



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: 12-07-2021

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 0802 5020 DMV1800000006 5	Procurement Folder:	392347
Document Name:	Motorcycle Safety and Awareness Training.	Reason for Modification:	Change Order 4 to add commodity line 3 per section 3.1.23.2 of the specifications.
Document Description:	WV Motorcycle Safety and Awareness Training		
Procurement Type:	Central Master Agreement		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2018-05-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2022-04-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000192963 MOTORCYCLE SAFETY FOUNDATION 2 JENNER ST STE 150 IRVINE CA 92618 US Vendor Contact Phone: 999-999-9999 Extension:	Requestor Name: Harry Anderson Requestor Phone: (304) 926-0713 Requestor Email: harry.b.anderson@wv.gov																				
Discount Details: <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 5707 MacCorkle Ave. SE, Ste. 200 CHARLESTON WV 25304 US	MANAGER DIVISION OF MOTOR VEHICLES PURCHASING/ACCOUNTS PAYABLE 1317 HANSFORD ST CHARLESTON WV 25301 US

Total Order Amount: _____ Open End

Purchasing Division's File Copy

ENTERED

JUL 12/10/21
PURCHASING DIVISION AUTHORIZATION
 DATE: *Tara H...* 12/13/21
 ELECTRONIC SIGNATURE ON FILE

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

ENCUMBRANCE CERTIFICATION
Beverly Tolson
 DATE: *12-14-21*
 ELECTRONIC SIGNATURE ON FILE

12/14/2021

Extended Description:

Change order no. 4 issued to add commodity line 3 per section 3.1.23.1 of the specifications.

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	86101709			EA	130.000000
	Service From	Service To			

Commodity Line Description: Basic Rider Course

Extended Description:

Motorcycle Safety and Awareness Training - Basic Rider Course.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	86101709			EA	130.000000
	Service From	Service To			

Commodity Line Description: Experienced Rider Course

Extended Description:

Motorcycle Safety and Awareness Training - Experienced Rider Course.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	78181500			EA	0.000000
	Service From	Service To			

Commodity Line Description: Vendor Reimbursement

Extended Description:

Reimbursement for motorcycle lease, repair, and maintenance not to exceed \$20,000 per training year per specification 3.1.23

REQUEST FOR QUOTATION
The coordination of the West Virginia Motorcycle Safety and Awareness Program (WVMSP) throughout the State of West Virginia.

instructor is required for each classroom with a maximum of twelve (12) students

3.1.22.9.2 Number of Students on Range –No more than eight (8) students can receive instruction on the range at one time. One (1) instructor is required for a range class of four (4). Range Aides can be used in addition at Vendor's expense.

3.1.22.9.3 No More than six (6) 3 Wheel Motorcycles can be on the range during the on-cycle instruction.

3.1.23 VENDOR REIMBURSEMENT

3.1.23.1 The vendor understands that the tuition fees will be paid by the students prior to course participation. Vendor agrees to deduct the tuition fees from the monthly invoices submitted to the WVDMV for payment and further agrees to reimburse tuition fees to students, if requested, due to class cancellation. Valid cancellation terms include, but may not be limited to, enrollment restrictions, inclement weather, unsafe facility conditions, and unavailability of instructors and/or mechanical breakdown. Vendor Site Coordinators are responsible for contacting students of cancelled classes. Canceled classes must be reported to the WVMSP Coordinator or the WVMSP Administrative Office, in writing, within seven (7) days of the class cancellation. Such report shall include the reason for the cancellation.

3.1.23.2 The vendor understands that the WVDMV will provide a limited motorcycle lease, repair and maintenance reimbursement. This reimbursement is on a dollar for dollar basis as listed on a monthly invoice submitted to the WVDMV. Costs for maintenance reimbursement will be capped at \$20,000 per training year.