



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: 05-26-2026

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 DOT2500000035 2	Procurement Folder:	1698114
Document Name:	ASPEN AERIAL OEM PARTS AND COMPONENTS	Reason for Modification:	Change Order No. 1 To Renew Contract
Document Description:	ASPEN AERIAL OEM PARTS AND COMPONENTS		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-06-16
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-06-15

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000184619			Requestor Name:	Tammy L Clevenger
ASPEN AERIALS INC 4303 WEST 1ST ST				Requestor Phone:	(304) 471-0143
DULUTH MN 55807 US				Requestor Email:	tammy.l.clevenger@wv.gov
Vendor Contact Phone:	612-414-9841	Extension:		<div style="font-size: 48px; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
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

CR 5-28-26

Purchasing Division's File Copy

Total Order Amount:	Open End
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JE 5/27/26

PURCHASING DIVISION AUTHORIZATION
DATE: <i>JA 5-27-26</i>
ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
DATE: <i>5-29-26</i>
ELECTRONIC SIGNATURE ON FILE

5/28/2026

Extended Description:

Change Order No. 01

Change Order No. 1 is issued to renew the original contract according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.

Effective Date of Renewal: 06/16/2026 through 06/15/2027

Renewal years remaining: 2 years

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
1	56111905			EA	0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Aspen Aerial OEM Parts

Extended Description:

ASPEN AERIAL PARTS AND COMPONENTS:

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	56111905				0.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Aspen Aerial OEM Parts - WVDOH Inventory Use Only

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

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

BUCKHANNON, WV
2026 MAY 20 P 12:48
RECEIVED
EQUIPMENT DIV

May 5, 2026

Greg DeBilzan
Aspen Aerials Inc.
4303 West 1st Street
Duluth, MN 55807

Subject: Contract Renewal: CMA DOT250000035 Aspen Aerial OEM parts
Procurement folder: 1698114

Greg,
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 06/16/2026 through 06/15/2027. 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: tamm.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.

Greg DeBilzan / *[Signature]*
Name/Signature
Director of Sales
Title

Date: 5-20-26

PROCUREMENT USE ONLY

DocuSigned by:
Amber Heath Asst Dir 5/26/2026
Signature Title Date

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Business Organization Detail

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ASPEN AERIALS, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
EC Exempt Corporation	3/28/2012		3/28/2012	Foreign	Profit			

Organization Information								
Business Purpose			Capital Stock					
Charter County			Control Number			99U3F		
Charter State		MN	Excess Acres					
At Will Term			Member Managed					
At Will Term Years			Par Value					X Close
Authorized Shares			1	17	L	11		
			Entr					

Addresses

Type	Address
Notice of Process Address	CT CORPORATION SYSTEM 5098 WASHINGTON STREET WEST SUITE 407 CHARLESTON, WV, 25313
Principal Office Address	4303 WEST 1ST STREET DULUTH, MN, 55807 USA
Type	Address

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

Thursday, May 21, 2026 — 10:50 AM

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"Aspen Aerials, Inc." 

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COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>5/27/26</u>	Agency: WVDOT/DOH
Solicitation No. <u>CMA DOT25*35</u> <u>CO#1</u>	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CMA DOT2500000035
	PF No.: 1698114

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 www.state.wv.us/admin/purchase/TCP.pdf	<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input 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: _____

