



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

State of West Virginia Delivery Order

Order Date: 02-21-2024

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:	CDO 0216 0216 FIN2200000005 9	Procurement Folder:	1007944
Document Name:	Finance the Purchase of 43 Vehicles	Reason for Modification:	CHANGE ORDER NO. 1
Document Description:	Contract #FINANCE21, Appendix 2021-11		
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 FINANCE21 9
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR			DEPARTMENT CONTACT	
Vendor Customer Code:	000000191232		Requestor Name:	Kenneth H Yoakum
BANC OF AMERICA PUBLIC CAPITAL CORP BANK OF AMERICA CENTER			Requestor Phone:	(304) 558-2106
RICHMOND VA 232193500			Requestor Email:	kenny.h.yoakum@wv.gov
US				
Vendor Contact Phone:	804-788-3345	Extension:		
Discount Details:				
	Discount Allowed	Discount Percentage	Discount Days	
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

24

FILE LOCATION _____

INVOICE TO	SHIP TO
ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E PO BOX 50121 CHARLESTON WV 25305-0121 US	FINANCE DIVISION DEPARTMENT OF ADMINISTRATION BLDG 17 2101 WASHINGTON ST E CHARLESTON WV 25305 US

Total Order Amount:	\$1,343,767.58
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark Atkins - 2/22/2024</i> ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION DATE: <i>Don Don 2-22-24</i> ELECTRONIC SIGNATURE ON FILE

Extended Description:

CHANGE ORDER NO. 1
ISSUED FOR VEHICLE BUYOUT AND REDUCTION IN FUTURE PAYMENTS.
THERE MAY BE A SMALL SAVINGS IN INTEREST.
EFFECTIVE DATE: 03/01/2024.

APPENDIX 2021-11
EFFECTIVE DATE: 03/03/2022
TO FINANCE THE PURCHASE OF 43 VEHICLES: AMOUNT FINANCED: \$1,244,100.80
WITH 48 MONTHLY PAYMENTS OF: \$28,002.10
WITH THE FIRST PAYMENT DUE: 05/01/2022
THE FINAL PAYMENT DUE: 04/01/2026
INTEREST RATE OF: 1.9668%
FOR THE FOLLOWING CDO'S: FLT22*23, FLT22*24, FLT22*26 AND FLT22*27

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	84101703	0.00000		\$0.0000	\$616,046.20
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-01	2026-04-01			2024-02-21	

Commodity Line Description: Financing Agreement

Extended Description:

APPENDIX 2021-11

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	84101703	0.00000		\$0.0000	\$15,744.03
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-01	2026-04-01			2024-02-21	

Commodity Line Description: Change Order #1 Appendix 2021-11 Finance of Vehicle Buyout.

Extended Description:

CHANGE ORDER #1 - BUYOUT OF TOTALED VEHICLE.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	84101703	0.00000		\$0.0000	\$711,977.35
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-05-01	2026-04-01			2024-02-21	

Commodity Line Description: Future Payments CO #1 Appendix 2021-11 Finance of Vehicles.

Extended Description:

REFLECTS NEW AMORTIZATION SCHEDULE FOR FUTURE PAYMENTS AFTER BUYOUT #1.



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT OFFICE
2310 Kanawha Blvd. E
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25311

MEMORANDUM

TO: Patty Johns
Carrie Looney
Finance Division

FROM: Stephanie Lane, Fleet Coordinator
Fleet Management Division

DATE: February 5, 2024

SUBJECT: Request for Title of a Vehicle

The Department of Motor Vehicles is unable to provide us with a clear title to this vehicle which states that the lien holder is as listed below:

Banc of America Public Capitol Corp.

The vehicle is **1FMSK8BBXNGC36293 2022 FORD EXPLORER**

Please request a lien release for this vehicle which was processed on Appendix
2021-11.

If you have any questions, please feel free to contact me at 304-558-2614. Thank you.



AIG Property & Casualty
Charleston, West Virginia
P.O. Box 25670
Shawnee Mission,
Kansas 66225
www.aig.com

Jo Jackson
Fast Track
Claim Representative
T 1 304 357 4606
F 1 855 400 8629
jo.jackson@aig.com

January 31, 2024

Ms. Stephanie Lane, Fleet Coordinator
WV Department of Administration
2310 Kanawha Boulevard East
Charleston, West Virginia 25311

RE: Claim Number : 502-049186
Insured : WV Department of Administration
Date of Loss : November 27, 2023
Insured : WVDHHR
Insured Vehicle : 2022 Ford Explorer
1FMSK8BBXNGC36293

Dear Ms. Lane:

AIG Property & Casualty is the claims administrator for National Union Fire Insurance Company of Pittsburgh, PA which issued policy number CA 007281188 to the State of West Virginia / Department of Administration. Please be advised that I am the adjuster handling this claim and all future correspondence should be directed to my attention.

Please be advised Macaw Appraisals inspected and appraised the damages to the above captioned vehicle in the amount of \$21,681.07 deeming the vehicle a total loss. The following is the breakdown:

NADA	\$31,525.00
Mileage	<u>+ 1,100.00</u>
	\$32,625.00
Deductible	<u>- 1,000.00</u>
Settlement	\$31,625.00

The total loss documents will be forthcoming by separate mailing. After receipt of the title and total loss documents, a check will be issued to the WV Department of Administration in the amount of \$31,625.00. We have notified our salvage department to pick up the vehicle.



If you should have any questions regarding this matter, please feel free to contact me.

Very truly yours,

Jo Jackson

Jo Jackson
Claim Representative

Enclosure

cc Angela Lewis, WVDHHR



Fax: 404-532-3742
BALCPayoffs@bankofamerica.com

February 5, 2024
Leasing customer
WEST VIRGINIA, STATE OF

RE: Customer No. 2010295 /Schedule No(s). 00002 Vin/(S/N) 1FMSK8BBXNGC36293

Dear Leasing customer

In response to your request to a partial prepayment of the above-referenced Note, we provide the following:

Principal		\$	15,744.03
Interest	3/1/24 thru 3/1/24	\$	-
Prepayment Fee		\$	-
Payoff Amount as of	3/1/2024	\$	15,744.03
Per diem		\$	0.85
Per diem valid thru			3/31/2024

*** Payoff assumes receipt of the 3/1/2024 rental payment in full ***

Upon our receipt of wire transferred funds or certified check in the aforementioned amount, and provided that you are not then in default of any of your obligations to BAPCC, BAPCC will execute any documentation reasonably required to terminate its security interest in the Collateral to be released.

Notwithstanding the above, unless the foregoing prepayment amortizes the entire balance of principal and interest under the Note, the Note continues to be in full force and effect with respect to, among other things, the remaining Collateral under the Note and, except as specifically set forth herein, all of the terms and conditions of the Note remain in full force and effect and are hereby ratified and affirmed by you. Further, any corporate or personal guaranties which relate to the Note, as well as any and all other obligations which may be outstanding to BAPCC or its affiliates, shall remain in full force and effect with respect to such other obligations, notwithstanding the early payoff of the Note pursuant to this letter. In addition, if a security interest in the Collateral to be released has been granted to BAPCC as security for any obligations owing to BAPCC or its affiliates or assign, other than the Note, any such grant of security interest shall remain in full force and effect with respect to such other obligations, notwithstanding the early payoff of the Note pursuant to this letter.

By paying the above stated amounts, you agree to the terms of this letter and to an early partial payoff of the Note, and release BAPCC of any and all of its obligations under the Note.

If the Payoff Amount is not received by BAPCC in accordance with the terms of this letter, the Note shall continue in full force and effect in accordance with its terms and you shall promptly reimburse BAPCC for any out of pocket expenses may have incurred in connection with the proposed early partial payoff of the Note. Nothing contained in this letter shall be deemed a waiver of any rights and remedies BAPCC may have under the Note, other related documents and instruments or applicable law, all of which rights and remedies are expressly reserved. Any terms used herein and not defined herein shall have the meanings assigned to them in the Note.

If you should have any questions or if we may be of further service, please feel free to contact us at BALCPayoffs@bankofamerica.com.

Very truly yours,

BANC OF AMERICA LEASING & CAPITAL, LLC,

By Luke Smith
Luke Smith
Operations Consultant

Please wire transfer the above amounts as follows.

Bank: Bank of America
ABA #: 0260-0959-3
For the account of: Banc of America Leasing & Capital, LLC
Account No.: 12334-01992
Reference: Customer No. 2010295 /Schedule No(s). 00002
Upon receipt Notify: Luke Smith

Remit payment by check to:

Banc of America Leasing & Capital, LLC
PO Box 100918
Atlanta, GA 30384-0918
Ref: Customer No. 2010295 /Schedule No(s). 00002
Upon receipt Notify: Luke Smith

Remit payment by overnight(UPS, FedEX) to:

Bank of America Lockbox Service
Banc of America Leasing & Capital, LLC
Lockbox 100918
6000 Feldwood Road
College Park, GA 30349
Ref: Customer No. 2010295 /Schedule No(s). 00002
Upon receipt Notify: Luke Smith

AMORTIZATION SCHEDULE

2021-11

APPENDIX 2021-11

Payment Number	Date of Payment	Funding	Payment Amount	Interest Portion 1.9668%	Principal	Ending Balance			
	3/3/2022	\$1,290,328.56				\$1,290,328.56			
							Principal	Interest	
1	5/1/2022		\$28,002.10	\$4,032.70	\$23,969.40	\$1,266,359.16			
2	6/1/2022		\$28,002.10	\$2,047.13	\$25,954.97	\$1,240,404.19			
3	7/1/2022		\$28,002.10	\$2,005.17	\$25,996.93	\$1,214,407.27	FY22	\$75,921.29	\$8,085.01
4	8/1/2022		\$28,002.10	\$1,963.15	\$26,038.95	\$1,188,368.32			
5	9/1/2022		\$28,002.10	\$1,921.06	\$26,081.04	\$1,162,287.28			
6	10/1/2022		\$28,002.10	\$1,878.90	\$26,123.20	\$1,136,164.07			
7	11/1/2022		\$28,002.10	\$1,836.67	\$26,165.43	\$1,109,998.64			
8	12/1/2022		\$28,002.10	\$1,794.37	\$26,207.73	\$1,083,790.90			
9	1/1/2023		\$28,002.10	\$1,752.00	\$26,250.10	\$1,057,540.81			
10	2/1/2023		\$28,002.10	\$1,709.57	\$26,292.53	\$1,031,248.27			
11	3/1/2023		\$28,002.10	\$1,667.06	\$26,335.04	\$1,004,913.24			
12	4/1/2023		\$28,002.10	\$1,624.49	\$26,377.61	\$978,535.63			
13	5/1/2023		\$28,002.10	\$1,581.85	\$26,420.25	\$952,115.38			
14	6/1/2023		\$28,002.10	\$1,539.14	\$26,462.96	\$925,652.42			
15	7/1/2023		\$28,002.10	\$1,496.36	\$26,505.74	\$899,146.69	FY23	\$315,260.58	\$20,764.62
16	8/1/2023		\$28,002.10	\$1,453.52	\$26,548.58	\$872,598.10			
17	9/1/2023		\$28,002.10	\$1,410.60	\$26,591.50	\$846,006.60			
18	10/1/2023		\$28,002.10	\$1,367.61	\$26,634.49	\$819,372.11			
19	11/1/2023		\$28,002.10	\$1,324.56	\$26,677.54	\$792,694.57			
20	12/1/2023		\$28,002.10	\$1,281.43	\$26,720.67	\$765,973.90			
21	1/1/2024		\$28,002.10	\$1,238.23	\$26,763.87	\$739,210.03			
22	2/1/2024		\$28,002.10	\$1,194.97	\$26,807.13	\$712,402.90			
23	3/1/2024		\$28,002.10	\$1,151.63	\$26,850.47	\$685,552.44		\$213,594.25	\$10,422.55
24	3/1/2024		\$15,744.03	\$0.00	\$15,744.03	\$669,808.41	Buyout	\$15,744.03	\$0.00
25	4/1/2024		\$27,359.01	\$1,082.78	\$26,276.23	\$643,532.17			
26	5/1/2024		\$27,359.01	\$1,040.30	\$26,318.71	\$617,213.46			
27	6/1/2024		\$27,359.01	\$997.76	\$26,361.25	\$590,852.21			
28	7/1/2024		\$27,359.01	\$955.14	\$26,403.87	\$564,448.34	FY24	\$105,360.07	\$4,075.97
29	8/1/2024		\$27,359.01	\$912.46	\$26,446.55	\$538,001.79			
30	9/1/2024		\$27,359.01	\$869.71	\$26,489.30	\$511,512.48			
31	10/1/2024		\$27,359.01	\$826.88	\$26,532.13	\$484,980.36			
32	11/1/2024		\$27,359.01	\$783.99	\$26,575.02	\$458,405.34			
33	12/1/2024		\$27,359.01	\$741.03	\$26,617.98	\$431,787.37			
34	1/1/2025		\$27,359.01	\$698.00	\$26,661.01	\$405,126.36			
35	2/1/2025		\$27,359.01	\$654.91	\$26,704.10	\$378,422.26			
36	3/1/2025		\$27,359.01	\$611.74	\$26,747.27	\$351,674.98			
37	4/1/2025		\$27,359.01	\$568.50	\$26,790.51	\$324,884.47			
38	5/1/2025		\$27,359.01	\$525.19	\$26,833.82	\$298,050.66			
39	6/1/2025		\$27,359.01	\$481.81	\$26,877.20	\$271,173.46			
40	7/1/2025		\$27,359.01	\$438.36	\$26,920.65	\$244,252.81	FY25	\$320,195.53	\$8,112.59
41	8/1/2025		\$27,359.01	\$394.85	\$26,964.16	\$217,288.65			
42	9/1/2025		\$27,359.01	\$351.26	\$27,007.75	\$190,280.90			
43	10/1/2025		\$27,359.01	\$307.60	\$27,051.41	\$163,229.49			
44	11/1/2025		\$27,359.01	\$263.87	\$27,095.14	\$136,134.34			
45	12/1/2025		\$27,359.01	\$220.07	\$27,138.94	\$108,995.40			
46	1/1/2026		\$27,359.01	\$176.20	\$27,182.81	\$81,812.59			
47	2/1/2026		\$27,359.01	\$132.25	\$27,226.76	\$54,585.83			
48	3/1/2026		\$27,359.01	\$88.24	\$27,270.77	\$27,315.06			
49	4/1/2026		\$27,359.01	\$43.95	\$27,315.06	\$0.00	FY26	\$244,252.81	\$1,978.28
Total			\$1,343,767.58	\$53,439.02	\$1,290,328.56			\$1,290,328.56	53,439.02

COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>02</u> Date: <u>2/22/2024</u> Solicitation No. <u>CO#1</u>	Agency: Finance Division Procurement Officer Submitting Requisition: Carrie Looney Requisition No. CDO FIN22*5 - Change Order No. 1 PF No.: 1007944
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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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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:

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 checked="" 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 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: _____

