



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

Request for Quotation

RFQ NUMBER
AUD123630

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 41 304-558-0492

RFQ COPY

VENDOR

Stephens Auto
 104 Stephens Drive
 Rt. 119 N.
 Danville, WV 25053

SHIP TO

STATE AUDITOR'S OFFICE
 BUILDING 1, ROOM W100
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0230 558-2251

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/18/2011				

BID OPENING DATE: 08/29/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		070-92-20-001	\$32,908	\$32,908
<p>THE WEST VIRGINIA PURCHASING DIVISION, FOR THE AGENCY, THE WEST VIRGINIA AUDITOR'S OFFICE, IS SOLICITING BIDS FOR A CLASS 20A: 2011/2012 FORD 350 COMMERCIAL CUTAWAY VAN OR EQUAL PER THE ATTACHED SPECIFICATIONS.</p> <p>VAN: CLASS 20, CHASSIS CAB, 4 WHEEL DRIVE, 12000 GVWR, DUAL REAR WHEELS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR</p>						

RECEIVED
 2011 SEP -6 PM 3:43
 WV PURCHASING DIVISION

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>Rich [Signature]</i>	304-369-2411	9/6/11	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	
Vice President	55-012-8010		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 41 304-558-0492 558-8801

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

STATE AUDITOR'S OFFICE
 BUILDING 1, ROOM W100
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0230 558-2251

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/18/2011				

BID OPENING DATE: 08/29/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER: SHELLY MURRAY</p> <p>RFQ. NO.: AUD123630</p> <p>BID OPENING DATE: 08/29/2011</p> <p>BID OPENING TIME: 1:30 PM</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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3

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 41 304-558-0492

VENDOR
RFQ COPY TYPE NAME/ADDRESS HERE

SHIP TO
STATE AUDITOR'S OFFICE BUILDING 1, ROOM W100 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0230 558-2251

DATE PRINTED 08/18/2011	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 08/29/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				304-369-2411		
CONTACT PERSON (PLEASE PRINT CLEARLY):						
Richard Stephens						
***** THIS IS THE END OF RFQ AUD123630 ***** TOTAL:						\$32,908

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

RFQ# AUD123630
WEST VIRGINIA STATE AUDITOR'S OFFICE

Narrative:

The West Virginia State Auditor's Office (WVSAO) requests quotes for the purchase of one (1) 2011/2012 Ford 350 Commercial Cutaway Van (box truck) in a ready/on the lot status **. The vehicle the agency uses is no longer operating, so the need for the replacement is immediate. Although the vehicle will be utilized by the agency statewide, it will be primarily operate out of the Record Management Facility in Malden, WV.

General:

One (1) 2011/2012 Ford 350 Commercial Cutaway Van (or equal)
 5.4L EFI V8
 ELEC 5-SPD 84" WB

To Include Standard Equipment:

Exterior:

LT225/75R16E BSW tires
 Interval Wipers

Interior:

Air Conditioning
 Tilt Steering
 Tachometer
 AM/FM Radio
 Driver/Passenger Airbags (w/opt Pass "Off")

see addendum #2

Functional:

Twin I-Beam independent Front Suspension
 HVY Duty 155-AMP Alternator
 40 Gal AFT Axle Fuel Tank
 Elect Throttle Control
 Handling Package
 AUX Transmission Cooler
 Power Steering
 4-Wheel Anti-lock Braking System
 4.10 LTD Slip Axel XE2

Options:

14' Baker Box (or equal)
 Full size spare tire
 Ext Upgrade Chrome Bumper
 Vinyl Floor Covering
 12500# GVWR Package
 50 State Emission Speed Control
 Mirror/TRLR TOW RH & LH Man
 Daytime Run Lights
 Themans 2000# Lift gate (or equal)

**Agency will accept delivery of the panel truck if the lift gate kit has not been installed and will coordinate with winner bidder to schedule installation of the lift gate within a 30-day period from pick up of the truck.

Warranty:

3 Yr/36000 Bumper to Bumper

5 Yr/60,000 Power train

5 yr/60,000 Roadside Assist

Delivery:

As the need for this vehicle is immediate, upon issuance of the formal purchase order by the State of West Virginia, WV Purchasing Division, the vendor must have the vehicle available for pick-up within 48 (forty-eight) hours from receipt of the formal purchase order. As stated above, if the lift gate is not installed on the vehicle, the WVSAO will coordinate with the vendor to schedule the installation of the lift gate within 30 days of receipt of the vehicle.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: Stephens Auto Center

Authorized Signature: Richard E. Vita Date: 9-6-11

State of West Virginia

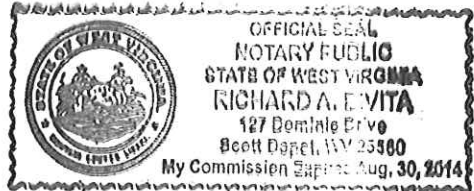
County of Boone, to-wit:

Taken, subscribed, and sworn to before me this 6th day of September, 2011.

My Commission expires 8-30, 2014

AFFIX SEAL HERE

NOTARY PUBLIC



State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

- 1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or** 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; **or**,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; **or**,
- 2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
- 3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; **or**,
- 4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or**,
- 5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or**,
- 6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-5-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: Stephens Auto Center Signed: [Signature]
 Date: 9-6-11 Title: Vice President

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.



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ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 41 304-558-0492

VENDOR
*709034823 304-369-2411 STEPHENS AUTO CENTER PO BOX 278 DANVILLE WV 25053-0278

SHIP TO
STATE AUDITOR'S OFFICE BUILDING 1, ROOM W100 1900 KANAWHA BOULEVARD, EAST CHARLESTON, WV 25305-0230 558-2251

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/25/2011				

BID OPENING DATE: 09/01/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 1 -----						
THIS ADDENDUM IS ISSUED TO CORRECT THE ITEM NUMBER FOUND ON PAGE 1 OF THE ORIGINAL RFQ.						
PLEASE BID AS SPECIFIED ON PAGES 4 AND 5.						
BID OPENING DATE EXTENDED						
FROM: 08/29/2011						
TO : 09/01/2011						
----- END OF ADDENDUM NO. 1 -----						

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VENDOR

*709034823 304-369-2411
 STEPHENS AUTO CENTER
 PO BOX 278
 DANVILLE WV 25053-0278

SHIP TO

STATE AUDITOR'S OFFICE
 BUILDING 1, ROOM W100
 1900 KANAWHA BOULEVARD, EAST
 CHARLESTON, WV
 25305-0230 558-2251

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
08/30/2011				

BID OPENING DATE: **09/08/2011** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
----- ADDENDUM NO. 2 -----						
THIS ADDENDUM IS ISSUED TO INCLUDE MODIFIED SPECIFICATIONS.						
TO EXTEND THE BID OPENING						
FROM: 09/01/2011						
TO : 09/08/2011						
----- END OF ADDENDUM NO. 2 -----						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>		
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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RFQ# AUD123630 (REVISED 8/29/11)
WEST VIRGINIA STATE AUDITOR'S OFFICE

Narrative:

The West Virginia State Auditor's Office (WVSAO) requests quotes for the purchase of one (1) 2011/2012 Ford 350 Commercial Cutaway Van (box truck) in a ready/on the lot status **. The vehicle the agency uses is no longer operating, so the need for the replacement is immediate. Although the vehicle will be utilized by the agency statewide, it will be primarily operate out of the Record Management Facility in Malden, WV.

General:

One (1) 2011/2012 Ford 350 Commercial Cutaway Van (or equal)
 Minimum Engine: 5.4L EFI V8 to Maximum: 6.8L Triton® 20-valve V10
 ELEC 5-SPD 84" WB
 Transmission: TorqShift® 5-speed automatic

2011 Ford E350
 - 5.4L EFI V8

To Include Standard Equipment:

Exterior:

LT225/75R16E BSW tires
 Interval Wipers

Interior:

Air Conditioning
 Tilt Steering Preferred
 Tachometer
 AM/FM Radio
 Driver/Passenger Airbags (w/opt Pass "Off" preferred)

Functional:

Twin I-beam IFS with computer-selected coil springs and larger-diameter stabilizer bar
 Multileaf 2-stage leaf springs/solid axle
 Heavy-duty gas-pressurized shocks ✓
 AdvanceTrac® with Roll Stability Control™ (RSC®) Preferred ✓
 HVY Duty 155-AMP Alternator Minimum Preferred - 120 Amp
 Fuel Capacity: Minimum 33 Gal (AFT Axle Fuel Tank), Maximum 40 Gal - 55 gallon
 Fuel: Unleaded Gasoline ✓
 Sequential electronic fuel injection (SEFI) ✓
 Electronic throttle control (ETC) ✓
 AUX Transmission Cooler Preferred ✓
 Power Steering ✓
 Power 4-wheel disc anti-lock ✓

Options:

14'(Minimum) - 16' (Maximum) Baker Box (or equal)
 Full size spare tire
 Vinyl Floor Covering
 12500# GVWR Package
 Mirror/TRLR TOW RH & LH Man
 Daytime Run Lights Preferred - NA
 Themans 2000# Lift gate (or equal)

14' or 15' available at time of bid.

**Agency will accept delivery of the panel truck if the lift gate kit has not been installed and will coordinate with winner bidder to schedule installation of the lift gate within a 30-day period from pick up of the truck.

Warranty:

3 Yr/36000 Bumper to Bumper

5 Yr/60,000 Power train

5 yr/60,000 Roadside Assist

Delivery:

As the need for this vehicle is immediate, upon issuance of the formal purchase order by the State of West Virginia, WV Purchasing Division, the vendor should have the vehicle available for pick-up within 48 (forty-eight) hours from receipt of the formal purchase order. As stated above, if the lift gate is not installed on the vehicle, the WVSAO will coordinate with the vendor to schedule the installation of the lift gate within 30 days of receipt of the vehicle.