



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: 01-29-2026

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 0803 0070 DOT2400000032 4	<b>Procurement Folder:</b>	1314531
<b>Document Name:</b>	FORD MOTOR PARTS, AND COMPONENTS	<b>Reason for Modification:</b>	Change Order No. 03  To Renew contract and Increase Contract, to attach modified catalog and to correct error
<b>Document Description:</b>	FORD MOTOR PARTS, AND COMPONENTS		
<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>	2024-02-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2027-02-14

VENDOR		DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b>	VC0000057321	<b>Requestor Name:</b>	Tammy L Clevenger
MATHENY MOTOR TRUCK CO		<b>Requestor Phone:</b>	(304) 473-5375
308 3RD ST		<b>Requestor Email:</b>	tammy.l.clevenger@wv.gov
ST MARYS	WV 26170		
US			
<b>Vendor Contact Phone:</b>	304-684-9625	<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		

**2026**  
 FILE LOCATION \_\_\_\_\_

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

*1/30/26 GC*

<b>Total Order Amount:</b>	Open End
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Purchasing Division's File Copy

*JE 1/29/26*

<b>PURCHASING DIVISION AUTHORIZATION</b>
<b>DATE:</b> <i>JA 1-30-26</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b>
<b>DATE:</b> <i>2/2/2026</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

<b>ENCUMBRANCE CERTIFICATION</b>
<b>DATE:</b> <i>2-3-26</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

**Extended Description:**

**Change Order**

Change Order No. 03 is issued to correct an error with the renewal years remaining, attach the modified catalog and to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders, except that the contract unit prices is increased as defined in the attached documentation.

Effective date of renewal: 02/15/2026 through 02/14/2027

Renewal years remaining: 1

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	24101500			EA	0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
				0.00	

**Commodity Line Description:** FORD OEM PARTS AND COMPONENTS OR EQUAL

**Extended Description:**

OEM FORD TRUCK PARTS, COMPONENTS AND ENGINES OR EQUAL

See attached Catalog Price List for Contract Pricing. Eligible Items from the Vendors Catalog will be provided at the Discount Rate of 0.00% off the Manufacturers List Price.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	24101500				0.000000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
				0.00	

**Commodity Line Description:** FORD OEM PARTS AND COMPONENTS OR EQUAL - WVDOH Inventory Use

**Extended Description:**

WVDOH Inventory Catalog Ordering Line - ONLY (per the attached spreadsheet)



**WEST VIRGINIA**  
**DEPARTMENT OF TRANSPORTATION**  
1900 Kanawha Boulevard East • Building Five • Room 109  
Charleston, West Virginia 25305-0440 • (304) 558-0444

**Michael J. DeMers**  
Deputy Secretary of Transportation

WV DOT/DOH  
BUCKHANNON, WV

2026 JAN 23 3 23 PM '26

RECEIVED  
EQUIPMENT DIV.  
Stephen W. Rumbaugh, P. E.  
Secretary of Transportation  
Commissioner of Highways

January 8, 2026

**Jason Lee**  
Matheny Motor Truck Co.  
308 Third St.  
St. Mary's, WV 26170

**Subject:** Contract Renewal: CMA DOT2400000032 Ford Motor parts  
Procurement folder: 1314531


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 02/15/2026 through 02/14/2027. 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: [tammy.l.clevenger@wv.gov](mailto:tammy.l.clevenger@wv.gov)

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

**Tammy L. Clevenger**  
Tammy L. Clevenger  
WVDOH – Equipment Division

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

  
\_\_\_\_\_  
Name/Signature  
Parts Manager  
\_\_\_\_\_  
Title

1-23-2026  
\_\_\_\_\_  
Date:

PROCUREMENT USE ONLY		
<i>Amber Heath</i>	Asst Dir	1/23/2026
Signature/Title/Date		



# Matheny Motor Truck Company Established 1922

Corporate Headquarters

3rd and Ann Street | PO Box 1304

Parkersburg, WV 26102

Ph: 304-485-4418

mathenymotors.com

WV DOT/DOH  
BUCKHANNON, WV

2026 JAN 23 P 12:50

RECEIVED  
EQUIPMENT DIV.

01/23/2026

Tammy Clevenger  
WVDOH-Equipment Division  
2019 Washington St E  
Charleston, WV 25305-0130

Subject: Contract Renewal: CMA DOT2400000032 – Ford Motor OEM Parts  
Procurement folder: 1314531

Tammy,

Matheny Ford Company would like to renew the Ford Motor OEM Parts contract from 02/15/2026 through 02/14/2027 but will need to modify the parts catalog to include all Ford OEM Parts due to new vehicles purchased by the WV Department of Highways, supersession of part numbers, and new parts added to the catalog.

**Our contact email for all parts inquiry going forward is [Fordparts@mathenymotors.com](mailto:Fordparts@mathenymotors.com).**

I have attached the renewal and modified catalog.

Please contact me via email if you have any questions.

Jason W. Lee  
Parts Manager  
Matheny Motor Truck Co.  
308 Third St.  
St. Mary's WV 26170  
Business: 304-684-9625 Ext.1226  
JLee@mathenymotors.com





**WEST VIRGINIA  
DEPARTMENT OF TRANSPORTATION**

*1900 Kanawha Boulevard East • Building Five • Room 109  
Charleston, West Virginia 25305-0440 • (304) 558-0444*

**Michael J. DeMers  
Deputy Secretary of Transportation**

**Stephen T. Rumbaugh, P.E.  
Secretary of Transportation  
Commissioner of Highways**

**January 28, 2026**

**MEMORANDUM**

**TO:** John Estep, Buyer  
**FROM:** Jeromie Lanham, TPRSP2  
**SUBJECT:** Change Order No. 03 CMA DOT24\*32 – PF 1314531

Please find this memorandum as justification for the renewal years remaining on Change Order No. 03 of CMA DOT2400000032.

The number of remaining renewal years on Change Order No. 03 should be recorded as one (1). This correction is necessary because Change Order No. 02 erroneously listed one (1) remaining renewal year instead of two (2). This error occurred because Change Order No. 01 was an administrative change rather than a renewal.

Thank you,

Jeromie Lanham

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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.*

### MATHENY MOTOR TRUCK COMPANY

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	1/7/1939		1/7/1939	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)		<b>Capital Stock</b> 5000.0000
<b>Charter County</b>	Wood	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	1.000000
<b>Authorized Shares</b>	5000	<b>Young Entrepreneur</b>	Not Specified

Addresses

Type	Address
<b>Designated Office Address</b>	3RD & ANN ST PARKERSBURG, WV, 26101
<b>Notice of Process Address</b>	TIMOTHY L MATHENY PO BOX 1304 315 ANN STREET PARKERSBURG, WV, 26101
<b>Principal Office Address</b>	3RD & ANN STREET PARKERSBURG, WV, 26101 USA
<b>Principal Office Mailing Address</b>	PO BOX 1304 PARKERSBURG, WV, 26102-1304 USA
Type	Address

<b>Officers</b>	
Type	Name/Address
<b>Incorporator</b>	L. G. MATHENY 1717 TWENTIETH ST. PARKERSBURG, WV, 26101
<b>Incorporator</b>	HESSIE MATHENY 1717 TWENTIETH ST. PARKERSBURG, WV, 26101
<b>President</b>	TIMOTHY L. MATHENY THIRD & ANN STREETS PARKERSBURG, WV, 26101
<b>Secretary</b>	MONICA C. MATHENY 3RD & ANN ST. PARKERSBURG, WV, 26101
<b>Treasurer</b>	TIMOTHY L. MATHENY 3RD & ANN ST. PARKERSBURG, WV, 26101
<b>Vice-President</b>	MONICA C. MATHENY 315 ANN ST. PARKERSBURG, WV, 26101
Type	Name/Address

<b>DBA</b>			
DBA Name	Description	Effective Date	Terminatio.
HINO TRUCKS OF WILLIAMSTOWN	TRADENAME	9/17/2010	

MATHENY FIRE & EMERGENCY	TRADENAME	7/18/2014	
MATHENY HEAVY DUTY TRUCK PARTS	TRADENAME	11/6/1987	5/14/2007
MATHENY SUZUKI	TRADENAME	10/14/2005	11/15/2012
MATHENY VOLKSWAGEN OF PARKERSBURG	TRADENAME	5/22/2024	
MATHENY WHITE GMC VOLVO TRUCKS	TRADENAME	11/6/1987	5/14/2007
<b>DBA Name</b>	<b>Description</b>	<b>Effective Date</b>	<b>Termination Date</b>

Date	Amendment
<b>1/18/2007</b>	RESTATED ARTICLES OF INCORPORATION FILED.
<b>1/11/2007</b>	AMENDMENT FILED THAT EFFECTIVE JANUARY 2, 2007, PRESIDENT IS TIMOTHY L. MATHENY AND MICHAEL J. MATHENY WILL BE CEO.
<b>1/4/1996</b>	AMENDMENT FILED CHANGING PAR VALUE OF SHARES FROM 100.00 TO 5000 SHARES AT 1.00 PAR VALUE
Date	Amendment

<b>Annual Reports</b>	
Filed For	
2025	
2024	
2023	
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<b>Date filed</b>

[File Your Current Year Annual Report Online Here](#)

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

Thursday, January 29, 2026 — 10:02 AM

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Vendor/Customer

Address

Address Type	Street 1	City	State/Province	Zip/Postal Code	Principal Contact
Ordering	PO BOX 493	ST MARYS	WV	26170	Tom Casey
Payment	PO BOX 493	ST MARYS	WV	26170	
Ordering	308 3RD ST	ST MARYS	WV	26170	Thomas E Casey
Payment	308 THIRD STREET	ST MARYS	WV	26170	Melinda Wise
Payment	50 Matheny Lane	Mineral Wells	WV	26150	

First Prev Next Last

Save Undo Delete Insert Copy Paste

Vendor/Customer : VC0000057321

MATHENY MOTOR TRUCK CO

Address Type : Ordering

Division/Department :

Additional Address Info. :

Prevent New Spending :

Default Currency : USD - US Dollar

Active From : 06/14/2017

Active To :

Default Record :

Mail Returned :

Active Address : Yes

Address Information

Address ID : AD000001

Country Phone Code : 1

Street 1 : PO BOX 493

Phone : 304-485-4418

Street 2 :

Phone Extension :

City : ST MARYS

County :

State/Province : WV

County Name :

Zip/Postal Code : 26170

Country : US

DUNS :

Extended DUNS :

Unique Entity Identifier :

CAGE Code :

Prenote/EFT

Remittance Advice

Contact Information

Contact Address Information

Geographic Designation

Change Management

Top

Modify Existing Record Add New Address

Master Address

Master Contacts

Languages

Vendor Transaction History

Search All Words ▼ e.g. 1606N020Q02

Filter By

Entity Information ^ < **All Entity Information** Entities Disaster Response Registry Responsibility / Q >

### 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.

Matheny Motor Truck Co x

Entity ▼

Location ▼

Status ^

- Active
- Inactive

Reset

## 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**

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. Estep</u> Date: <u>1/29/26</u>	Agency: WVDOT/Division of Highways
Solicitation No. <u>CMA DOT 24*32</u>	Procurement Officer Submitting Requisition: <i>Amber Heath</i>
	Requisition No. CMA 0803 DOT240000032
	PF No.: 1314531

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
10	Insurance requirements				
	Commercial General Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input checked="" 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: \_\_\_\_\_

