that “any state spending unit that pursues an information technology purchase that does not meet the definition of a ‘major technology project’ and that is required to submit a request for proposal to the State Purchasing Division prior to purchasing goods or services shall obtain the approval of the Chief Technology Officer, in writing, of any proposed purchase of goods or services related to its information technology and telecommunication systems.

After conducting a review of your request for contract renewal for Agile, the Office of Technology has determined:

That your request is approved.

That your request is not subject to the review and approval provisions contained in Chapter 5A, Article 6 of the Code, therefore, it does not need approval by the Office of Technology.

This memorandum constitutes this office’s official review and a copy should be attached to your purchase order and any other correspondence related to this request.

If you have questions, or need additional information, please contact Consulting Services at [Consulting.Services@wv.gov](mailto:Consulting.Services@wv.gov).