



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: 01-10-2024

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 DOT2300000027 2	Procurement Folder:	1108822
Document Name:	19,500 Cab/Chassis Diesel/w/Body/Spreader Plow 2 door 4 door	Reason for Modification:	Change Order No. 1 - To Renew and Increase Contract
Document Description:	19,500 Cab/Chassis Diesel/w/Body/Spreader Plow 2 door 4 door		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2022-11-21
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2024-11-20

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	VC0000057321	Requestor Name:	Denise L Brown
MATHENY MOTOR TRUCK CO		Requestor Phone:	(304) 473-5328
308 3RD ST		Requestor Email:	dee.l.brown@wv.gov
ST MARYS	WV 26170	<div style="font-size: 48px; font-weight: bold;">24</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
US			
Vendor Contact Phone:	304-684-9625 Extension:		
Discount Details:			

INVOICE TO	SHIP TO
DIVISION OF HIGHWAYS	DIVISION OF HIGHWAYS
EQUIPMENT DIVISION RT 33	EQUIPMENT DIVISION
83 BRUSHY ROAD CROSSING, PO BOX 610	83 BRUSHY FORK RD CROSSING
BUCKHANNON WV 26201	BUCKHANNON WV 26201
US	US

1-17-24 6c

Total Order Amount: Open End

Purchasing Division's File Copy.

JE 1/16/24

PURCHASING DIVISION AUTHORIZATION
 DATE: *Touahle 1/16/24*
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
 DATE: *Sam Gray 1-23-24*
 ELECTRONIC SIGNATURE ON FILE

1/23/2023

Extended Description:

Change Order

Change Order No. 01 is issued 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 is increased as defined in the attached documentation.

Effective date of renewal 11/21/23 through 11/20/24

Renewal Years Remaining 2

Complete Unit Cab/Chassis Diesel 2 door - increasing unit price to \$124,500.00 from \$122,143.00.

Complete Unit Cab/Chassis Diesel 4 door - increasing unit price to \$129,154.00 from \$126,708.00.

Front snow plow unit price remains at \$6,164.00

3.0 cu yd V-box spreader - increasing unit price to \$15,238.00 from \$14,314.00.

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	25101601			EA	122143.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

Commodity Line Description: Complete Unit Cab/Chassis Diesel 2 Door

Extended Description:

Line discontinued - See commodity line 5 for increased pricing.

Complete Unit Cab/Chassis 2 door diesel w/aluminum dump body/spreader/plow

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	25101601			EA	126708.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

Commodity Line Description: Complete Unit Cab/Chassis Diesel 4 door

Extended Description:

Line discontinued - See commodity line 6 for increased pricing.

Complete Unit Cab/Chassis Diesel 4 door 4 wheel drive w/aluminum dump body/spreader/plow

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	22101538			EA	6164.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Front snow plow

Extended Description:

Front Snow Plow

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	22101610			EA	14314.000000
	Service From	Service To		Service Contract Amount	
			Commodity Ln Discontinued	0.00	

Commodity Line Description: 3.0 cu yd V-box spreader

Extended Description:

Line discontinued - See commodity line 7 for increased pricing.

3.0 cu.yd. v-box spreader

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	25101601			EA	124500.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Complete Unit Cab/Chassis Diesel 2 Door

Extended Description:

CO1 - increase;

Complete Unit Cab/Chassis 2 door diesel w/aluminum dump body/spreader/plow

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	25101601			EA	129154.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: Complete Unit Cab/Chassis Diesel 4 door

Extended Description:

CO1 - increase

Complete Unit Cab/Chassis Diesel 4 door 4 wheel drive w/aluminum dump body/spreader/plow

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	22101610			EA	15238.000000
	Service From	Service To		Service Contract Amount	
				0.00	

Commodity Line Description: 3.0 cu yd V-box spreader

Extended Description:

Change Order No. 1 - increase

3.0 cu.yd. v-box spreader



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

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

01/04/24


Matheny Motor Truck Co
308 3rd St
St Marys, WV 26170
mmathenyv@mathenymotors.com

Subject: Contract Renewal: CMA DOT23*27 Change Order 1
Procurement Folder : 1108822


The Department of Transportation of West Virginia is offering 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.

The renewal dates are 11/21/23 through 11/20/24. 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 dusty.j.smith@wv.gov

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

Thank you,

Dusty Smith
Procurement Officer

We agree to renew the contract for the period as stated above under the terms, conditions and specifications contained in the original contract and all authorized changed orders, except the contract unit price is increased.




Name/ Signature
CEO

01/04/2024

Date

Title

Procurement Use Only	
	TDIMGR1 1/5/24
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

November 7, 2023

Mrs. Pam J Hall
West Virginia Department of Highways
Division of Highways
State of West Virginia
P O Box 610
Buckhannon WV 26201

Subject: Contract Renewals for CMA DOT 2300000027

Dear Mrs. Hall:

I apologize for my late response on the contract renewals. Our chassis and body suppliers were late getting back to me. Ford had problems due to their ongoing contract negotiations with their union and Henderson Products had problems getting their suppliers of stainless steel to confirm a pricing.

Line 1 - For the Ford F550 2 DR Diesel Dump Truck. The original bid price was \$122,143.00. Our Renewal Price is \$124,500.00 which is a 1.93% increase. Attached are the Ford specifications showing the price increase from a 2023 to a 2024 model year chassis for inflation and raw material costs. Matheny Motors is absorbing the price increase on the dump body and related installation costs.

Line 2 - For the Ford F550 4 DR Diesel Dump Truck. The original bid price was \$126,708.00. Our Renewal Price is \$129,154.00 which is a 1.93% increase. Attached are the Ford specifications showing the price increase from a 2023 to a 2024 model year & a letter from Ford for increases for inflation and raw material costs. Matheny Motors is absorbing the price increase on the dump body and related installation costs.

Line 3 - There is no price increase on Front Snow Plow. The original bid price of \$6,164.00 is also our Renewal Price.

Line 4 - There is a price increase on the 3.0 cu. yd. V-Box Spreader for. The original bid price was \$14,314.00. The renewal price will be \$15,238.00. This represents a 6.4% price increase. I have attached documentation showing the reason for the increase is the increase in the cost of the stainless steel used to make the body.

The contract Renewal date would be November 15, 2023.

Sincerely,

Mike Matheny CEO





**Nathan Oscarson
Government Sales**

**16800 Executive Plaza Dr
Dearborn, MI 48126**

Dear State of West Virginia:

Super Duty Pickups and Chassis Cabs have a long-established reputation for power, capability, durability, and advanced technology. It's a cornerstone to why Ford has been America's truck leader year after year. For 2024 Model Year (MY), Super Duty builds on the success of this next generation truck with new features to help get the job done and serve the citizens of your municipality.

To avoid uncertainty about the quantity of trucks we will be able to supply, we will be continuing our successful Super Duty Allocation Program. Under this program, we will reserve production slots for our best Super Duty state and local government partners, while providing an order up to maximum limit so that all customers will be able to order at least one. This program will provide transparency, certainty and allow you to better plan for your future fleet needs.

New for 2024 MY, we be providing a separate allocation for Super Duty Chassis Cab and Pickup Truck.

Based on your prior Super Duty purchase history, your anticipated allocation for 24MY will be:

**25 Chassis Cabs
61 Pickup Trucks**

While every effort will be made to supply your projected allocation, please remember that orders in the dealer's order banks are no guarantee of future production. In addition, inflation and significant rises in raw material costs are impacting new vehicle pricing. However, once a purchase order is submitted to your Ford dealership, we will honor the current price level throughout the entire model year, regardless of when the Super Duty is produced or delivered.

Please contact your dealership representative for complete details. Thank you again for your loyalty and support of the Ford brand.

Sincerely,

Nathan Oscarson

National Government Sales Manager



November 6, 2023

TO: David Beitzel, Owner
ACE Truck Equipment
1130 Newark Road
Zanesville, OH 43701

RE: WV DOH FSM Spreader Price Escalation

Dear Mr. Beitzel,

Thank you for the opportunity to provide updated pricing for WVDOH FSM Spreaders.

Over the past few months there have been continued pressures on material, sourced components, labor, and freight costs. Due to these market conditions, Henderson Products needs to request a price increase on the 3.0 cu. yd. V-Box FSM spreaders for WV DOH. The table below reflects the increases in costs from the original pricing of these units.

Pricing below shows a sample of various commodity component types used in the construction of W. VA FSM Spreaders

Item	2022 - 2024 % Increase	Note:
Freight (ea)	39%	Freight from Manchest, IA to Zanesville, OH
Stainless Steel (\$/lb.)	2%	Primary spreader steel
Auger Hydraulic Motor	16%	
Auger	27%	
Auger Gearcase	21%	
86323.304 Pins (ea)	39%	

Please let me know if you have any questions or would like to schedule a time to discuss in more detail.

Regards,

Rob Phillips | *Regional Sales Manager*
Henderson Products, Inc.
PH: (315) 715-1876

HENDERSON PRODUCTS, INC.

1085 S. Third Street, Manchester, IA 52057 • P: (800) 359-4970 • F: (563) 927-2521 • www.hendersonproducts.com

Prepared for: , WVDOH

2023 — 4 Door DIESEL Dump Body

2023 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)
Price Level: 315



Client Proposal

Prepared by:
Jacob Wade
Office: 304-488-1188
Quote ID: 23DOHCREW
Date: 11/09/2022



Matheny Ford | 308 3rd Street, Saint Marys, West Virginia, 26170
Office: 304-684-9625 | Fax: 301-684-9021

Prepared for:

WVDOH

Prepared by: Jacob Wade

11/09/2022



Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2023 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 315 | Quote ID: 23DOHCREW

As Configured Vehicle

Code	Description	MSRP	Invoice	Dealer
Base Vehicle				
W5H	Base Vehicle Price (W5H)	\$56,690.00	\$53,856.00	\$51,872.00
Packages				
660A	Order Code 660A <i>Includes:</i> - Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road. - Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage, driver's side manual lumbar and 2-way adjustable driver/passenger headrests. - Radio: AM/FM Stereo w/MP3 Player Includes 6 speakers. - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and steering wheel audio controls.	N/C	N/C	N/C
Powertrain				
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20 <i>Includes Operator Commanded Regeneration (OCR), Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push-button engine-exhaust braking.</i> <i>Includes:</i> - Dual 68 AH/65 AGM Battery	\$9,995.00	\$9,096.00	\$8,896.00
44G	Transmission: TorqShift 10-Speed Automatic <i>10R140 with neutral idle and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i>	Included	Included	Included
X4L	Limited Slip w/4.30 Axle Ratio	\$395.00	\$360.00	\$352.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package <i>Includes upgraded frame, rear-axle and low deflection/high capacity rear springs. Increases max RGAWR to 14,706. Note: See Order Guide Supplemental Reference for further details on GVWR.</i>	\$1,155.00	\$1,051.00	\$1,028.00
Wheels & Tires				
TGK	Tires: 225/70Rx19.5G BSW Traction (TGK) <i>Includes 4 traction tires on the rear and 2 traction tires on the front. Not recommended for over the road applications; could incur irregular front tire wear and/or NVH.</i>	\$215.00	\$195.00	\$191.00
64Z	Wheels: 19.5" x 6" Argent Painted Steel	Included	Included	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

WVDOH

Prepared by: Jacob Wade

11/09/2022



Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2023 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 315 | Quote ID: 23DOHCREW

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
512	<p><i>Hub covers/center ornaments not included.</i></p> <p>Spare Tire, Wheel & Jack</p> <p>Required in Rhode Island.</p> <p><i>Excludes carrier.</i></p> <p><i>Includes:</i></p> <p>- 6-Ton Hydraulic Jack</p>	\$350.00	\$319.00	\$312.00

Seats & Seat Trim

A	<p>HD Vinyl 40/20/40 Split Bench Seat</p> <p><i>Includes center armrest, cupholder, storage, driver's side manual lumbar and 2-way adjustable driver/passenger headrests.</i></p>	Included	Included	Included
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Other Options

PAINT	Monotone Paint Application	STD	STD	STD
179WB	179" Wheelbase	STD	STD	STD
STDRD	<p>Radio: AM/FM Stereo w/MP3 Player</p> <p><i>Includes 6 speakers.</i></p> <p><i>Includes:</i></p> <p>- SYNC 4</p> <p><i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and steering wheel audio controls.</i></p>	Included	Included	Included
473	<p>Snow Plow Prep Package</p> <p><i>Includes pre-selected springs (see order guide supplemental reference for springs/FGAWR of specific vehicle configurations). Note 1: Restrictions apply; see supplemental reference or body builders layout book for details. Note 2: Also allows for the attachment of a winch. Note 3: Highly recommended to add (86M) dual battery on 7.3L gas engines. Adding (67B) 397 amp alternators for diesel engine is highly recommended for max output.</i></p> <p><i>Includes:</i></p> <p>- 350 Amp Dual Alternators (190 amp and 160 amp).</p>	\$250.00	\$228.00	\$223.00
535	<p>High Capacity Trailer Tow Package</p> <p><i>Includes trailer brake wiring kit and upgraded rear axle. Increases GCW from 32,500 lbs. to 40,000 lbs. Note: Salesperson's Portfolio or Trailer-Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. See Supplemental Reference for vehicle height consideration.</i></p>	\$580.00	\$528.00	\$516.00
41H	Engine Block Heater	\$100.00	\$91.00	\$89.00
61J	6-Ton Hydraulic Jack	Included	Included	Included
86M	Dual 68 AH/85 AGM Battery	Included	Included	Included
67A	<p>350 Amp Dual Alternators</p> <p><i>(190 amp and 160 amp).</i></p>	Included	Included	Included
18B	Platform Running Boards	\$445.00	\$405.00	\$396.00

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Prepared for:

WVDOH

Prepared by: Jacob Wade

11/09/2022



Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2023 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 315 | Quote ID: 23DOHCREW

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
872	Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i>	\$415.00	\$377.00	\$369.00
43C	120V/400W Outlet <i>Includes 1 in-dash mounted outlet.</i> <i>Includes:</i> <i>- Dual 68 AH/65 AGM Battery</i>	\$175.00	\$160.00	\$156.00
76C	Exterior Backup Alarm (Pre-Installed)	\$150.00	\$137.00	\$134.00
Fleet Options				
FLADCR	Fleet Advertising Credit	\$0.00	-\$865.00	-\$865.00
WARANT	Fleet Customer Powertrain Limited Warranty <i>Requires valid FIN code.</i> <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	N/C	N/C	N/C
BY_02	School Bus Yellow <i>Requires Valid FIN Code.</i>	\$660.00	\$600.00	\$587.00
Emissions				
425	50-State Emissions System	STD	STD	STD
Interior Color				
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C	N/C	N/C
SUBTOTAL		\$71,575.00	\$66,538.00	\$64,256.00
Destination Charge		\$1,795.00	\$1,795.00	\$1,795.00
TOTAL		\$73,370.00	\$68,333.00	\$66,051.00

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2024 4 Door DIESEL Dump Body

2024 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 420



Client Proposal

Prepared by:

Jacob Wade

Office: 304-488-1188

Date: 11/06/2023



Matheny Ford | 308 3rd Street, Saint Marys, West Virginia, 26170

Office: 304-684-9625 | Fax: 301-684-9021



Prepared by: Jacob Wade
11/06/2023

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2024 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 420

As Configured Vehicle

Code	Description	MSRP	Invoice	Dealer
Base Vehicle				
W5H	Base Vehicle Price (W5H)	\$59,690.00	\$56,706.00	\$55,512.00
Packages				
660A	Order Code 660A <i>Includes:</i> - Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road. - Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar. - Radio: AM/FM Stereo w/MP3 Player Includes 6 speakers. - SYNC 4 Communications & Entertainment System Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller.	N/C	N/C	N/C
Powertrain				
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20 <i>Includes Operator Commanded Regeneration (OCR), Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push-button engine-exhaust braking.</i> <i>Includes:</i> - Dual 68 AH/65 AGM Battery	\$9,995.00	\$9,096.00	\$8,896.00
44G	Transmission: TorqShift 10-Speed Automatic <i>10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road.</i>	Included	Included	Included
X4L	Limited Slip w/4.30 Axle Ratio	\$395.00	\$360.00	\$352.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package <i>Includes upgraded frame, rear-axle and low deflection/high capacity rear springs. Increases max RGAWR to 14,706 lbs. Note: See Order Guide Supplemental Reference for further details on GVWR.</i>	\$1,155.00	\$1,051.00	\$1,028.00
Wheels & Tires				
TGK	Tires: 225/70Rx19.5G BSW Traction (TGK) <i>Includes 4 traction tires on the rear and 2 traction tires on the front. Not recommended for over the road applications; could incur regular front tire wear and/or NVH.</i>	\$215.00	\$195.00	\$191.00
64Z	Wheels: 19.5" x 6" Argent Painted Steel	Included	Included	Included

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11/06/2023

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2024 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 420

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
	<i>Hub covers/center ornaments not included.</i>			
512	Spare Tire & Wheel	\$350.00	\$319.00	\$312.00
	Required in Rhode Island.			
	<i>Excludes carrier.</i>			
	<i>Includes:</i>			
	- 6-Ton Hydraulic Jack			

Seats & Seat Trim

A	HD Vinyl 40/20/40 Split Bench Seat	Included	Included	Included
	<i>Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.</i>			

Other Options

PAINT	Monotone Paint Application	STD	STD	STD
179WB	179" Wheelbase	STD	STD	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player	Included	Included	Included
	<i>Includes 6 speakers.</i>			
	<i>Includes:</i>			
	- SYNC 4 Communications & Entertainment System			
	<i>Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller.</i>			
473	Snow Plow Prep Package	\$250.00	\$228.00	\$223.00
	<i>Includes pre-selected springs (see order guide supplemental reference for springs/FGAWR of specific vehicle configurations). Note 1: Restrictions apply; see supplemental reference or body builders layout book for details. Note 2: Also allows for the attachment of a winch. Note 3: Highly recommended to add (86M) dual battery on 7.3L gas engine. Adding (67B) 410 amp dual alternators for diesel engine is highly recommended for max power output.</i>			
	<i>Includes:</i>			
	- 350 Amp Dual Alternators			
	<i>Includes 190 Amp + 160 Amp.</i>			
535	High Capacity Trailer Tow Package	\$580.00	\$528.00	\$516.00
	<i>Includes trailer brake wiring kit. Increases GCW from 32,500 lbs. to 40,000 lbs. Note: Salesperson's Portfolio or Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. See Supplemental Reference for vehicle height consideration.</i>			
41H	Engine Block Heater	\$100.00	\$91.00	\$89.00
61J	6-Ton Hydraulic Jack	Included	Included	Included
86M	Dual 68 AH/65 AGM Battery	Included	Included	Included
67A	350 Amp Dual Alternators	Included	Included	Included
	<i>Includes 190 Amp + 160 Amp.</i>			
18B	Platform Running Boards	\$445.00	\$405.00	\$396.00

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11/06/2023

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2024 F-550 Chassis 4x4 SD Crew Cab 179" WB DRW XL (W5H)

Price Level: 420

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
872	Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i>	\$415.00	\$377.00	\$369.00
76C	Exterior Backup Alarm (Pre-Installed)	\$175.00	\$160.00	\$156.00

Fleet Options

WARANT	Fleet Customer Powertrain Limited Warranty <i>Requires valid FIN code.</i> <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	N/C	N/C	N/C
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BY_02	School Bus Yellow <i>Requires Valid FIN Code.</i>	\$660.00	\$600.00	\$587.00
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Emissions

425	50-State Emissions System	STD	STD	STD
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Interior Color

AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C	N/C	N/C
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SUBTOTAL		\$74,425.00	\$70,116.00	\$68,627.00
Destination Charge		\$1,995.00	\$1,995.00	\$1,995.00
TOTAL		\$76,420.00	\$72,111.00	\$70,622.00

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Prepared for: , WVDOH

2023 — 2 Door DIESEL Dump Body #28

2023 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)
Price Level: 315



Client Proposal

Prepared by:
Jacob Wade
Office: 304-488-1188
Quote ID: 23MYWVDOH
Date: 11/09/2022



Matheny Ford | 308 3rd Street, Saint Marys, West Virginia, 26170
Office: 304-684-9625 | Fax: 301-684-9021

Prepared for:

WVDOH

Prepared by: Jacob Wade

11/09/2022

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2023 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 315 | Quote ID: 23MYWVDOH



As Configured Vehicle

Code	Description	MSRP	Invoice	Dealer
Base Vehicle				
F5H	Base Vehicle Price (F5H)	\$52,750.00	\$50,113.00	\$48,267.00
Packages				
680A	Order Code 680A <i>Includes:</i> - Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road. - Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included. - HD Vinyl 40/20/40 Split Bench Seat includes center armrest, cupholder, storage, driver's side manual lumbar and 2-way adjustable driver/passenger headrests. - Radio: AM/FM Stereo w/MP3 Player includes 4 speakers. - SYNC 4 Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and steering wheel audio controls.	N/C	N/C	N/C
Powertrain				
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20 <i>Includes Operator Commanded Regeneration (OCR), Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push-button engine-exhaust braking.</i> <i>Includes:</i> - Dual 68 AH/65 AGM Battery	\$9,995.00	\$9,096.00	\$8,896.00
44G	Transmission: TorqShift 10-Speed Automatic <i>10R140 with neutral idle and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i>	Included	Included	Included
X4L	Limited Slip w/4.30 Axle Ratio	\$395.00	\$360.00	\$352.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package <i>Includes upgraded frame, rear-axle and low deflection/high capacity rear springs. Increases max RGAWR to 14,706. Note: See Order Guide Supplemental Reference for further details on GVWR.</i>	\$1,155.00	\$1,051.00	\$1,028.00
Wheels & Tires				
TGK	Tires: 225/70R19.5G BSW Traction (TGK) <i>Includes 4 traction tires on the rear and 2 traction tires on the front. Not recommended for over the road applications; could incur irregular front tire wear and/or NVH.</i>	\$215.00	\$195.00	\$191.00
64Z	Wheels: 19.5" x 6" Argent Painted Steel	Included	Included	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

WVDOH

Prepared by: Jacob Wade

11/09/2022

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2023 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 315 | Quote ID: 23MYWVDOH

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
	<i>Hub covers/center ornaments not included.</i>			
512	Spare Tire, Wheel & Jack Required in Rhode Island. <i>Excludes carrier.</i> <i>Includes:</i> - 6-Ton Hydraulic Jack	\$350.00	\$319.00	\$312.00

Seats & Seat Trim

A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage, driver's side manual lumbar and 2-way adjustable driver/passenger headrests.</i>	Included	Included	Included
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Other Options

PAINT	Monotone Paint Application	STD	STD	STD
145WB	145" Wheelbase	STD	STD	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> <i>Includes:</i> - SYNC 4 <i>Includes 8" LCD capacitive touchscreen with swipe capability, wireless phone connection, cloud connected, AppLink with app catalog, 811 Assist, Apple CarPlay and Android Auto compatibility, digital owner's manual and steering wheel audio controls.</i>	Included	Included	Included
473	Snow Plow Prep Package <i>Includes pre-selected springs (see order guide supplemental reference for springs/FGAWR of specific vehicle configurations). Note 1: Restrictions apply; see supplemental reference or body builders layout book for details. Note 2: Also allows for the attachment of a winch. Note 3: Highly recommended to add (66M) dual battery on 7.3L gas engines. Adding (67B) 397 amp alternators for diesel engine is highly recommended for max output.</i> <i>Includes:</i> - 350 Amp Dual Alternators (180 amp and 160 amp).	\$250.00	\$228.00	\$223.00
535	High Capacity Trailer Tow Package <i>Includes trailer brake wiring kit and upgraded rear axle. Increases GCW from 32,500 lbs. to 40,000 lbs. Note: Salesperson's Portfolio or Trailer-Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. See Supplemental Reference for vehicle height consideration.</i>	\$580.00	\$528.00	\$516.00
41H	Engine Block Heater	\$100.00	\$91.00	\$89.00
61J	6-Ton Hydraulic Jack	Included	Included	Included
66M	Dual 68 AH/65 AGM Battery	Included	Included	Included
67A	350 Amp Dual Alternators <i>(180 amp and 160 amp).</i>	Included	Included	Included
18B	Platform Running Boards	\$320.00	\$291.00	\$285.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

WVDOH

Prepared by: Jacob Wade

11/09/2022



Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2023 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 315 | Quote ID: 23MYWVDOH

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
872	Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/wiring instructions.</i>	\$415.00	\$377.00	\$389.00
43C	120V/400W Outlet <i>includes 1 in-dash mounted outlet.</i> <i>Includes:</i> <i>- Dual 69 AH/65 AGM Battery</i>	\$175.00	\$160.00	\$156.00
78C	Exterior Backup Alarm (Pre-Installed)	\$150.00	\$137.00	\$134.00
Fleet Options				
FLADCR	Fleet Advertising Credit	\$0.00	-\$865.00	-\$865.00
WARANT	Fleet Customer Powertrain Limited Warranty <i>Requires valid FIN code.</i> <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 6-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in QASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	N/C	N/C	N/C
BY_02	School Bus Yellow <i>Requires Valid FIN Code.</i>	\$860.00	\$800.00	\$587.00
Emissions				
425	50-State Emissions System	STD	STD	STD
Interior Color				
AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C	N/C	N/C
SUBTOTAL		\$67,510.00	\$62,681.00	\$60,540.00
Destination Charge		\$1,795.00	\$1,795.00	\$1,795.00
TOTAL		\$69,305.00	\$64,476.00	\$62,335.00

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2024 2 Door DIESEL W/DUMP BODY

2024 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 420



Client Proposal

Prepared by:

Jacob Wade

Office: 304-488-1188

Date: 11/06/2023



Matheny Ford | 308 3rd Street, Saint Marys, West Virginia, 26170

Office: 304-684-9625 | Fax: 301-684-9021



Prepared by: Jacob Wade
11/06/2023

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2024 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 420

As Configured Vehicle

Code	Description	MSRP	Invoice	Dealer
Base Vehicle				
F5H	Base Vehicle Price (F5H)	\$56,750.00	\$53,913.00	\$52,778.00
Packages				
660A	Order Code 660A <i>Includes:</i> - Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road. - Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar. - Radio: AM/FM Stereo w/MP3 Player Includes 4 speakers. - SYNC 4 Communications & Entertainment System Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller.	N/C	N/C	N/C
Powertrain				
99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20 <i>Includes Operator Commanded Regeneration (OCR), Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push-button engine-exhaust braking.</i> <i>Includes:</i> - Dual 68 AH/65 AGM Battery	\$9,995.00	\$9,096.00	\$8,896.00
44G	Transmission: TorqShift 10-Speed Automatic <i>10R140 with neutral idle. Includes SelectShift and selectable drive modes: normal, tow/haul, eco, slippery roads and off-road.</i>	Included	Included	Included
X4L	Limited Slip w/4.30 Axle Ratio	\$395.00	\$360.00	\$352.00
68M	GVWR: 19,500 lb Payload Plus Upgrade Package <i>Includes upgraded frame, rear-axle and low deflection/high capacity rear springs. Increases max RGAWR to 14,706 lbs. Note: See Order Guide Supplemental Reference for further details on GVWR.</i>	\$1,155.00	\$1,051.00	\$1,028.00
Wheels & Tires				
TGK	Tires: 225/70Rx19.5G BSW Traction (TGK) <i>Includes 4 traction tires on the rear and 2 traction tires on the front. Not recommended for over the road applications; could incur irregular front tire wear and/or NVH.</i>	\$215.00	\$195.00	\$191.00
64Z	Wheels: 19.5" x 6" Argent Painted Steel	Included	Included	Included

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Jacob Wade
11/06/2023

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2024 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 420

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
	<i>Hub covers/center ornaments not included.</i>			
512	Spare Tire & Wheel Required in Rhode Island. <i>Excludes carrier.</i> <i>Includes:</i> <i>- 6-Ton Hydraulic Jack</i>	\$350.00	\$319.00	\$312.00
Seats & Seat Trim				
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage, 2-way adjustable driver/passenger headrests and driver's side manual lumbar.</i>	Included	Included	Included
Other Options				
PAINT	Monotone Paint Application	STD	STD	STD
145WB	145" Wheelbase	STD	STD	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> <i>Includes:</i> <i>- SYNC 4 Communications & Entertainment System</i> <i>Includes enhanced voice recognition, 911 Assist, 8" LCD center stack screen, AppLink, 1 smart-charging USB port and trailer brake controller.</i>	Included	Included	Included
473	Snow Plow Prep Package <i>Includes pre-selected springs (see order guide supplemental reference for springs/FGAWR of specific vehicle configurations). Note 1: Restrictions apply; see supplemental reference or body builders layout book for details. Note 2: Also allows for the attachment of a winch. Note 3: Highly recommended to add (68M) dual battery on 7.3L gas engine. Adding (67B) 410 amp dual alternators for diesel engine is highly recommended for max power output.</i> <i>Includes:</i> <i>- 350 Amp Dual Alternators</i> <i>Includes 190 Amp + 160 Amp.</i>	\$250.00	\$228.00	\$223.00
535	High Capacity Trailer Tow Package <i>Includes trailer brake wiring kit. Increases GCW from 32,500 lbs. to 40,000 lbs. Note: Salesperson's Portfolio or Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. See Supplemental Reference for vehicle height consideration.</i>	\$580.00	\$528.00	\$516.00
41H	Engine Block Heater	\$100.00	\$91.00	\$89.00
61J	6-Ton Hydraulic Jack	Included	Included	Included
86M	Dual 68 AH/65 AGM Battery	Included	Included	Included
67A	350 Amp Dual Alternators <i>Includes 190 Amp + 160 Amp.</i>	Included	Included	Included
18B	Platform Running Boards	\$320.00	\$291.00	\$285.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



Prepared by: Jacob Wade
11/06/2023

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2024 F-550 Chassis 4x4 SD Regular Cab 145" WB DRW XL (F5H)

Price Level: 420

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice	Dealer
872	Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i>	\$415.00	\$377.00	\$369.00
76C	Exterior Backup Alarm (Pre-installed)	\$175.00	\$160.00	\$156.00

Fleet Options

WARANT	Fleet Customer Powertrain Limited Warranty	N/C	N/C	N/C
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Requires valid FIN code.

Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.

BY_02	School Bus Yellow Requires Valid FIN Code.	\$660.00	\$600.00	\$587.00
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Emissions

425	50-State Emissions System	STD	STD	STD
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Interior Color

AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C	N/C	N/C
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SUBTOTAL		\$71,360.00	\$67,209.00	\$65,782.00
Destination Charge		\$1,995.00	\$1,995.00	\$1,995.00
TOTAL		\$73,355.00	\$69,204.00	\$67,777.00

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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

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

01/03/2024

MEMORANDUM

TO: John Estep, Buyer
FROM: Dusty Smith, TDIMGR1 *Dusty J. Smith*
SUBJECT: CMA DOT23*27 Change Order 1

The Agency understands that the renewal is past the expiration date. The renewal forms were received late from the vendor . Please accept this backdate letter as justification to move this Change Order Forward in the process. Thank you for your time.

*Backdate
agpt
disapproved us
F#
1/3/24
1/10/24*

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>J. ESTEP</u> Date: <u>1/10/24</u>	Agency: WVDOT
Solicitation No. <u>CMA DOT 23*27</u> <u>CO# 1</u>	Procurement Officer Submitting Requisition: Amber Heath
	Requisition No. CMA DOT23*27
	PF No.: 1108822

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 [CROM → 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"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10	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"/>
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:

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Secretary of State Verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	State debarment verification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20	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: _____



REFERENCE:

1. **Specifications and Pricing Page.** The specifications and intended pricing evaluation tool (wvOASIS line or pricing page) must be attached to the requisition for the Purchasing Division to review them.
2. **Usage of correct specification template.** The Purchasing Division maintains standard format templates on its website for various purchase types, including but not limited to one-time, services, and open-end RFQ purchases; RFPs; and EOIs. Using the correct specification template ensures language appropriate for the type of purchase will be contained in the final contract. A copy of these templates can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/forms.html.
3. **Use of correct requisition type.** Agencies must discern the type of contract needed prior to entering the requisition in wvOASIS. The requisition type will limit the type of award that can be issued for each solicitation. **Purchasing Division Procedures Handbook, Section 3.3.1.1.**
4. **Terms and conditions.** The agency must complete the General Terms and Conditions using the master copy maintained by the Purchasing Division, and the revision date on the terms and conditions document must not be removed or altered in any way. The Purchasing Master Terms and Conditions can be found on the Purchasing Division's website at www.state.wv.us/admin/purchase/TCP.pdf. **Purchasing Division Procedures Handbook, Section 3.2.4.6.**
5. **Maximum budgeted amount.** This is the maximum amount of funding available for the purchase of the good or service as determined by the agency prior to requisition submission. This amount determines the agency's ability to negotiate and cannot be changed after the bid opening. **Purchasing Division Procedures Handbook, Section 6.9.3.1.**
6. **Suggested vendors.** Suggested vendors are identified at the time an agency conducts its market research and are placed in the Vendor List or Free Form Vendor fields within the requisition. This ensures the vendors are made aware of the bidding opportunity.
7. **Capitol Building Commission pre-approval.** Pre-approval from the Capitol Building Commission is required before any contract can be bid for work requiring a substantial physical change to the state capitol building or surrounding complex, before work begins to a building on the capitol complex if not done under a contract, and prior to processing change orders for work to buildings on the capitol complex above \$40,000. **Purchasing Division Procedures Handbook, Section 7.2.**
8. **Financing pre-approval.** Any loan or extension of credit from a bank or other financial institution by any state agency under the Executive Branch requires pre-approval from the Governor's Office and must be in the best financial interest of the state of West Virginia. **Per memorandum from the Governor's Office.**
9. **Fleet Management Division pre-approval.** Pre-approval by the Fleet Management Division (FMD) is required to purchase vehicles, unless statutorily exempt. Any request made under the authority of the Fleet Management Division to increase an agency's fleet size must be approved by the FMD executive director, and all vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. **Purchasing Division Procedures Handbook, Section 7.8.**
10. **Insurance requirements.** RE Purchasing Division Procedures Handbook, Section 3.2.5.3. Appendix C.

11. **Office of Technology CIO pre-approval.** In accordance with the Office of Technology's CIO-19-001 policy, all technology procurement requests, unless exempted, require Chief Information Officer (CIO) approval. **Purchasing Division Procedures Handbook, Section 7.3.**
12. **Treasurer's Office (banking) pre-approval.** Pre-approval is required by the State Treasurer's Office for the acquisition of banking goods or services, which includes but may not be limited to accepting payments and receiving funds via electronic commerce. **W. Va. Code §§ 12-1-7 and 12-3A-6.**
13. **Two-party agreement.** This agreement, confirming the need for the change order, must be signed by both the agency and the vendor. A single letter of agreement with both signatures is standard.
14. **Standard change order language.** The Purchasing Division maintains standard language to be used in the Extended Description field when issuing a change order in wvOASIS. There are various descriptors available to address the change to the original contract, including but not limited to a standard renewal, a renewal with an increase or decrease, a construction extension for time only or time and increase, a cancellation, and an administrative change. **Purchasing Division Procedures Handbook, Appendix D.**
15. **Office of Technology CIO pre-approval.** See #11.
16. **Justification for price increases/backdating/other.** Any change order request that increases the amount of the contract, is backdated more than 20 days past the submission date of the change order, or otherwise affects provisions of the contract not typically seen in a change order requires justification.
17. **Bond rider.** A bond rider allows bonded principals to request changes to be made to their original surety bond agreements. The bond rider is the only valid way of making changes to a bond agreement which does not invalidate the agreement.
18. **Secretary of State verification.** Unless a waiver is obtained from the Secretary of State's Office, every vendor organized as a business entity must have a certificate of authority and be in good standing with the Secretary of State's Office. To search for a business with the Secretary of State's Office, visit <http://apps.sos.wv.gov/business/corporations>. Any vendor that cannot be found or shows a status of "revoked" or "dissolved" is not eligible for award until the issue is resolved. Agencies must verify this compliance manually prior to award and include a copy of the relevant record in the agency file. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. E. Secretary of State.**
19. **State debarment verification.** Pursuant to *West Virginia Code* §5A-3-33c and 33d, the State of West Virginia and its political subdivisions may not solicit offers from, award contracts to, or consent to subcontract with a debarred vendor during the debarment period. A list of vendors debarred by the West Virginia Purchasing Division can be seen online at www.state.wv.us/admin/purchase/debar.html. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. D. State Debarment.**
20. **Federal debarment verification.** Vendors must verify that a vendor is not debarred by the federal government prior to awarding a contract by visiting Sam.gov. Instructions for manually checking a vendor's federal debarment status can be found online at https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0036199&sys_kb_id=b372dad1b4ac5d40ca4a97ae54bcbb2&spa=1. **Purchasing Division Procedures Handbook, 5.3.2. Vendor Compliance. C. Federal Debarment.**

Questions regarding this *Compliance Verification Checklist for Requisition Submission* may be directed to your assigned Purchasing Division buyer. If you're unsure who your buyer is, see the Agency-Buyer assignments published online at www.state.wv.us/admin/purchase/byrassign.pdf.