



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: 10-23-2023

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 0803 0070 DOT2200000076 3	Procurement Folder:	1007029
Document Name:	Ventrac 4520Y w/optional Attachemnts 7022EC08	Reason for Modification:	Change Order No. 2 - to memorialize change in the vendor information to the headquarters account in wvOASIS.
Document Description:	Ventrac 4520Y Tractor w/attachments		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-06-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-10-12

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000161566			Requestor Name:	Denise L Brown
FREY TREE SPECIALIST & LANDSCA PO BOX 18173				Requestor Phone:	(304) 473-5328
MORGANTOWN WV 26508				Requestor Email:	dee.l.brown@wv.gov
US				<div style="font-size: 48pt; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	3047772194	Extension:			
Discount Details:					
	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

10-24-26 805

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

ENTERED

JTE 10/24/23

PURCHASING DIVISION AUTHORIZATION
 DATE: *Tawny 10/24/2023*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
Beverly J. Allen
 DATE: *10-25-23*
 ELECTRONIC SIGNATURE ON FILE

10/25/2023

Extended Description:

Change Order No. 2 - Administrative change order issued to memorialize the change in vendor information from the non-headquarter vendor OASIS number (000000161566) to the headquarter vendor OASIS number (000000161567) due to system limitations that require that this contract be given a new number moving forward but the original contract, including all terms, conditions, prices, specifications, and change orders contained therein remain in full force and effect.,

Effective date of change: 10/12/2023

New procurement folder and contract number: 1314891 - CMA DOT2400000010

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	21101701			EA	34524.700000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Ventrac 4520Y Tractor or equal

Extended Description:

Ventrac 4520Y Tractor or equal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	21101701			EA	5302.620000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Ventrac MS720 70 inch finish mower or equal

Extended Description:

Ventrac MS720 70 inch finish mower or equal

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	21101701			EA	4878.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Ventrac HQ680 or Equal 65 inch tough cut deck

Extended Description:

Ventrac HQ680 or Equal 65 inch tough cut deck

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	21101701			EA	3501.000000
	Service From	Service To		Service Contract Amount	
					0.00

Commodity Line Description: Ventrac KV552 or equal 55 inch V-plow

Extended Description:

Ventrac KV552 or equal 55 inch V-plow

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	21101708			EA	2092.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Sun Canopy w/2x3 fan

Extended Description:
Sun Canopy w/2x3 fan



Lyle, Tara L <tara.l.lyle@wv.gov>

Re: CMA DOT23*38

1 message

James, Kristy E <kristy.e.james@wv.gov>

Thu, Oct 19, 2023 at 5:07 PM

To: "Lyle, Tara L" <tara.l.lyle@wv.gov>

Cc: "Smith, Dusty J" <dusty.j.smith@wv.gov>, John W Estep <john.w.estep@wv.gov>, Amber J Heath <amber.j.heath@wv.gov>

The subject line for the contract number is not correct, we were asking about CDO DOT23*38, the CMA is 22*76. I started the change order for you to change the vendor number to the correct headquarters account. The vendor is calling because payment is being held up. Could you approve this CMA change order and we will take care of getting the CDO cancelled. We are planning to reissue as ADP since the total is only \$38,000.00.

Please let me know if you have any questions.

Thanks

Please let
Kristy James
WV DOT
Procurement Officer
304/414-7104

Procurement Requests should be directed to: DOTProcurement@wv.gov

On Thu, Oct 12, 2023 at 3:19 PM Lyle, Tara L <tara.l.lyle@wv.gov> wrote:

Yes, we will need to do a CO to cancel and reissue under a new procurement folder number. Shouldn't need anything from you, this email will be fine. I've got boilerplate language to use so I'll do it. I'll work on it tomorrow and probably Monday.

Thanks,
Tara

On Thu, Oct 12, 2023 at 1:10 PM Smith, Dusty J <dusty.j.smith@wv.gov> wrote:

We are unsure what needs to be done however we can't pay an invoice. The vendor is Frey Tree Specialist & Landsca but the Vcust 000000161566 is not the headquarters account and has a hold payment saying to use the headquarters account. We need to get the CMA changed to 000000161567 the headquarters account. Does this mean we need to cancel and reissue. And what do you need from us?

If you have any questions please let me know,

Thank you,
Mrs. Dusty Smith
Assistant Procurement Officer
PH 304.414.6859

1900 Kanawha Blvd E
Building 5 RM A-317
Charleston, WV 25305

Fax 304.558.0047

Any new Procurement information that has NOT been submitted to DOTPROCUREMENT@WV.GOV is NOT in tracking. If it is not in tracking we are unable to process it.