

**Class 1 - Automobile  
Compact Sedan or Hatchback**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** \_\_\_\_\_

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Compact Sedan or Hatchback  
**Drive:** Front Wheel  
**Passenger seating:** 5 (including driver)  
**Doors:** 4, minimum - 5 maximum  
**Wheelbase:** 104 in., minimum  
**GVWR:** 3,800 lbs. min, 4,000 lbs. max  
**Engine:** 4 cylinder minimum

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description

**Additional Requirements:**

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline			NO BID	#DIV/0!
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct)

\$ \_\_\_\_\_

FOB Other than Metro Charleston - Per Mile

\$ \_\_\_\_\_

\*Note - The above delivery "options" above are not evaluated as part of the award.

RECEIVED  
 2020 OCT 13 AM 11:19  
 WV PURCHASING  
 DIVISION

**Class 2 - Automobile  
Mid Size Sedan**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:**

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.c

**Vehicle Requirements:**

**Classification:** Mid Size Sedan  
**Drive:** Front Wheel  
**Passenger seating:** 5 (including driver)  
**Doors:** 4, minimum  
**Wheelbase:** 107 in., minimum  
**GVWR:** 4,100 lbs. min, 4,650 lbs. max  
**Engine:** 4 cylinder minimum

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description

**Additional Requirements:**

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline			NO BID	#DIV/0!
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct) \$ \_\_\_\_\_  
 FOB Other than Metro Charleston - Per Mile \$ \_\_\_\_\_

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 3 - Automobile  
Large Sedan**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** \_\_\_\_\_

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Large Sedan  
**Drive:** Front Wheel  
**Passenger seating:** 5 (including driver)  
**Doors:** 4, minimum  
**Wheelbase:** 111 in., minimum  
**GVWR:** 4,900 lbs. min, 5,300 lbs. max  
**Engine:** 4 cylinder minimum

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description

**Additional Requirements:**

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline			NO BID	#DIV/0!
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct) \$ \_\_\_\_\_  
 FOB Other than Metro Charleston - Per Mile \$ \_\_\_\_\_

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 4 - Automobile  
Large Sedan**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:**

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Large Sedan  
**Drive:** Rear Wheel  
**Passenger seating:** 5 (including driver)  
**Doors:** 4, minimum  
**Wheelbase:** 111 in., minimum  
**GVWR:** 4,900 lbs. min, 5,300 lbs. max  
**Engine:** 4 cylinder minimum

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description

**Additional Requirements:**  
 The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline			NO BID	#DIV/0!
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct) \$ \_\_\_\_\_  
 FOB Other than Metro Charleston - Per Mile \$ \_\_\_\_\_

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 5 - Automobile  
Compact Utility**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** S3F ECOSPORT 4X4 S

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Compact Utility  
**Drive:** 4 Wheel/All Wheel  
**Passenger seating:** 5 (including driver)  
**Doors:** 4, minimum  
**Wheelbase:** 100 in., minimum  
**GVWR:** 4350 lbs. min, 5600 lbs. max.  
**Engine:** 4 cylinder minimum

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
YZ	OXFORD WHITE
PQ	RACE RED

**Additional Requirements:**

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	29	27	\$19,984.00	\$29,642.37
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct)	\$ 50.00
FOB Other than Metro Charleston - Per Mile	\$ 2.00

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 6 - Automobile  
Compact Utility**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:**

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Compact Utility  
**Drive:** 4 Wheel/All Wheel with High & Low Range  
**Passenger seating:** 5 (including driver)  
**Doors:** 4, minimum  
**Wheelbase:** 102 in., minimum  
**GVWR:** 4350 lbs. min, 5600 lbs. max.  
**Engine:** 4 cylinder minimum  
**Off Road Package:** Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.  
**Tow Package:** Installed Hitch & Wiring  
**Slush/All-Weather Mats:** Installed: Driver, Passenger, Cargo Areas

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline			NO BID	#DIV/0!
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct)

\$

FOB Other than Metro Charleston - Per Mile

\$

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 7 - Automobile  
Mid Size Utility**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:**

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Mid Size Utility  
**Drive:** 4 Wheel/All Wheel  
**Passenger seating:** 5 minimum (including driver)  
**Doors:** 4, minimum  
**Wheelbase:** 109 in., minimum  
**GVWR:** 6100 lbs. min, 7300 lbs. max.  
**Engine:** 6 cylinder minimum

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description

**Additional Requirements:**  
**Tow Package:** Installed Hitch and Wiring  
**Slush/All-Weather Mats:** Installed: Driver, Passenger, Cargo area

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:				
Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline			NO BID	#DIV/0!
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct) \$ \_\_\_\_\_  
 FOB Other than Metro Charleston - Per Mile \$ \_\_\_\_\_

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 8 - Automobile  
Mid Size Utility**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** \_\_\_\_\_

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Mid Size Utility  
**Drive:** 4 Wheel/All Wheel with High and Low Range  
**Passenger seating:** 5 minimum (including driver)  
**Doors:** 4, minimum  
**Wheelbase:** 109 in., minimum  
**GVWR:** 6100 lbs. min, 7300 lbs. max.  
**Engine:** 6 cylinder, Minimum  
**Off Road Package:** Includes but not limited to: Limited Slip rear, axle traction lock differential, heavy duty engine cooling, skid plates, gas shocks, tow hooks and all terrain tires.  
**Tow Package:** Installed Hitch & Wiring  
**Slush/All-Weather Mats:** Installed: Driver, Passenger, Cargo Areas

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description

**Additional Requirements:**  
 The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline			NO BID	#DIV/0!
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**  
 FOB Dealership: (Deduct) \$ \_\_\_\_\_  
 FOB Other than Metro Charleston - Per Mile \$ \_\_\_\_\_

\*Note - The above delivery "options" above are not evaluated as part of the award.



**Class 9 - Automobile  
Mini Van**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:**

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Mini Van  
**Drive:** Front Wheel  
**Passenger seating:** 7 minimum (including driver)  
 Minimum: 1 driver front, 1 passenger front, 1 driver sliding rear, 1 passenger sliding rear, 1 back  
**Doors:**  
**Wheelbase:** 121 in., minimum  
**GVWR:** 4,300 lbs. min, 6,075 lbs. max.  
**Engine:** 6 cylinder minimum  
**Passenger AC/Heat rear:** Installed  
**Side Air bags:** Installed  
**Slush/All-Weather Mats:** Installed: Driver, Passenger, Cargo Areas

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description

**Additional Requirements:**

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline			NO BID	#DIV/0!
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct) \$ \_\_\_\_\_  
 FOB Other than Metro Charleston - Per Mile \$ \_\_\_\_\_

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 10 - Automobile  
Mid-Size Pick Up Extended Cab**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** R1F 2021 RANGER SUPERCAB 4X4

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Mid-Size Pick Up Extended Cab  
**Drive:** 4 Wheel/All wheel with Hi/Lo Range  
**Passenger seating:** 4 minimum (including driver)  
**Doors:** 4, minimum  
**Wheelbase:** 120in., minimum  
**GVWR:** 5400 lbs. min, 6250 lbs. max.  
**Engine:** Minimum acceptable Engines:  
**Gas:** Non-Turbo- 6 cylinder minimum  
**Gas:** Turbo - 4 cylinder minimum  
**Diesel:** 4 cylinder minimum  
**Off Road Package:** Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.  
**Tow Package:** Installed Hitch & Wiring  
**Slush/All weather Mats** Installed on driver and passenger front and second row, except where vinyl floor covering is present.  
**Bed:** Short, with installed spray-in liner.  
**Sliding rear window:** Not required.

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
YZ	OXFORD WHITE
PQ	RACE RED
G1	SHADOW BLACK

**Additional Requirements:**

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:				
Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	24	20	\$26,979.00	\$39,010.25
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct)	\$ 50.00
FOB Other than Metro Charleston - Per Mile	\$ 2.00

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 11 - Automobile  
Mid-Size Pick Up Crew Cab**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** R4F 2021 RANGER CREW 4X4

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Mid-Size Pick Up Crew Cab  
**Drive:** 4 Wheel/All Wheel with High & Low Range  
**Passenger seating:** 4 minimum (including driver)  
**Doors:** 4 full doors, minimum  
**Wheelbase:** 120 in., minimum  
**GVWR:** 5400 lbs. min, 6250 lbs. max.  
**Engine:** Minimum acceptable Engines:  
**Gas:** Non-Turbo- 6 cylinder minimum  
**Gas:** Turbo - 4 cylinder minimum  
**Diesel:** 4 cylinder minimum  
**Off Road Package:** Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.  
**Tow Package:** Installed Hitch & Wiring  
**Slush/ all-Weather mats** Installed on driver and passenger front and second row, except where vinyl floor covering is present.  
**Bed:** Long bed with installed spray-in bedliner  
**Sliding Rear Window:** Not Required

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
YZ	OXFORD WHITE
PQ	RACE RED
JS	SILVWER

**Additional Requirements:**

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	24	20	\$27,445.00	\$39,476.25
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct)	\$ 50.00
FOB Other than Metro Charleston - Per Mile	\$ 2.00

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 12 - Automobile  
Standard Pick Up Reg Cab**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** FIC 2021 F-150 REG CAB 4X2

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Standard Pick Up Reg Cab  
**Drive:** Rear Wheel  
**Passenger seating:** 2 minimum (including driver)  
**Doors:** 2, minimum  
**Wheelbase:** 119 in., minimum  
**GVWR:** 6000 lbs. min, 6650 lbs. max.  
**Engine:** 6 cylinder minimum  
**Tow Package:** Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring  
**Additional Requirements:**  
 Installed Spray-in bedliner  
 Factory Running Boards/Step Bars, Cab Length  
 The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
PQ	RACE RED
YZ	OXFORD WHITE
UM	AGATE BLACK

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	29	21	\$23,284.00	\$33,669.88
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct)	\$ 50.00
FOB Other than Metro Charleston - Per Mile	\$ 2.00

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 13 - Automobile  
Standard Pick Up Reg Cab**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** F1E F-150 REG CAB 4X4

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Standard Pick Up Reg Cab  
**Drive:** 4 Wheel/All wheel with Hi/Lo Range  
**Passenger seating:** 2 minimum (including driver)  
**Doors:** 2, minimum  
**Wheelbase:** 119 in., minimum  
**GVWR:** 6000 lbs. min, 6650 lbs. max.  
**Engine:** 6 cylinder minimum  
**Tow Package:** Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring  
**Additional Requirements:**  
 Installed Spray-in bedliner  
 Factory Running Boards/Step Bars, Cab Length  
 The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
YZ	OXFORD WHITE
PQ	RACE RED
UM	AGATE BLACK

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	23	17	\$26,449.00	\$39,460.51
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct)	\$ 50.00
FOB Other than Metro Charleston - Per Mile	\$ 2.00

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 14 - Automobile  
Standard Pick Up Extended Cab**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** X1E 20321 F-150 SUPERCAB 4X4

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Standard Pick Up Extended Cab  
**Drive:** 4 Wheel/All wheel with Hi/Lo Range  
**Passenger seating:** 4 minimum (including driver)  
**Doors:** 4, minimum  
**Wheelbase:** 140in., minimum  
**GVWR:** 6275 lbs. min, 7350 lbs. max.  
**Engine:** Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel  
**Off Road Package:** Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.  
**Tow Package:** Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring  
**Slush/All weather Mats** Installed on driver and passenger front and second row, except where vinyl floor covering is present.  
**Bed:** Short, with installed Spray-in liner.  
**Sliding rear window:** Not required.

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
YZ	OXFORD WHITE
PQ	RACE RED
UM	AGATE BLACK

**Additional Requirements:**

Factory Running Boards/Step Bars, Cab Length

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

**Vendor Bid Response:**

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	23	17	\$29,489.00	\$42,500.51
Flex-fuel				
Diesel			\$31,984.00	#DIV/0!
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct)	\$ 50.00
FOB Other than Metro Charleston - Per Mile	\$ 2.00

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 15 - Automobile  
Standard Pick Up Crew Cab**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** W1E 20221 F-150 CREW CAB 4X4

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Standard Pick Up Crew Cab  
**Drive:** 4 Wheel/All Wheel with High & Low Range  
**Passenger seating:** 4 minimum (including driver)  
**Doors:** 4 full doors, minimum  
**Wheelbase:** 149 in., minimum  
**GVWR:** 6800 lbs. min, 7350 lbs. max.  
**Engine:** Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel  
**Off Road Package:** Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.  
**Tow Package:** Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring  
**Slush/All weather Mats** Installed on driver and passenger front and second row, except where vinyl floor covering is present.  
**Bed:** Long bed with installed Spray-in bedliner  
**Sliding Rear Window:** Not Required

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
YZ	OXFORD WHITE
PQ	RACE RED
UM	AGATE BLACK

**Additional Requirements:**

Factory Running Boards/Step Bars, Cab Length  
 The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:				
Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	23	17	\$35,889.00	\$48,900.51
Flex-fuel				
Diesel			\$38,399.00	#DIV/0!
CNG/Bifuel				
Hybrid				

**\*Options:** \$ 50.00  
 FOB Dealership: (Deduct) \$ 2.00  
 FOB Other than Metro Charleston - Per Mile

\*Note - The above delivery "options" above are not evaluated as part of the award.

**Class 16 - Automobile  
Full Size Utility**

**Vendor Name:** MATHENY FORD  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** U1G 2021 EXPEDITION XL 4X4

**Vendor Contact:** TOM CASEY  
**Phone No.:** 304-684-9625  
**Email:** tcasey@mathenymotors.com

**Vehicle Requirements:**

**Classification:** Full Size Utility  
**Drive:** 4-Wheel/All Wheel Drive  
**Passenger seating:** 5 minimum (including driver)  
**Doors:** 4, minimum  
**Wheelbase:** 116 in., minimum  
**GVWR:** 7300 lbs. min, 7600 lbs. max.  
**Engine:** Minimum Acceptable Engines:  
 6 cylinder turbo; **GAS:**  
 8 cylinder non-turbo; **GAS:**  
 Diesel: 6 cylinder turbo

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
PQ	RACE RED
UM	AGATE BLACK
YZ	OXFORD WHITE

**Additional Requirements:**  
 Factory Running Boards/Step Bars  
 Slush/ All-weather mats: Installed: Driver, Passenger, Cargo area  
 Limited Slip/ Tracktion Lock rear Axle  
 Heated - Power Driver and Passenger Mirrors  
 Factory Remote Start/Entry  
 Factory Rear Bumper Reverse Traffic Sensors  
 Rear Defroster/Wiper  
 Rear Passenger Climate Controls

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

<b>Vendor Bid Response:</b>				
Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	22	17	\$40,744.00	\$54,163.12
Flex-fuel				
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct)	\$ 50.00
FOB Other than Metro Charleston - Per Mile	\$ 2.00

\*Note - The above delivery "options" above are not evaluated as part of the award.





# West Virginia Ethics Commission



## Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$1 million or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation, but does not include publicly traded companies listed on a national or international stock exchange.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: Matheny FORD Address: 308 3rd St

St Marys WV 26170

Name of Authorized Agent: Thomas E Casey Address: 308 3rd St St Marys WV 26170

Contract Number: CRFQ SWC21\*04 (MV21) Contract Description: Statewide contract for motor vehicles (Class 01-17)

Governmental agency awarding contract: WV Purchasing Division

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

**1. Subcontractors or other entities performing work or service under the Contract**

Check here if none, otherwise list entity/individual names below.

**2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)**

Check here if none, otherwise list entity/individual names below.

Tom Matheny, President

**3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)**

Check here if none, otherwise list entity/individual names below.

Signature: Thomas E Casey

Date Signed: 10/13/20

**Notary Verification**

State of WV, County of WOOD:

I, Tom Casey, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 13 day of Oct

Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_

Date submitted to Ethics Commission: \_\_\_\_\_

Governmental agency submitting Disclosure: Purchasing Division



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL CONTRACTS:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

**"Employer default"** means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

**"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Matheny FORD

Authorized Signature: Thom E Casey Date: 10/13/20

State of WV

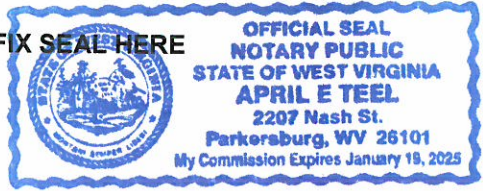
County of WOOD, to-wit:

Taken, subscribed, and sworn to before me this 13 day of Oct, 2020.

My Commission expires 1-19-, 2025

April

AFFIX SEAL HERE



NOTARY PUBLIC

1-19-25

Purchasing Affidavit (Revised 01/19/2018)

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Thomas E Casey Fleet MGR  
(Name, Title)  
Thomas E Casey Fleet MGR  
(Printed Name and Title)  
308 3rd ST St Marys WV 26170  
(Address)  
304-684-9625 304-684-9025  
(Phone Number) / (Fax Number)  
tcasey@mathenymotors.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

Matheny FORP  
(Company)

Thomas E Casey Fleet Manager  
(Authorized Signature) (Representative Name, Title)

Thomas E Casey Fleet MGR  
(Printed Name and Title of Authorized Representative)

10/12/21  
(Date)

304-684-9625 304-684-9025  
(Phone Number) (Fax Number)



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  
 Vehicles

<b>Proc Folder:</b> 785616		<b>Reason for Modification:</b>	
<b>Doc Description:</b> MV21 - 2021 OR LATEST MODEL VEHICLE			
<b>Proc Type:</b> Statewide MA (Open End)			
<b>Date Issued</b>	<b>Solicitation Closes</b>	<b>Solicitation No</b>	<b>Version</b>
2020-09-29	2020-10-13 13:30	CRFQ 0212 SWC2100000004	1

**BID RECEIVING LOCATION**

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

**VENDOR**

**Vendor Customer Code:**

**Vendor Name :**

**Address :**

**Street :**

**City :**

**State :** **Country :** **Zip :**

**Principal Contact :**

**Vendor Contact Phone:** **Extension:**

**FOR INFORMATION CONTACT THE BUYER**  
 Mark A Atkins  
 (304) 558-2307  
 mark.a.atkins@wv.gov

Vendor Signature X *Therese Casey* FEIN# *91-4882583* DATE *10/13/20*

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



	Document Phase	Document Description	Page 3
SWC2100000004	Final	MV21 - 2021 OR LATEST MODEL VEHICLE	

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions



CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

Contract Manager: Thomas F Casey  
Telephone Number: 304-684-9625  
Fax Number: 304-684-9625  
Email Address: tcasey@mathenymotors.com

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ 0212 SWC210000004**

**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 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 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.

Matheny FORD  
Company

Stu E Casey  
Authorized Signature

10/13/20  
Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.



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  
 Vehicles

Proc Folder: 785616			Reason for Modification: ADDENDUM_1
Doc Description: MV21 - 2021 OR LATEST MODEL VEHICLE			
Proc Type: Statewide MA (Open End)			
Date Issued	Solicitation Closes	Solicitation No	Version
2020-10-05	2020-10-13 13:30	CRFQ 0212 SWC2100000004	2

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Customer Code:  
 Vendor Name :  
 Address :  
 Street :  
 City :  
 State : Country : Zip :  
 Principal Contact :  
 Vendor Contact Phone: Extension:

**FOR INFORMATION CONTACT THE BUYER**  
 Mark A Atkins  
 (304) 558-2307  
 mark.a.atkins@wv.gov

Vendor Signature X FEIN# DATE

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

ADDITIONAL INFORMATION
<p>ADDENDUM_1: Is issued for the following:</p> <p>1. To publish a response to the questions submitted by Vendors during the Technical Questioning period.</p> <p>No other changes made.</p> <p>The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish an open-end contract for 2021, or latest model year, Motor Vehicles - Classes 1- 17, per attached documents.</p>

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER  No City                                      WV    99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City                                      WV    99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Vendor shall use Exhibit_A Pricing Page(s) for bid pricing.	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
25100000			

**Extended Description:**

MV21 - 2021 or latest model vehicle:

Note: Vendor shall use Exhibit\_A Pricing Page(s) for bid pricing.  
 If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.  
 Vendor shall enter pricing into the Exhibit\_A Excel pages and must attach with bid.  
 See section 18 of Instructions to Bidders.

SCHEDULE OF EVENTS		
<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by 2:00pm EDT:	2020-10-05

**SOLICITATION NUMBER: CRFQ 0212 SWC2100000004**  
**Addendum Number: 1**

---

The purpose of this addendum is to modify the solicitation identified as CRFQ 0212 SWC2100000004 (“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:**

1. To publish a response to the questions submitted by Vendors during the Technical Questioning period.

No other changes made.

**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.

Technical Question Response

---

**Question #1:** CLASS 6: Ford does not offer an Off Road Pkg on a Compact Utility. Could the Off Road Pkg be eliminated on Class 6?

**Response #1:** No, the Class 6 specification requirement for the items listed in the Off-Road Package will remain unchanged.

**Question #2:** Could a 4cyl Ecoboost Engine be added as a choice on Class 7 and 8?

**Response #2:** No, the Class 7 and 8 engine specifications will remain as originally published.

**Question #3:** Could the Off Road Pkg be eliminated on Class 8?

**Response #3:** No, the Off Road Pkg requirement will remain on Class 8.

**Question #4:** Could a 4 Cyl Eng be added as a choice on Class 9?

**Response #4:** No, the engine requirement will remain as originally specified for Class 9.

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish an open-end contract for 2021, or latest model year, motor vehicles – Class 1-17.
  
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“CNG/ Bi-fuel motor vehicle”** means a motor vehicle that can operate on either an alternative - Certified Natural Gas or conventional fuel based on driver selection.
  - 2.2 **“Contract Item”** or **“Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
  - 2.3 **“E85”** means an alternative fuel that is a high-level gasoline-ethanol blend containing 51% to 83% ethanol, depending on geography and season.
  - 2.4 **“EPA City MPG Rating”** means the Environmental Protection Agency’s official Mile Per Gallon evaluation of a vehicles’ city fuel economy for a given fuel type.
  - 2.5 **“EPA Highway MPG Rating”** means the Environmental Protection Agency’s official Mile Per Gallon evaluation of a vehicles’ highway fuel economy for a given fuel type. Vendors must use the *2021 Fuel Economy Guide*, for vehicle specific ratings which can be found at <http://www.fueleconomy.gov/feg/printGuides.shtml>
  - 2.6 **“EPA”** means Environmental Protection Agency.
  - 2.7 **“Flexible fuel motor vehicle”** means a vehicle that can operate on a combination of alternative and conventional fuels concurrently.
  - 2.8 **“Gross Vehicle Weight Rating (GVWR)”** means the maximum loaded weight (including curb weight, operator & passenger weight, and payload) in pounds (lbs.) of a single vehicle. Vehicle manufacturers specify the maximum GVWR on the vehicle certification label.
  - 2.9 **“Hybrid”** means Hybrid-electric vehicle which uses a combination of a gasoline engine and electric motor(s). (See Section 3.1.1.3)

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

- 2.10 “Manufacturer/Brand”** means the name of the maker of the contract item which will be supplied by the vendor.
- 2.11 “Model & Number”** means the model name and model number associated with the contract item as defined by the manufacturer.
- 2.12 “MPG”** means miles per gallon rating of a vehicles’ fuel economy for a given fuel type as defined by the Environment Protection Agency in the *2021 Fuel Economy Guide*, for vehicle specific ratings which can be found at <http://www.fueleconomy.gov/feg/printGuides.shtml>.
- 2.13 “OEM”** means Original Equipment Manufacturer.
- 2.14 “Powertrain”** means the group of components used to transmit engine power to the wheels. The powertrain includes the engine, clutch, transmission, universal joints, drive shaft, and rear-axle gears.
- 2.15 “Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as **Exhibit\_A** and used to evaluate the Solicitation responses.
- 2.16 “QVM”** means Qualified Vehicle Modifier.
- 2.17 “Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.18 “Total life-cycle cost”** means the complete cycle of a motor vehicle, from initial acquisition, through operation using the formula provided below for anticipated mileage.
- 2.19 “Vehicle class”** means the designation of motor vehicle types that include sedans, sport utility vehicles, and trucks, or different categories of vehicles according to requirements specified herein.
- 2.20 “Vendor Name”** means the company name of the vendor (Dealership) who will be supplying the contract item(s) to the State of West Virginia.
- 2.21 “Warranty”** means the written guarantee issued with new motor vehicles or related equipment. It defines the manufacturer's responsibility for the repair or replacement of defective parts and other services provided as part of the purchase price. A



CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

**3.1.1.2.1** All parts and accessories advertised and regularly supplied as standard shall be included except those which would represent duplication of parts and accessories specified and except those which, by specification, are not to be furnished.

**3.1.1.2.2** All standard safety features, required by Federal and State law, shall be included.

**3.1.1.2.3** Vehicles must have all equipment found on the manufacturer's base model plus other equipment requirements, packages, items, etc. needed to meet the specifications for each order vehicle class placed against the contract.

**3.1.1.2.3.1** Vehicles must not have manufacturer's base model equipment deleted unless specifically required within the specifications for that vehicle.

**3.1.1.2.3.2** Packages that are designated for police use or special service vehicles (non-civilian) use will not be accepted.

**3.1.1.3 Fuel Type:** All vehicles shall be gasoline powered unless otherwise stated. Flex Fuel (E85), Diesel, CNG/Bifuel, and Hybrid should also be quoted if available.

A. All alternative vehicles must have the capacity to travel a minimum of 150 miles without refueling/recharging.

B. All-natural gas devices must be OEM or QVM Certified and EPA approved.

C. **Hybrid Vehicles** must meet the following requirements -

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

- a. Hybrid Vehicles must have both an internal combustion engine and an electric motor.
- b. Hybrid Vehicles bid must be capable of driving on only electric power.

**3.1.1.4 Pre-delivery inspection:** Prior to delivery, all vehicles must be thoroughly inspected and serviced in compliance with the manufacturer's proscribed procedures which includes but is not limited to:

- A. Complete vehicle lubrication;
- B. Confirm oil level, fill crank case as needed, top off all fluids;
- C. Adjust engine to proper operating condition;
- D. Verify tire pressure and corrected as necessary;
- E. Check front end alignment or four-wheel alignment if applicable, perform alignment if needed, and balance all tires;
- F. Wash/Clean interior and exterior of vehicle. Remove all unnecessary tags, stickers (including window stickers), papers, tags etc.; Window stickers need to be removed and placed inside the vehicle.
- G. Include a minimum of one owner's manual;
- H. Upon delivery, the vehicles fuel tanks shall be full of fuel;
- I. Include temporary license plate and registration;
- J. Affix a valid West Virginia Inspection Sticker to the windshield. The vehicle must be inspected in the month delivered;
- K. No dealer insignia or other advertising shall be affixed to the vehicle or appear on any accessory such as mud flaps, bumpers, deck lids, etc. Vehicles delivered with such advertising will be rejected;

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

L. Perform operational checks which will cover all controls, systems, and devices, doors, windows, accessories, and road testing of the completed vehicle. Vehicle shall be driven at various speeds; brakes tested for dependability, vehicle checked for rattles, squeaks and must be in compliance with pre-delivery inspection/servicing procedures and make adjustments as necessary.

**3.1.1.5 Workmanship:** Vehicles shall be free from defects that may impair their operation, safety, emissions, and serviceability, or detract from appearance.

**3.1.1.6 Operator's Manuals:** The manufacturer shall furnish with the vehicle at least one copy of all warranty information and handbooks for the vehicle and any special equipment furnished with, or as a part of, the vehicle. This information shall be in hard copy form. The handbooks shall include as a minimum the vehicles operator's manual, vehicle maintenance handbook, and special equipment handbook.

**3.1.1.7 Statement of Origin or Bill of Sale:** Unless otherwise specified, manufacturer's Statement of Origin or Bill of Sale showing the applicable purchase order number for each vehicle procured shall be provided. The document shall be forwarded to the agency's address shown on the equipment contract order prior to shipment. Vehicle safety/emission tests are the responsibility of the requisition agency.

A. All vehicle identification numbers (VIN) must be supplied to the Fleet Management Division by email, referencing the purchase order, release order, or other procurement acquisition, or leasing agreement number, the year, make, model, and color of each vehicle to the following email address: [fleet@wv.gov](mailto:fleet@wv.gov). This information must be received within ten (10) working days prior to the delivery of each vehicle.

B. Upon delivery of the vehicle, All documentation (Title Application, Statement of Origin,

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

Delivery/Odometer Statement, Lease Agreement, etc.)  
in original form must be mailed or hand carried to:

Department of Administration  
Fleet Management Division  
Capitol Complex, Bldg 17  
2101 Washington Street, East  
P.O. Box 50121  
Charleston, WV 25305-0121

**3.1.1.8 Warranty:** The following are mandatory requirements as related to the warranty:

- A. Basic Comprehensive Warranty Coverage** - The vendor shall provide the vehicle manufacturer's basic whole vehicle warranty. The minimum length of warranty shall be 3 years/36,000 miles and shall cover the entire vehicle (bumper to bumper).
- B. Basic Corrosion and Powertrain Warranty Coverage** - the vendor shall provide the manufacturers' standard Basic Corrosion and Powertrain Warranty.
- C.** The warranty shall include furnishing, without cost to the agency, (FOB vendors' nearest dealer or branch to vehicle's location), of new parts and assemblies to replace any that failed or malfunctioned within the warranty period. The State may elect to have the corrective work performed at the vendor's location, branch, or dealership, or a manufacturer's factory authorized repair facility, or upon the vendor's approval, at a commercial or Government repair facility. The cost of labor involved in the replacement of the failed or malfunctioned part(s) or assemblies shall be borne by the vendor.
- D. Warranty Extensions** - If the vendor receives from any supplier, manufacturer, or subcontractor additional warranty coverage on the whole or any component of the vehicle, in the form of time and/or

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

mileage including any pro rata arrangements, or the vendor generally extends to its commercial customers a greater or extended warranty coverage, the agency shall receive corresponding warranty benefits.

**3.1.1.9 Product Conformance:** the products provided shall meet the salient characteristics of this specification, conform to the manufacturer's own drawings, specifications, standards and quality assurance practices, and be the same product offered for sale in the commercial market.

**3.1.1.10 REPORTS:** The Vendor shall provide to the State of West Virginia's primary contact person quarterly utilization reports by vehicle class containing at a minimum the following information pertaining to the State of West Virginia agencies, boards, commissions, and political subdivisions:

- 3.1.1.10.1** Class Number;
- 3.1.1.10.2** Ordering Entity;
- 3.1.1.10.3** Purchase Order Number;
- 3.1.1.10.4** Description;
- 3.1.1.10.5** Quantity.

These reports will be provided in Excel format and sent via email to the Purchasing Division Buyer on a quarterly basis as follows:

<u>PERIOD END</u>	<u>REPORT DUE</u>
December 31	January 31
March 31	April 30
June 30	July 31
September 30	October 31

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

**4. CONTRACT AWARD:**

- 4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the vendors that provide the Contract Items meeting the required specifications for the lowest Total Life Cycle Cost per fuel type vehicle class as shown on the Pricing Pages.

Each vehicle fuel type (Gasoline, Flex-fuel, Diesel, CNG/Bifuel, and Hybrid) contained in a given class, represents an opportunity for a separate bid response. Each of these vehicle fuel types shall be evaluated independently and awarded to the lowest responsible bidder meeting the specifications of the given vehicle fuel type in that vehicle class.

- 4.2 Life of Contract:** This contract shall become effective upon award and extends for one year or until such time as the vendor notifies the Purchasing Division that the model year build-out date has been reached, unless the vendor chooses to supply next model year vehicles at the price quoted, or until contracts are issued for the next model year.

- 4.3 Pricing Pages:** Vendor should complete the Pricing Pages by responding to the information requested in the “Vendor Name”, “Manufacturer/Brand”, “Model & Number”, “EPA HIGHWAY MPG Rating”, “EPA CITY MPG Rating”, “Vendor Contact”, “Phone Number”, “Email Address”, “Standard Color Code”, “Color Description”, and “Unit Price” fields for each vehicle class. Utilizing the provided excel files will self-tabulate the “Total Life Cycle Cost” fields.

**Vendor Bid Response Section:** The vendor shall use the EPA mileage ratings from the Official 2021 Fuel Economy Guide for Highway and City MPG ratings for each vehicle class. If the vehicle is not present in the 2021 Fuel Economy Guide, vendors must utilize the EPA Mileage rating provided by the manufacturer for 2020 model vehicles. Vendors should submit mileage rating documentation from the manufacturer with their bid response for the vehicle EPA mileage ratings not available in the 2021 Fuel Economy Guide. Inclusion of this documentation, with the bid, will expedite the evaluation process.

Any vehicle class that contains a vehicle evaluated on the basis of the EPA Mileage rating provided by the manufacturer may be re-evaluated at the sole discretion of the Purchasing Division if the subsequently published Official 2021 Fuel Economy Guide would result in a change to the Total Life Cycle Cost of 5% (.05) or more.

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

Example:

Manufacturer utilized EPA Mileage rating resulting in a Total Life Cycle Cost of \$45000.00 for vehicle class bid. If the EPA Official 2021 Fuel Economy Guide published mileage rating differs from the manufacturer mileage rating and results in a Total Life Cycle Cost change exceeding \$2,250.00 for the vehicle class bid [ $\$45,000.00 \times .05 (5\%) = \$2,250.00$ ], a re-evaluation of vehicle class bid may result.

Any re-evaluation will utilize the EPA mileage ratings from the Official 2021 Fuel Economy Guide in place of the EPA Mileage rating from the manufacturer. In the event the two EPA mileage ratings differ and exceed a 5% change in the overall Total Life Cycle Cost, the re-evaluation may result in cancellation of the existing award and re-awarding of a vehicle class to another vendor. Orders placed with an awarded vendor prior to a contract re-award will remain valid. Once a re-award is made and officially becomes effective, all new orders for that vehicle class will be placed with the re-awarded vendor.

**4.3.1 “Vehicle Fuel Type” segment:**

- A. Vendors bidding vehicle fuel type “Gasoline” shall use the MPG ratings for gasoline.
- B. Vendors bidding vehicle fuel type “Flex-fuel” shall use the MPG ratings for E85.
- C. Vendors bidding vehicle fuel type “Diesel” shall use the MPG ratings for diesel.
- D. Vendors bidding vehicle fuel type “CNG/Bifuel” shall use the MPG ratings for gasoline.
- E. Vendors bidding vehicle fuel type “Hybrid” shall use the MPG ratings for gasoline.

**4.3.2 “EPA HIGHWAY MPG Rating” & “EPA CITY MPG Rating”**

segments: The EPA mileage ratings for Highway and City MPG are supplied by the US Environmental Protection Agency at the following website: <https://www.fueleconomy.gov/feg/printGuides.shtml> Vendor shall provide each corresponding EPA MPG rating in the cell provided.

**4.3.3 “Unit Price” segment:** The Unit Price is the base vehicle price including standard equipment requirements, vehicle requirements and any additional requirements for the given vehicle class.

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

(deduct) or FOB Other than Metro Charleston fields, it will be assumed the vendor will not be charging delivery. These options will not be evaluated as part of the award.

**General:** Vendors should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: [Mark.A.Atkins@wv.gov](mailto:Mark.A.Atkins@wv.gov)

## 5. ORDERING AND PAYMENT:

**5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

**5.2 Agency Ordering Procedure:** WV State Agencies shall issue a CDO (Central Delivery Order.) The CDO and following corresponding form: DOA-FM-59 for vehicle replacement or Fleet Increase shall be submitted to the Department of Administration Fleet Management Division for approval. Then shall be forwarded to the Purchasing Division for processing.

The purchase requisition must be thoroughly completed and must contain the following: the contract number from which the vehicle is being procured and must be properly signed by all appropriate parties. Additionally, emergency orders must clearly be stated on the purchase requisition.

Failure to meet the above requirements will result in the requisition being returned to the issuing agency for correction. Please refer to Appendix\_Q of the Purchasing



CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

Division Handbook for additional instructions and examples of delivery order information required.

- 5.3 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

Vehicles may be purchased from this contract by any West Virginia State agency. West Virginia state agencies will either remit payment directly or use a third-party financing company on contract with the State of West Virginia. The Department of Administration, Fleet Management Division (FMD) arranges third-party financing.

The time required for third party financing does not differ from the time required for payment directly from the state as both are normally made within 30 business days from delivery of vehicle and corresponding invoice. Actual time required to process payment may vary.

**6. DELIVERY AND RETURN:**

- 6.1 Delivery Time:** Vendor shall deliver standard orders within 120 working days after orders are received. Vendor shall deliver emergency orders 60 working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

Standard order delivery shall be F.O.B. destination to West Virginia Surplus Property located at 2700 Charles Avenue Dunbar, WV 26064 or to agencies located in the Charleston Metro Area only.

For deliveries made to West Virginia Surplus Property; the vendor must receive prior approval from Surplus Property to deliver vehicles. The delivery request must be made at least five (5) working days in advance. Surplus Property will accept a maximum amount of twenty (20) vehicles per day and no deliveries will be accepted after 3:30 PM, EST. The Surplus Property Vehicles Coordinator can be contacted at 304-766-2626.

For deliveries not made to the West Virginia Surplus Property; all vehicles must be delivered to the “ship to” section indicated on the purchase requisition form. Vendors must contact the Fleet Management Division at 1-855-817-1910 prior to delivery.

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

The following State Agencies require twenty-four (24) hour advance notice prior to delivery:

Division of Highways	West Virginia State Police
Division of Natural Resources	Higher Education (Colleges)
Division of Forestry	Elected Officials

**6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Vendor shall pay liquidated damages in the amount of .5% (.005) of the agency's purchase requisition amount for delivery delays beyond 120 calendar days. This amount will be assessed daily until order is completed in full. The liquidated damages only apply when the vendor does not notify the agency to arrange shipping prior to the 120 days required.

Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division

**6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice. The Vendor may add a supplementary per mile charge for delivery to locations other than West Virginia Surplus Property and should provide this information in the "Options" section of each vehicle class pricing page.

**6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

CRFQ 0212 SWC2100000004  
REQUEST FOR QUOTATION  
MV21 – 2021, or latest model year, Motor Vehicles

---

**7. VENDOR DEFAULT:**

**7.1** The following shall be considered a vendor default under this Contract.

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

**7.2** The following remedies shall be available to Agency upon default.

- 7.2.1** Immediate cancellation of the Contract.
- 7.2.2** Immediate cancellation of one or more release orders issued under this Contract.
- 7.2.3** Any other remedies available in law or equity.

**8. MISCELLANEOUS:**

- 8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.3 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.