



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
 Centralized Request for Quote
 Auto Supply

Proc Folder: 1336915		Reason for Modification:	
Doc Description: Six (6) 2024 Mid-Size SUV 5-Special Investigative, 1-Legal		Addendum #1 issued to publish agency responses to vendor questions and extend bid due date.	
Proc Type: Central Purchase Order			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-12-18	2023-12-28 13:30	CRFQ 0704 INS2400000002	2

BID RECEIVING LOCATION

BID CLERK
 DEPARTMENT OF ADMINISTRATION
 PURCHASING DIVISION
 2019 WASHINGTON ST E
 CHARLESTON WV 25305
 US

RECEIVED
 2023 DEC 30 AM 10:36
 WV PURCHASING
 DIVISION

VENDOR

Vendor Customer Code: 000000199714
Vendor Name: Stephens Auto Center
Address: PO Box 278
Street: 104 Stephens Drive
City: Danville
State: WV **Country:** USA **Zip:** 25053
Principal Contact: Mike Ballard
Vendor Contact Phone: 304-369-2411 **Extension:** 33

FOR INFORMATION CONTACT THE BUYER
 Joseph E Hager III
 (304) 558-2306
 joseph.e.hageriii@wv.gov

Vendor Signature X *M.W. Ballard* **FEIN#** 55-012-8010 **DATE** 12-18-23

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of OIC's Special Investigations Division to establish a contract to purchase six (6) 2024 Mid-Size SUV's per the attached specifications and terms and conditions.

INVOICE TO**SHIP TO**

OFFICES OF THE
INSURANCE COMMISSIONER
PO BOX 50540

OFFICES OF THE
INSURANCE COMMISSIONER
900 PENNSYLVANIA AVE

CHARLESTON WV
US

CHARLESTON WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Six (6) 2024 SUV's 5 - Investigative Unit	6.00000	EA	<i>\$38,197.00</i>	<i>\$229,182.00</i>

Comm Code	Manufacturer	Specification	Model #
25101507	<i>Ford</i>	<i>Explorer 4WD</i>	<i>K8B</i>

Extended Description:

Six (6) 2024 SUV's
5 - Investigative Unit
1 - Legal Unit

These vehicles will be replacing vehicles that have mileage in excess of 120,000 miles and are over 5 years old.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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SOLICITATION NUMBER: CRFQ 0704 INS2400000002

Addendum Number: No.01

The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation:

Addendum issued to publish and distribute the attached documentation to the vendor community.

1. To publish agency responses to vendor submitted questions.
2. To extend bid close date until 12/28/2023 @ 1:30 PM ET. The state's ISP will be doing a network update from 6am 12/19/2023 until 6 am 12/20/2023. Vendors may experience difficulties submitting their bids through wvoasis during this time.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

RFI: Questions from vendors for INS 24*02 Mid-Size Suv's

Q.1. Would 113" Wheelbase be considered? If all other specs were met on SUV quote?

A. NO.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ INS24*02

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input checked="" type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Stephens Auto Center
Company

M.W. Ballard
Authorized Signature

12-18-23
Date