



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: 05-21-2026

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 1058 DOT2400000028 2	<b>Procurement Folder:</b>	1342978
<b>Document Name:</b>	10-24-C440 Steel Bridge Deck Clips	<b>Reason for Modification:</b>	Change Order 01 To Renew Contract
<b>Document Description:</b>	10-24-C440 Steel Bridge Deck Clips		
<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>	2024-01-15
<b>Free on Board:</b>	FOB Dest, Freight Prepaid	<b>Effective End Date:</b>	2026-01-14

VENDOR				DEPARTMENT CONTACT	
<b>Vendor Customer Code:</b> VS0000044635				<b>Requestor Name:</b>	Debrina K Woods
PHOENIX METAL PRODUCTS INC				<b>Requestor Phone:</b>	(304) 487-4281
100 BENNINGTON AVE				<b>Requestor Email:</b>	debrina.k.woods@wv.gov
FREEPORT		NY	11520	<div style="font-size: 48pt; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US					
<b>Vendor Contact Phone:</b>	5165464200	<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				

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS	DIVISION OF HIGHWAYS
DISTRICT TEN	DISTRICT TEN
270 HARDWOOD LN	270 HARDWOOD LN
PRINCETON WV 24740	PRINCETON WV 24740
US	US

*CR 5-26-26*

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

*JE 5/22/26*

<b>PURCHASING DIVISION AUTHORIZATION</b>
<b>DATE:</b> <i>JA 5-22-26</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

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

<b>ENCUMBRANCE CERTIFICATION</b>
<b>DATE:</b> <i>Betsy Reed</i>
<b>ELECTRONIC SIGNATURE ON FILE</b>

*5/26/2026*

**Extended Description:**

Change Order 01

Change Order No. 01 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 01/15/2025 through 01/14/2026.

Renewal Years Remaining: 2

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Stainless steel deck clip for 3/8" flange

**Extended Description:**

Stainless steel deck clip for 3/8" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Stainless steel deck clip for 7/16" flange

**Extended Description:**

Stainless steel deck clip for 7/16" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Stainless steel deck clip for 1/2" flange

**Extended Description:**

Stainless steel deck clip for 1/2" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Stainless steel deck clip for 9/16" flange

**Extended Description:**

Stainless steel deck clip for 9/16" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Stainless steel deck clip for 5/8" flange

**Extended Description:**  
Stainless steel deck clip for 5/8" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Stainless steel deck clip for 11/16" flange

**Extended Description:**  
Stainless steel deck clip for 11/16" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Stainless steel deck clip for 3/4" flange

**Extended Description:**  
Stainless steel deck clip for 3/4" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Stainless steel deck clip for 13/16" flange

**Extended Description:**  
Stainless steel deck clip for 13/16" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Stainless steel deck clip for 7/8" flange

**Extended Description:**  
Stainless steel deck clip for 7/8" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>		<b>Service Contract Amount</b>	
					0.00

**Commodity Line Description:** Stainless steel deck clip for 15/16" flange

**Extended Description:**  
Stainless steel deck clip for 15/16" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Stainless steel deck clip for 1" flange

**Extended Description:**

Stainless steel deck clip for 1" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Stainless steel deck clip for 1 1/8" flange

**Extended Description:**

Stainless steel deck clip for 1 1/8" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Stainless steel deck clip for 1 3/16" flange

**Extended Description:**

Stainless steel deck clip for 1 3/16" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Stainless steel deck clip for 1 3/8" flange

**Extended Description:**

Stainless steel deck clip for 1 3/8" flange

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	11101704			EA	3.360000
	<b>Service From</b>	<b>Service To</b>			<b>Service Contract Amount</b>
					0.00

**Commodity Line Description:** Stainless steel deck clip for 1 1/2" flange

**Extended Description:**

Stainless steel deck clip for 1 1/2" flange



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  
Phoenix Metal Products Inc  
100 Bennington Ave  
Freeport NY 11520  
1-516-546-4200

09/24/2024

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

Subject Contract Renewal: CMA DOT 24\*28 10-24-C440  
Procurement folder: 1342978

To Whom it May Concern:

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 1/15/25 through 1/14/26 . 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

debrina.k.woods@wv.gov

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

Debrina Woods  
TDADM1 District 10

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.

ANDREW WOLF  
Name/Signature  
PRESIDENT  
Title

9/26/2024  
Date

PROCUREMENT USE ONLY  
Signature/Title/Date  
Cynthia Cherry 10/26/24 1513-26



**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  
Deputy Commissioner of Highways

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

**DATE:** May 13, 2026

**TO:** John Estep, Senior Buyer

**FROM:** Hannah Hughes, Procurement Trainee  
WV DOT Procurement

**SUBJECT:** CMA DOT2400000028 Steel Bridge Deck Clips, PF: 1342978

The Agency acknowledges that the renewal is past the expiration date. The two-party agreement was sent to the Procurement Division by email from District 10 on October 17, 2024. The Procurement team had been without a trainee, who typically manages the email and tracker, for several months. As a result, they have had to incorporate those responsibilities into their existing roles, even though they fall outside their usual scope and available time. The contract was inadvertently overlooked by the Procurement Division.

Please accept this letter of backdate as a justification to proceed with this change order. Thank you for your attention to this matter.

If you have any questions, please email me at [Hannah.N.Hughes@wv.gov](mailto:Hannah.N.Hughes@wv.gov) or call at 304-414-7124.

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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.*

### PHOENIX METAL PRODUCTS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	1/8/2024		1/5/2024	Foreign	Profit			

Organization Information		
<b>Business Purpose</b>	3329 - Manufacturing - Fabricated Metal Product Manufacturing - Other Fabricated Metal Product Manufacturing (valves, ball & roller bearings, small arms ammunition, pipe & pipe fittings)	
<b>Charter County</b>	<b>Capital Stock</b>	
<b>Charter State</b>	NY	<b>Control Number</b>
<b>At Will Term</b>	<b>Excess Acres</b>	
<b>At Will Term Years</b>	<b>Member Managed</b>	
<b>Authorized Shares</b>	<b>Par Value</b>	
	<b>Young Entrepreneur</b>	No

<b>Addresses</b>	
<b>Type</b>	<b>Address</b>
<b>Designated Office Address</b>	100 BENNINGTON AVE FREEPORT, NY, 11520
<b>Principal Office Address</b>	100 BENNINGTON AVE FREEPORT, NY, 11520 USA
<b>Principal Office Mailing Address</b>	100 BENNINGTON AVE FREEPORT, NY, 11520
<b>Type</b>	<b>Address</b>

<b>Officers</b>	
<b>Type</b>	<b>Name/Address</b>
<b>President</b>	ANDREW WOLF 100 BENNINGTON AVE FREEPORT, NY, 11520
<b>Type</b>	<b>Name/Address</b>

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

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

Friday, May 22, 2026 — 9:23 AM

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# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>5/20/26</u>  Solicitation No. <u>CMA DOT 24*28</u> <span style="margin-left: 100px;"><u>CO# 1</u></span>	Agency: WVDOT/DOH  Procurement Officer Submitting Requisition: Amber Heath  Requisition No. CMA DOT240000028  PF No.: 1342978
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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 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
<b>10</b>	Insurance requirements				
	<i>Commercial General Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Automobile Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Workers' Compensation/Employer's Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Cyber Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Builder's Risk/Installation Floater</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Professional Liability</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<i>Other (specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>11</b>	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>12</b>	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

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

