



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at *wvOASIS.gov*. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at *WVPurchasing.gov* with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header 4


[List View](#)

General Information

[Contact](#)[Default Values](#)[Discount](#)[Document Information](#)[Clarification Request](#)

Procurement Folder: 785156

Procurement Type: Central Master Agreement

Vendor ID: 000000115021 

Legal Name: AUTOMOTIVE RENTALS INC

Alias/DBA:

Total Bid: \$3.50

Response Date: 10/22/2020 

Response Time: 12:33

Responded By User ID: pgnatowski 

First Name: Peter

SO Doc Code: CRFQ

SO Dept: 0216

SO Doc ID: FLT2100000003

Published Date: 10/19/20

Close Date: 10/22/20

Close Time: 13:30

Status: Closed

Solicitation Description: Vehicle Maintenance, Fuel And Repair Management Services

Total of Header Attachments: 4

Total of All Attachments: 4

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Automotive and light truck maintenance and repair	1.00000	EA	3.500000	3.50

Comm Code	Manufacturer	Specification	Model #
78181507			

Commodity Line Comments:

Extended Description:

VENDOR MUST FILL OUT PRICING PAGE AND SUBMIT IT WITH THIS BID

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Credit card service providers	0.00000	EA	0.000000	0.00

Comm Code	Manufacturer	Specification	Model #
84141602			

Commodity Line Comments:

Extended Description:

Credit card service providers



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
 Service - Prof

Proc Folder: 785156			Reason for Modification: Addendum No. 1 is issued to publish and distribute the attached information to the vendor community.
Doc Description: Vehicle Maintenance, Fuel And Repair Management Services			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2020-10-09	2020-10-22 13:30	CRFQ 0216 FLT2100000003	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 : ARI

Address : 00 Leaden all Road

Street :

City : Mt. Laurel

State : **Country :** SA **Zip :** 0

Principal Contact : ete nato s i, District Sales Manaer

Vendor Contact Phone: 22 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Vendor Signature X **FEIN#** 2022 **DATE** October , 2020

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

ADDITIONAL INFORMATION

Addendum no. 1

Addendum No. 1 is issued to publish and distribute the attached information to the vendor community.

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of State of West Virginia - Fleet Management Division, hereinafter referred to as "FMD", to establish an open-end contract for obtaining vehicle management system that includes maintenance and repair management services for vehicles leased, owned, operated, maintained, managed or administered by the State of West Virginia - FMD. This contract is also for the procurement, maintenance, and support of a secure, fuel-only credit card programs, also referred to as "universal fleet card program." per the specifications and terms and conditions as attached hereto.

The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON ST E CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON ST E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Automotive and light truck maintenance and repair	1.00000	EA		

Comm Code	Manufacturer	Specification	Model #
78181507			

Extended Description:

VENDOR MUST FILL OUT PRICING PAGE AND SUBMIT IT WITH THIS BID

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DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON ST E CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON ST E CHARLESTON WV 25305 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Credit card service providers	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84141602			

Extended Description:
Credit card service providers

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
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SOLICITATION NUMBER: FLT2100000003

Addendum Number: 1

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

1. To correct the Bid Opening date from 10/14/2020 to 10/22/2020.

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.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: FLT210000003

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 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.

ARI

Company

Dee Gualanski

Authorized Signature

October , 2020

Date

NOTE: This addendum acknowledgment 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
 Service - Prof

Proc Folder: 785156		Reason for Modification:	
Doc Description: Vehicle Maintenance, Fuel And Repair Management Services		Addendum No. 2 is issued to publish Vendor questions and responses.	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2020-10-19	2020-10-22 13:30	CRFQ 0216 FLT2100000003	3

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : ARI

Address : 00 Leadenhall Road

Street :

City : Mt. Laurel

State : Country : SA Zip : 000

Principal Contact : ete nato s, District Sales Manager

Vendor Contact Phone: 2222 Extension:

FOR INFORMATION CONTACT THE BUYER
 Melissa Pettrey
 (304) 558-0094
 melissa.k.pettrey@wv.gov

Vendor Signature X *Tele Gnatowski* **FEIN#** 2002222 **DATE** October 01, 2020

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

ADDITIONAL INFORMATION

Addendum no. 2

Addendum No. 1 is issued to publish and distribute the attached information to the vendor community.

Request for Quotation

The West Virginia Purchasing Division is soliciting bids on behalf of State of West Virginia - Fleet Management Division, hereinafter referred to as "FMD", to establish an open-end contract for obtaining vehicle management system that includes maintenance and repair management services for vehicles leased, owned, operated, maintained, managed or administered by the State of West Virginia - FMD. This contract is also for the procurement, maintenance, and support of a secure, fuel-only credit card programs, also referred to as "universal fleet card program." per the specifications and terms and conditions as attached hereto.

The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

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DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON ST E CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2101 WASHINGTON ST E CHARLESTON WV 25305 US

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Comm Code	Manufacturer	Specification	Model #
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Extended Description:

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Credit card service providers	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
84141602			

Extended Description:
Credit card service providers

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
-------------	--------------	-------------------

SOLICITATION NUMBER: FLT2100000003

Addendum Number: **2**

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

Applicable Addendum Category:

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

Description of Modification to Solicitation:

- 1. To publish responses to vendor questions.**

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.

CRFQ FLT2100000003
Vendor Q&A

Question #1: reference Exhibit A – Official Bid Sheet: Maintenance and Service Program – Section A; Would it be acceptable to Bid only HD & MD Trucks? Additionally, can a Fleet List be provided?

Answer #1: Mandatory specifications and requirements must be met.
Yes, a list can be provided, although the class of current vehicles is listed in the solicitation.

Question #2: reference Exhibit A – Official Bid Sheet: Must a bid be provided for Fuel-Only Credit Card Program-Section B, can WBD “No Bid” this section?

Answer #2: Mandatory specifications and requirements must be met.

Question #3: reference Exhibit A – Official Bid Sheet: Must a bid be provided for Telemetrics – Section H, can WBD “No Bid” this section?

Answer #3: Mandatory specifications and requirements must be met.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: FLT2100000003

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 type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
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| <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.

ARI

Company



Authorized Signature

October , 2020

Date

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

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: Automotive Rentals, Inc. dba ARI

Authorized Signature: *John Gnatoski* Date: October 20, 2020

State of NJ

County of Burlington, to-wit:

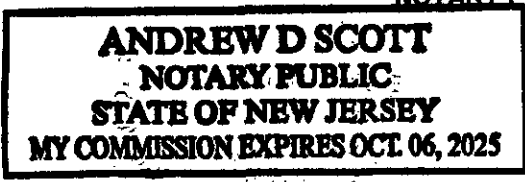
Taken, subscribed, and sworn to before me this 20th day of October, 2020.

My Commission expires October 6, 2025.

AFFIX SEAL HERE

NOTARY PUBLIC

Andrew D Scott



State of West Virginia Fleet Management Office

Exhibit A - Pricing Page

MAINTENANCE AND SERVICES PROGRAM - Section A							
	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity	Extended Price
Vehicle Maintenance Services 1 ton and under. All inclusive lump sum cost for all Services as defined in the specifications in sections 4.2.1.1	\$3.50	\$3.50	\$3.50	\$3.50	Per Vehicle Per Month	3,000	\$504,000.00
National Account Discount of: (Most be a negative number)	-2.000%	-2.000%	-2.000%	-2.000%	Percent	\$1,500,000.00	-\$120,000.00
Independent Vendor fee of:	5.000%	5.000%	5.000%	5.000%	Percent	\$1,500,000.00	\$300,000.00
Subtotal Section A1							\$684,000.00
	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity	Extended Price
Vehicle Maintenance Services Over 1 ton. All inclusive lump sum cost for all Services as defined in the specifications in sections 4.2.1.1	\$7.50	\$7.50	\$7.50	\$7.50	Per Vehicle Per Month	1,900	\$684,000.00
National Account Discount of:	-2.000%	-2.000%	-2.000%	-2.000%	Percent	\$750,000.00	-\$60,000.00
Independent Vendor fee of:	5.000%	5.000%	5.000%	5.000%	Percent	\$750,000.00	\$150,000.00
Subtotal Section A2							\$774,000.00
FUEL-ONLY CREDIT CARD PROGRAM - Section B							
	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity	Extended Price
Fuel Only Credit Cards All inclusive lump sum cost for all Services as defined in the specifications in sections 3.2.	\$0.00	\$0.00	\$0.00	\$0.00	Per Card	10,000	\$0.00
Replacement fuel card (lost or stolen)	\$3.00	\$3.00	\$3.00	\$3.00	Per Card	500	\$6,000.00
	Basis point				Multiplier	Estimated Monthly Retail Transactions	Total Annual Volume Rebate
Domestic Volume Rebate	90	90	90	90	0.0001	\$1,000,000.00	\$360,000,000.00
Subtotal Section B							\$360,006,000.00
Express Mailing - Section C							
	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity	Extended Price
At the request of FMD 3.4.11.5	\$25.00	\$25.00	\$25.00	\$25.00	Per Event	500	\$50,000.00
Subtotal Section C							\$50,000.00
24 Hour Roadside Assistance - Section D							
	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity	Extended Price

As defined in the specifications in sections 3.1.10.15	\$35.00	\$35.00	\$35.00	\$35.00	Per Event	1,000	\$140,000.00
Subtotal Section D							\$140,000.00

Mileage Odometer Entry - Section E

	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity	Extended Price
Mileage Entry and Ending Odometer 3.6	\$1.75	\$1.75	\$1.75	\$1.75	Per Vehicle per Month	1,000	\$84,000.00
Subtotal Section E							\$84,000.00

Driver Portal Log - Section F

	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity	Extended Price
As defined in the specifications in sections 3.8.	\$1.75	\$1.75	\$1.75	\$1.75	Per Driver per Month	10,000	\$840,000.00
Subtotal Section F							\$840,000.00

MVR - Section G

	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity	Extended Price
Motor Vehicle Record as defined in section 3.9.2	\$6.00	\$6.00	\$6.00	\$6.00	Per Event	500	\$144,000.00
State Fee	\$12.50	\$12.50	\$12.50	\$12.50	Pass through, per event	3,000	\$150,000.00
Third Party Vendor Fee	\$2.00	\$2.00	\$2.00	\$2.00	Pass through, per event	3,000	\$24,000.00
Subtotal Section G1							\$318,000.00
Motor Vehicle Record - Continuous Monitoring as defined in section 3.9.2.	\$3.00	\$3.00	\$3.00	\$3.00	Per vehicle per month	500	\$72,000.00
State Fee	\$12.50	\$12.50	\$12.50	\$12.50	Pass through, per event	15,000	\$750,000.00
Third Party Vendor Fee	\$2.00	\$2.00	\$2.00	\$2.00	Pass through, per event	15,000	\$120,000.00
Subtotal Section G2							\$942,000.00

Telematics - Section H

	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity	Extended Price
Telematics -3.7							
Hardware,	\$52.68	\$52.68	\$52.68	\$52.68	Per unit - one time	7000	\$1,475,040.00
T harness,	\$22.00	\$22.00	\$22.00	\$22.00	Per unit - one time	7000	\$616,000.00
Monthly service fee	\$11.00	\$11.00	\$11.00	\$11.00	Per unit - monthly	7000	\$3,696,000.00
In cab verbal notification	\$0.00	\$0.00	\$0.00	\$0.00	Per unit - monthly	7000	\$0.00
NFC Reader	\$49.50	\$49.50	\$49.50	\$49.50	Per unit - one time	7000	\$1,386,000.00
Fob	\$3.00	\$3.00	\$3.00	\$3.00	Per unit - as needed	7000	\$84,000.00
Subtotal Section H							\$7,257,040.00

Driver Safety Education Program - Section I

	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity Per Year	Extended Price
Driver Safety Education Program - 3.9							
Initial Assessment	\$13.00	\$13.00	\$13.00	\$13.00	Per Event	5000	\$260,000.00
Supporting Modules as defined in section 3.9.	\$5.00	\$5.00	\$5.00	\$5.00	Per Module	5000	\$100,000.00
Subtotal Section I							\$360,000.00

Data Interface - Section J							
	Unit Price Year One	Unit Price (Optional Renewal Year Two)	Unit Price (Optional Renewal Year Three)	Unit Price (Optional Renewal Year Four)	Unit of Measure	Estimated Quantity Per Month	Extended Price
Third Party Interface	\$0	\$0	\$0	\$0	Per record	3000	\$0.00
Subtotal Section J							\$0.00

Total Bid Amount (Sum of Subtotals from Section A through J)	\$371,455,040.00
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Notes: The quantities provided are for bid evaluation purposes only. Actual quantities may be more or less at the discretion of the Agency.

Solicitation will be evaluated on Total Bid Amount. Award will be for the first year's services only. Any services for subsequent years will be added by Change Order, initiated by at the Office of the Insurance Commissioner's option with the approval of the Vendor and approved by the West Virginia Purchasing Division.

Point of Contact Name:	Pete Gnatowski, District Sales Manager
Point of Contact Phone:	(513) 288-2287
Point of Contact Fax:	
Point of Contact Email:	pgnatowski@arifleet.com

©ARI. All rights reserved. Contains information confidential and proprietary to ARI and affiliates. To be used by prospective customer solely to evaluate whether to award to ARI and not for any other purpose. Proposal (including pricing) based on information provided to ARI (including number of vehicles to be leased and/or managed), our credit evaluation and mutually-acceptable contractual terms. Proposal (including pricing) expires 90 days from proposal date. Parties' undertakings to be set forth in definitive and fully-signed contract.



A HOLMAN ENTERPRISE

CRFQ 0216 FLT2100000003 Vehicle Maintenance, Fuel And Repair Management Services

October 22, 2020

Prepared by:

ARI

Pete Gnatowski

District Sales Manager

C (513) 288-2287

E pgnatowski@arifleet.com

www.arifleet.com

©ARI. All rights reserved. Contains information confidential and proprietary to ARI and affiliates. To be used by prospective customer solely to evaluate whether to award to ARI and not for any other purpose. Proposal (including pricing) based on information provided to ARI (including number of vehicles to be leased and/or managed), our credit evaluation and mutually-acceptable contractual terms. Proposal (including pricing) expires 90 days from proposal dates. Parties' undertakings to be set forth in definitive and fully-signed contract.

3.1 MAINTENANCE and REPAIR SERVICES PROGRAM

3.1.1 Maintenance and Repair Services Program - Fleet Data

3.1.1.1 For the purpose of bidding, the following is data relating to the State of West Virginia's Fleet:

Total # of vehicles for records and data listing	7600
Average # of active vehicles with maintenance	3200
Average# of transactions per month	860
Average \$ spent per month	\$245,000

<u>Vehicle Type</u>	<u>Total # of Vehicles</u>
Bus	13
Car	1032
Motorcycle	12
SUV	2440
Truck HD	70
LD Truck	2504
Truck MD	85
Van	950

ARI can continue to support the State's fleet needs.

- 3.1.2 Vendor must furnish maintenance and repair services program for each vehicle designated in the fleet. These services must follow manufacturers recommendation.**
ARI complies with this requirement.
- 3.1.3 Vendor must deal directly with any maintenance and repair service providers concerning the cost and need for any repair. The pre-approval level for repairs will be provided to the successful vendor.**
ARI complies with this requirement.
- 3.1.4 Vendor must furnish a maintenance program for each vehicle that must include an explanation of how to facilitate emergency roadside assistance such as: flat tire, lock-out assistance, towing, and services available. Vendor will be provided a list of current vehicles for which the vendor will supply a maintenance mechanism within ten business days after contract is finalized. Vendor will supply a maintenance mechanism within five business days for new vehicles or for replacements.**
ARI complies with this requirement.
- 3.1.5 Vendor must be able to facilitate, at no additional cost, the acquisition of tires and mount, valves, balance and disposal through the State of West Virginia Statewide Contract.**
ARI complies with this requirement.



3.1.6 Vendor must provide to the State of West Virginia, the capabilities to manually enter maintenance invoices into the vendor database and/or accept other maintenance events that can be uploaded into the vendor database. All maintenance events entered into vendors data base regardless shall be included in all reports.

ARI complies with this requirement.

3.1.7 Vendor must capture vehicle odometer reading from the service provider at the time service is provided for reporting purposes.

ARI complies with this requirement.

3.1.8 Vendor must implement a payment mechanism for billing and payment to the third-party vendor for vehicle maintenance and repair costs associated with these activities.

ARI complies with this requirement.

3.1.9 Vendor must implement preventative maintenance management to establish parameters that follow manufacturers recommendations.

ARI complies with this requirement.

3.1.10 Maintenance and Repair Services Program - Data Management

3.1.10.1 Vendor must implement data analytical service management using integrated, browser client-server applications for the following core fleet processes:

ARI complies with this requirement.

3.1.10.2 Fleet utilization management

ARI complies with this requirement.

3.1.10.3 Maintenance management

ARI complies with this requirement.

3.1.10.4 Fleet cycling (replacement management)

ARI complies with this requirement.

3.1.10.5 Total cost of ownership analytics

ARI complies with this requirement.

3.1.10.6 Cost management and cost containment

ARI complies with this requirement.

3.1.10.7 Industry best practice modeling

ARI complies with this requirement.

3.1.10.8 Operations cost bench marking

ARI complies with this requirement.




- 3.1.10.9** Vendor must capture, integrate, and provide National Highway Transportation Safety Administration (NHTSA) safety data and vehicle recall information to driver and spending unit fleet coordinator using a browser client-server application. Vendor must have a web-based forum that would house and make available safety information from the NHTSA and/or internal vendor data that can track maintenance trends on certain makes and models of vehicles.
ARI complies with this requirement.
- 3.1.10.10** Vendor must implement a browser client-service preventive maintenance application that is driver-centric and can produce maintenance reminders using email, SMS or other means that notify spending unit fleet coordinators when established thresholds are pending or have been exceeded.
ARI complies with this requirement.
- 3.1.10.11** Vendor must implement a browser client-server maintenance management and repair application that provides real-time, line item visibility of maintenance and repair outcomes (invoices, work orders, or work requests), including narrative comments (if applicable) which contain documented savings in reduced labor rate charges, reduced parts charges, reduced core charges, and any warranty recovery savings.
ARI complies with this requirement.
- 3.1.10.12** Vendor must seek the State approval before implement repair service management based on established thresholds.
ARI complies with this requirement.
- 3.1.10.13** Vendor must implement management of third-party vendors (3PV) which includes:
- 3.1.10.13.1** 3PV provides the lowest repair cost to the state based off The Mechanics Flat Labor Rate Guide, Mitchell ProDemand, or equal, or an agreed upon industry best practice equivalent.
ARI complies with this requirement.
 - 3.1.10.13.2** 3PV executes real-time odometer entry and accounts receivable processing.
ARI complies with this requirement.
 - 3.1.10.13.3** 3PV is the closest reasonable proximity based on the vehicle location, garage alliances and geographic challenges.
ARI complies with this requirement.
 - 3.1.10.13.4** 3PV use Original Equipment Manufacturer (OEM) or equivalent, warrantied parts during vehicle warranty period. Post OEM warranty coverage period, the 3PV uses OEM or equivalent after-market parts whichever is most cost-effective.
ARI complies with this requirement.



- 3.1.10.13.5** **3PV payment credit or reimbursement of one hundred percent (100%) of the manufacturer part's warranty value minus the recovery fee with "Warranty recovery" clearly identified on spending unit invoice or reimbursement check detail if payment is made by check.**
ARI complies with this requirement.
- 3.1.10.14** **Vendor must implement and manage a maintenance management contact center by phone, text and or email that is available to drivers and fleet coordinators 24/7/365.**
ARI complies with this requirement.
- 3.1.10.15** **Vendor must implement and manage a 24-hour roadside assistance program with the following core functions:**
- 3.1.10.15.1** **Toll-free assistance line**
ARI complies with this requirement.
 - 3.1.10.15.2** **Emergency towing service**
ARI complies with this requirement.
 - 3.1.10.15.3** **Tire-changing service**
ARI complies with this requirement.
 - 3.1.10.15.4** **Battery jump service**
ARI complies with this requirement.
 - 3.1.10.15.5** **Lockout service**
ARI complies with this requirement.
- 3.1.10.16** **Vendor must implement email notification to 3PV after 72 hours of no activity on approved purchase orders. The same email notification must also be sent to an FMD designated email.**
ARI complies with this requirement.
- 3.1.10.17** **Vendor must provide, manage, and integrate a browser client-server asset management application with inventory and multi-criteria replacement methodologies, e.g., vehicle age, accrued mileage, life-to-date maintenance cost, predictive maintenance costs by automotive systems, manufacturer, VIN make, and VIN model.**
ARI complies with this requirement.
- 3.1.10.18** **All data must be maintained by the Vendor for thirteen (13) months after the vehicle becomes retired, at no additional cost to the Agency. All operations cost associated with a vehicle must be maintained for a minimum of 5 years for reporting purposes. Vendor must provide access to data and assist in transitioning the data to another Vendor should this contract be terminated for any reason.**
ARI complies with this requirement.



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- 3.1.10.19** Vendor's solution must communicate and interface maintenance, fueling, inventory, billing and other vehicle related information to the consolidated centralized state of WV fleet management system using a Comma separated values file.
ARI complies with this requirement.
- 3.1.10.19.1** Two-way interface with wvOASIS Advantage Financial
ARI complies with this requirement.
- 3.1.10.19.2** Two-way interface with the wvOASIS Operations Management function to obtain vehicle and equipment usage information entered by Operations forces on the Daily Activity Report or on a specific work order and update vehicle inventory information with the mileage or hours utilized, as appropriate.
ARI complies with this requirement.
- 3.1.10.19.3** Two-way interface with the wvOASIS Facilities Management function to obtain vehicle and equipment usage information entered by staff on work orders and update the vehicle inventory information with the mileage and hours utilized, as appropriate.
ARI complies with this requirement.
- 3.1.10.20** Vendor must provide the ability to record spending unit fleet coordinator name, address, phone number and email associated with each vehicle under their purview.
ARI complies with this requirement.
- 3.1.10.21** Vendor must provide the ability to record the driver first name, last name, and the physical address for each vehicle.
ARI complies with this requirement.

3.2 FUEL-ONLY CREDIT CARDS

- 3.2.1** Vendor must provide a secure, fuel-only credit card that must be "universal" and honored by multiple retail franchises, i.e., Exxon Mobil™, BP™, 7-Eleven™, GoMart™, Sheetz®, Shell™, Marathon™ Pilot™, and Speedway™ throughout the continental United States including Hawaii and Alaska.
ARI complies with this requirement.
- 3.2.2** Vendor must furnish a secure fuel card for each state vehicle or in some cases as designated by FMD-established program or event; administer and assign unique, secured individual Personal Identification Numbers (PIN) for each driver, operator, location, or event as well.
ARI complies with this requirement.



3.2.3 Vendor must capture point of sale information at the fuel dispenser. Personal identification number (PIN) and odometers, hours, or power take off (PTO) reading must be entered. Verify that an authorized, valid, active PIN has been entered prior to fuel being dispensed. Reported transactional data must include: the amount of the expenditure, the identity of the driver or operator (PIN), the odometer, hour, or power take off (PTO) reading, fuel type (unleaded, diesel, ethanol [E-85], CNG, LNG, LPG, and hydrogen), grade or composition (regular unleaded, mid-grade unleaded, premium unleaded, biodiesel [B-5], and biodiesel [B-20]), quantity dispensed, the time of purchase, location of purchase, the identity of the fuel provider, the action and the action codes (accept/decline and reasons).

ARI complies with this requirement.

3.2.4 Vendor must be able to group specific hierarchy organizations so that one driver PIN will be active across the entire hierarchy level. (Prompt Accounts)

ARI complies with this requirement.

3.2.5 Vendor must create master, central, separate account, subordinate division, subdivision, or location-specific hierarchical organization (chart of accounts) for viewing, reporting, and administration as designated by FMD.

ARI complies with this requirement.

3.2.6 Vendor must create dynamic application filtering between hierarchical organizations and robust user administration to ensure user roles or application permissions can be adjusted by FMD or hierarchical designees.

ARI complies with this requirement.

3.2.7 Vendor must provide time-phased initial secure, fuel-only credit card issue as designated by FMD.

ARI complies with this requirement.

3.2.8 Vendor must provide client-defined data fields to accommodate a combination of vehicle/rental type, location, assigned spending unit, etc. as designated by FMD.

ARI complies with this requirement.

3.2.9 Vendor must provide color-differentiated plastic card stocks to easily separate:

- 3.2.9.1 Vehicle**
- 3.2.9.2 Undercover Vehicle**
- 3.2.9.3 Rental**

ARI complies with these requirements.

3.2.10 All fuel-only cards must have an expiration date that extends for the life of the contract. A 90-day notice must be given to FMD prior to any card renewals or expirations.

ARI complies with this requirement.

3.2.11 The card program must be a closed-loop proprietary network that can capture Level III data with a minimum of 99.8% accuracy.

ARI complies with this requirement.



3.2.12 The State of West Virginia can accept and encourages discounts, rebates, and incentives offered by the vendor.

ARI complies with this requirement.

3.2.13 The State of West Virginia intends for historical data to be maintained and subsequently transferred in the event of a vendor change.

ARI complies with this requirement.

3.2.14 Vendor logo may be displayed on the secure, fuel-only credit card in addition to the card manufacturer.

ARI complies with this requirement.

3.2.15 Vendor must include any costs such as initial set-up fees, software licensing, and annual software maintenance fees in the monthly, fixed price fee per card.

ARI complies with this requirement.

3.3 INVOICING

3.3.1 The costs quoted must match the invoice to insure timely payment.

ARI complies with this requirement.

3.3.2 Vendor must have the ability to invoice individual agencies as designated by the FMD.

ARI complies with this requirement.

3.3.3 Maintenance and Repair Services-Invoicing

3.3.3.1 Vendor must have the ability to invoice individual agencies as designated by the FMD. The vendor will pay directly to maintenance and repair service providers all charges, except any assessed taxes, made by drivers and invoice the designated agency monthly.

ARI complies with this requirement.

3.3.3.2 Vendor must ensure that any assessed Federal or State taxes are not passed along to the FMD or its designated agency for payment.

ARI complies with this requirement.

3.3.3.3 Vendor must reimburse the State of West Virginia for all discounts, rebates, and warranty recovery.

ARI complies with this requirement.

3.3.3.4 Vendor must monitor warranty repairs and seek automobile manufacturer reimbursement. The manufacturer warranty recovery minus the recovery fee must be clearly identified on the spending unit invoice or reimbursement check detail if payment is made by check.

ARI complies with this requirement.

3.3.4 Fuel-Only Credit Cards-Invoicing

3.3.4.1 Vendor must invoice clients, business units, billing code, etc. as designated by FMD monthly for fuel-only charges made by assigned drivers or operators.

ARI complies with this requirement.

3.3.4.2 Vendor must pay directly to the Fuel-Only Card Provider:

ARI complies with this requirement.

3.3.4.3 Vendor must invoice FMD directly for any management, shipping, report fees that are incurred.

ARI complies with this requirement.

3.3.4.3.1 Vendor must exempt taxes when possible and provide reporting when this is unavailable.

ARI complies with this requirement.

3.3.4.3.2 Any vendor rebates, incentives, and discounts must be itemized and contained on client, business unit, billing code, etc. monthly invoice or on the monthly invoice following the period for which the rebate, incentive, or discount is offered by the vendor.

ARI complies with this requirement.

3.4 SUPPORT

3.4.1 Vendor must send a minimum of one key person as identified by FMD at no additional cost to visit designated agency representatives upon request. No more than four (4) half day visits will be required yearly.

ARI complies with this requirement.

3.4.2 Vendor must provide on-site user training in West Virginia as required demonstrating a functional understanding of the browser client-server application by the user; utilization of reports; analysis of operating costs; and costing trends at no additional cost. No more than four (4) day visits will be required during annual contract periods.

ARI complies with this requirement.

3.4.3 Vendor must provide FMD with a list of principal service personnel. List shall include contact names, phone numbers, and email addresses, after contract award.

ARI complies with this requirement.

3.4.4 Vendor must participate, at FMD's request, at seminars to educate drivers I FMD customers on program requirements in West Virginia at no additional cost to the state.

FMD will notify vendor of request a minimum of two weeks prior to the engagement. A maximum of two (2) seminars will be required yearly. Vendor must provide training, as required, for full understanding and utilization of reports and analysis of operating costs and cost trends at no additional cost to the agency.

ARI complies with this requirement.



3.4.5 No separate reimbursement will be made to the Vendor for travel or any other expense or service.

ARI complies with this requirement.

3.4.6 Vendor must provide capability for FMD and designee to interact online with vendor for ordering, inquiry, Information, updating and reporting purposes. The estimated number of interactive users is a minimum of 500.

ARI complies with this requirement.

3.4.7 Vendor must allow FMD to periodically visit the vendor to verify / review the program in operation.

ARI complies with this requirement.

3.4.8 Vendor should provide three jobs of similar size and scope to demonstrate recent experience providing and implementing fleet management programs and services to governmental entities with their bid response. But documents will be requested prior to contract award.

ARI complies with this requirement.

3.4.9 Maintenance and Repair Services - Support

3.4.9.1 Vendor must provide information concerning changes in industry practices, policies, regulations, and/or other related information to FMD. For example, periodic publications for review by the FMD concerning 1) suggestions for prompt and effective maintenance; and 2) national fleet information from manufacturers, consultants, etc.

ARI complies with this requirement.

3.4.10 Vendor should submit with their bid response, a quantity, list of names and locations of maintenance and repair service providers in West Virginia, Virginia, Kentucky, Ohio, Maryland, and Pennsylvania. But documents will be requested prior to contract award.

ARI complies with this requirement.

3.4.10.1 Vendor must have a toll-free line which includes Automotive Service Excellence (ASE) Certified Technicians, 365 days a year, 7 days a week, 24 hours a day to monitor all maintenance and repair requests. If applicable, nights and weekends may be reserved for limited emergency services and handled by vendor's subcontractor. The primary vendor, however, retains all contractual responsibilities.

ARI complies with this requirement.

3.4.10.2 Vendor must implement narrative and graphical performance reviews for the FMD (consolidated) and state spending units (by spending unit billing code), no less than annually to demonstrate achieved cost savings based upon agreed metrics for the state and spending units as well as identifying other service areas with the potential to achieve increased cost savings or cost containment for the state and spending units.

ARI complies with this requirement.



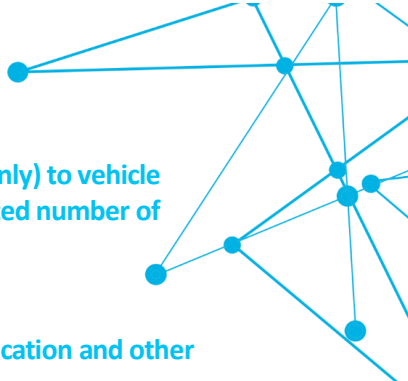
3.4.11 Fuel Only Credit Cards - Support

- 3.4.11.1** Vendor must provide a browser client-server application for FMD and designees (approximately 300-400 users) to interact online for credit card ordering; report lost or stolen credit card; information updating and reporting; and requesting personal identification number (PIN).
ARI complies with this requirement.
- 3.4.11.2** PIN's must be no less than six numeric digits and unique for each driver. No duplicate PIN numbers are authorized either with client code, business unit, or billing code- no blanket PIN's.
ARI complies with this requirement.
- 3.4.11.3** PIN's must not be made available to or maintained by client, business unit, or billing code designees unless approved by FMD.
ARI complies with this requirement.
- 3.4.11.4** FMD must be the only user approved to order new cards, replace damaged or lost cards unless otherwise designated by FMD.
ARI complies with this requirement.
- 3.4.11.5** New and replacement cards must be received within 5 business working days by Express Mail, or received within 7-10 business working days by USPS, when the request is made by the FMD.
ARI complies with this requirement.
- 3.4.11.6** Vendor must provide the ability to transfer/reassign a fueling card to another department without issuing a new card.
ARI complies with this requirement.
- 3.4.11.7** The Vendor must maintain a toll-free technical support telephone number, staffed 24/7, and accessible to all agencies who have received secure, fuel-only credit cards from the Vendor under this contract. Personnel staffing the Vendor's support line must be able to give technical assistance to agencies for all products and services purchased under this contract for the fuel-only credit cards.
ARI complies with this requirement.
- 3.4.11.8** **Uninterrupted Fuel Service**
- 3.4.11.8.1** The Vendor must provide secure, fuel-only credit cards for temporary use during card replacement cycles to FMD or designee to ensure uninterrupted fuel service for drivers or operators.
ARI complies with this requirement.
- 3.4.11.8.2** The vendor must provide a mechanism to ensure that a driver won't get stranded at the pump with a deactivated full card
ARI complies with this requirement.



3.5 REPORTING


- 3.5.1 All data and reports must be available to be exported into Microsoft Excel 2003 or later version.**
ARI complies with this requirement.
- 3.5.2 Vendor must provide the mechanism for the state to develop, customize, and create specialized reports.**
ARI complies with this requirement.
- 3.5.3 Vendor must provide a quarterly report to FMD detailing savings recovered by efforts of the Vendor.**
ARI complies with this requirement.
- 3.5.4 Vendor must provide a browser client-server application for real-time reporting based on user-selected criteria upon request.**
ARI complies with this requirement.
- 3.5.5 Vendor must ensure that all reports are mathematically correct and accurate before publishing reports. Rounding of individual costs is not acceptable.**
ARI complies with this requirement.
- 3.5.6 Vendor must provide standardized and customizable reports that will be available through a browser-client application to state agencies without additional charge. Reports should be exportable in comma-separated-value or ".csv" format.**
ARI complies with this requirement.
- 3.5.7 Vendor must provide a report that combines all maintenance, fueling, and other vehicle related expenses into one report that can be run by date ranges and or specific hierarchy organizations. Report must be the true cost of operating a vehicle not over or under stated by taxes, refunds and or corrections.**
ARI complies with this requirement.
- 3.5.8 Vendor must provide to FMD Yearly Review of Accounts and Suggestions**
ARI complies with this requirement.
- 3.5.9 Vendor must have the ability to transfer charges in case of incorrect transactions.**
ARI complies with this requirement.
- 3.5.10 Maintenance and Repair Services Program - Reporting**
- 3.5.10.1 Vendor must distribute standardized reports (i.e.: maintenance by VIN, by 3PV, by vehicle make/model, by maintenance type, by department, etc.) to designated agencies as determined necessary without additional charges. Additionally, the vendor will develop specialized reports unique to each agency's needs.**
ARI complies with this requirement.

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- 3.5.10.2** Vendor must provide on-line computer access (viewing only) to vehicle maintenance and/or repair expense information. Estimated number of view-only users is a minimum of 500.
ARI complies with this requirement.
 - 3.5.10.3** Vendor must furnish, at a minimum by email, recall notification and other warranty / service information received from any source.
ARI complies with this requirement.
 - 3.5.10.4** Vendor must create and maintain all data records for each vehicle in the database system. The FMD requires that the vendor keep automated maintenance and repair records for as long as the vehicle is enrolled in the vendor's maintenance and repair program and thirteen (13) months after vehicle becomes retired. The vendor must also keep records and supporting documentation that may be needed to satisfy all manufacturer's claims or other disputed maintenance and repair issues. Records shall be surrendered to FMD or designated Vendor upon the end of contract termination or at FMD's request.
ARI complies with this requirement.

3.5.11 Fuel Only Credit Cards - Reporting

- 3.5.11.1** Vendor must provide a browser client-server application for real-time exception reporting based on user-selected criteria such as odometer, transactional, fuel quantity, fuel expenditure, and fuel type or grade thresholds or selections.
ARI complies with this requirement.
- 3.5.11.2** Vendor must provide a report listing the cards that were declined at the point of sale which can be run by agency and or date range.
ARI complies with this requirement.
- 3.5.11.3** Vendor must provide a browser client-server application for drivers and operators that identify the name, physical address, telephone number, and hours of operations for each participating fuel-only fuel card program authorized retailer. The browser client-server application must be searchable by single or multiple data points, e.g., country, city, state, zip code, or distance from an inputted zip code.
ARI complies with this requirement.
- 3.5.11.4** Vendor must provide the Contract Administrator with usage reports including a summary of all secure, fuel-only credit cards (regardless of dollar amount) sold under this contract including FMD or designee name, model/part number, item description, date received, order ship-date, and total amount or equal to this. These reports must be provided using a browser client-server application.
ARI complies with this requirement.



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- 3.5.11.5** Vendor must provide to FMD a Monthly Summary Transaction report that must include but is not limited to: vehicle year, vehicle make, vehicle model, license plate, asset type, account number, department, unit, dollars, gallons/units, miles driven, CPM, MPG, and transaction count or a report equal to this.
ARI complies with this requirement.
 - 3.5.11.6** Vendor must provide to FMD a monthly Gallons and Dollars Summary report that must include but is not limited to: account number, transaction count, gross amount, and active card count or a report equal to this.
ARI complies with this requirement.
 - 3.5.11.7** Vendor must provide to FMD monthly Exemption reports that must include but are not limited to: over tank capacity transactions, delinquent accounts, odometer entry errors, and supreme grade fuel transactions or a report equal to this.
ARI complies with this requirement.
 - 3.5.11.8** Vendor must provide to FMD Monthly Rental Card reports that must include but are not limited to: transaction date and time, account number, card number, gallons purchased, transaction count and dollars, or a report equal to this.
ARI complies with this requirement.
 - 3.5.11.9** Reassignment of vehicle fueling cards from one department or vehicle to another without having to order a new fueling card
ARI complies with this requirement.

3.6 MILEAGE AND ODOMETERS

- 3.6.1** Vendor system must allow odometer readings to be entered manually, by interface from other software, or by data upload per each VIN as needed.
ARI complies with this requirement.
- 3.6.2** Vendor must have a mechanism to report on business and personal miles and report on number of business and personal miles by vehicle, month, agency and state of WV.
ARI complies with this requirement.
- 3.6.3** Vendor must provide a browser client-server application for real-time mileage entry and calculation functionality for official business use, and personal use miles. Total miles and ending odometer readings must be calculated by vehicle and driver. Trip logs must be tracked on a driver-by-driver basis and each driver can only have two (2) logs open at a time. Logs are required to be submitted monthly.
ARI complies with this requirement.

- 3.6.4 Vendor must track and report to FMD the vehicles being driven less than a specified number of miles monthly. FMD will provide the specified number of miles for this event to the Vendor upon award.**
ARI complies with this requirement.

3.7 TELEMATICS

3.7.1 Equipment

- 3.7.1.1 Vendor must create master, central, separate account, subordinate division, subdivision, or location-specific hierarchical organization (chart of accounts) for viewing, reporting, and administration as designated by FMD.**
ARI complies with this requirement.
- 3.7.1.2 The device must be compatible with 2000 and newer vehicles utilizing the manufactures OBD port.**
ARI complies with this requirement.
- 3.7.1.3 The device must include an installation harness allow garages to access the vehicles OBD port without discounting the telematics device**
ARI complies with this requirement.
- 3.7.1.4 The devices must be compatible with Verizon and or AT&T**
ARI complies with this requirement.
- 3.7.1.5 For emergency vehicles and first responders, the product must comply with AES256 for Data in Transit (DIT), Data at Rest (DAR), and over-the-air signed firmware updates that are FIPS 140-2 compliant and hosted with a FedRAMP certified cloud provider.**
ARI complies with this requirement.
- 3.7.1.6 The telematics devices must have the capability to distinguish between drivers using a PIN# or a FOB which would be assigned to drivers of pool cars.**
ARI complies with this requirement.
 - 3.7.1.6.1 A pool drivers record must stay with the drivers history regardless of the number of different vehicles that are driven**
ARI complies with this requirement.
- 3.7.1.7 Application must be compatible with HOS/ELD/DVIR along with Android or iOS model or tablet devices**
ARI complies with this requirement.
- 3.7.1.8 Application must include installation, support and service**
ARI complies with this requirement.



3.7.1.9 Software must be complete Web based, requiring no software installation of any kind on the State's computers, laptops, or mobile phones.

ARI complies with this requirement.

3.7.1.10 Software must include unlimited grouping hierarchy and users

ARI complies with this requirement.

3.7.1.11 Tracking must be on at least 2-minute intervals

ARI complies with this requirement.

3.7.2 Features

3.7.2.1 Location tracking

3.7.2.2 Driver speed tracking (threshold and posted)

3.7.2.3 Idle time tracking

3.7.2.4 Create, edit and import Geo-fence zones

3.7.2.5 Versatile rules engine for defining exceptions

3.7.2.6 E-mail alert notifications and reports

3.7.2.7 Odometer and engine hours

3.7.2.8 In-cab audible alerts

3.7.2.9 Driver behavior

3.7.2.10 Speeding

3.7.2.11 Idling

3.7.2.12 Harsh braking

3.7.2.13 Harsh acceleration

3.7.2.14 Harsh cornering

3.7.2.15 Seat belt use

3.7.2.16 Engine data and engine faults

3.7.2.17 Stop detail report

3.7.2.18 Vehicle activity

3.7.2.19 Begin/end of day

3.7.2.20 Smog check

3.7.2.21 Greenhouse gas emissions

3.7.2.22 Fleet utilization

3.7.2.23 Fuel efficiency

ARI complies with these requirements.

3.7.3 Warranty

ARI complies with this requirement.

3.8 DRIVER LOG

3.8.1 Driver log shall be access by a PC, cell phone or tablet

ARI complies with this requirement.



3.8.2 Driver log needs to maintain a secure limited access hierarchy of viewing and editing as provided by FMD

ARI complies with this requirement.

3.8.3 The Driver log must be able to accommodate drivers that are not assigned to one vehicle. Trip logs must be tracked on a driver-by driver basis and each driver can only have two (2) logs open at a time. Logs are required to be submitted monthly.

ARI complies with this requirement.

3.8.4 At a minimum, the Mileage Log must contain the following fields:

- 3.8.4.1 Driver ID#**
- 3.8.4.2 Driver First Name**
- 3.8.4.3 Driver Last Name**
- 3.8.4.4 Reporting Period**
- 3.8.4.5 Vehicle#**
- 3.8.4.6 Starting Odometer**
- 3.8.4.7 Ending Odometer**
- 3.8.4.8 Business Miles**
- 3.8.4.9 Personal Miles**
- 3.8.4.10 Total Miles**
- 3.8.4.11 Purpose of trip**

ARI complies with these requirements.

3.9 DRIVER SAFETY EDUCATION PROGRAM

3.9.1 Vendor shall provide a Driver's Safety Education Program by:

3.9.1.1 Provide a Driver Skills Assessment program that will be used to assess each driver's strengths and areas for improvement

ARI complies with this requirement.

3.9.1.1.1 Vendor must provide at least 20 different interactive driving simulations that simulates real-world driving situations and at least 30 theory-based questions pertaining to driving decision making

ARI complies with this requirement.

3.9.1.1.2 The Assessment must score drivers risk level, overall score and recommend and schedule future defensive driving modules that targets areas of improvement

ARI complies with this requirement.



3.9.1.2 Provide a minimum of 60 different Defensive Driving Training Modules that can be taken by drivers and tested on the presented subject matter including but not limited to:

- 3.9.1.2.1 Aggressive driving
- 3.9.1.2.2 Alcohol, drugs and driving
- 3.9.1.2.3 A voiding hazards
- 3.9.1.2.4 Avoiding auto theft
- 3.9.1.2.5 Distracted driving
- 3.9.1.2.6 Changing lanes
- 3.9.1.2.7 Adverse weather
- 3.9.1.2.8 Driving Ergonomics
- 3.9.1.2.9 Drowsy driving
- 3.9.1.2.10 Eco-driving
- 3.9.1.2.11 Highway driving
- 3.9.1.2.12 Intersections and right of ways
- 3.9.1.2.13 Parking lot safety
- 3.9.1.2.14 Defensive driving techniques
- 3.9.1.2.15 Safety Devices
- 3.9.1.2.16 Sharing the road
- 3.9.1.2.17 Speed management
- 3.9.1.2.18 Vehicle backing
- 3.9.1.2.19 DOT vehicle inspections
- 3.9.1.2.20 Driving at night
- 3.9.1.2.21 Towing

ARI complies with these requirements.

3.9.1.3 Conducting driver safety education courses (Defensive Driving and Reasonable Suspicion) and or instructional media. Vendor may use electronic media

ARI complies with this requirement.

3.9.1.4 Defensive Driving Modules must have an interactive test program that scores the drivers on their abilities

ARI complies with this requirement.

3.9.1.5 Provide a Driver Scorecard that compiles an overall score for each driver

ARI complies with this requirement.



3.9.1.5.1 Scorecard must compile data from:

- 3.9.1.5.1.1 Driver Safety Program**
- 3.9.1.5.1.2 Claims**
- 3.9.1.5.1.3 MVR**
- 3.9.1.5.1.4 Violations**
- 3.9.1.5.1.5 Maintenance**
- 3.9.1.5.1.6 Fueling**
- 3.9.1.5.1.7 Telematics data**
- 3.9.1.5.1.8 Driver Status (new driver, young driver)**

ARI complies with these requirements.

3.9.2 MVRs must be continuously monitored, and events reported to employer. The driver's motor vehicle records can be continuously monitored for new activity at the most comprehensive level provided by the applicable State and the third party vendor. Monitoring could be as frequent as daily. An official MVR will be run on a Purchaser's record whenever activity is found and/or annually.

ARI complies with this requirement.

3.9.2.1 Agency can elect the frequency with which they would like MVRs run.

ARI complies with this requirement.

3.9.2.2 Must include the state of WV DMV and surrounding border states

ARI complies with this requirement.

3.9.3 Vendor must provide a browser client server application for real-time reporting based on user selected criteria upon request

ARI complies with this requirement.

3.9.4 Vendor must invoice individual agencies as designated by FMD

ARI complies with this requirement.

3.10 MISCELLANEOUS

3.10.1 Vendor is solely responsible for all work performed solely by Vendor under the contract (excluding work performed by third party vendors) and shall assume prime contractor responsibility the coordination of the administrative responsibilities of all services offered and products to be delivered under the terms of this contract. The State shall consider the Vendor to be the sole point of contact regarding all contractual matters. The Vendor may, with the prior written consent of the State, enter into written subcontracts for performance of work under this contract, however, the Vendor is totally responsible for the payment of all subcontractors and third party vendors. Subcontractors do not include third party vendors such as manufacturers, dealers, maintenance repair facilities and fuel vendors.

ARI complies with this requirement.



3.10.2 Vendor must provide a browser client-server VIN decoder application to the FMD. The information must, at a minimum, define year, make, model and fuel tank capacity of the vehicle.

ARI complies with this requirement.

4 CONTRACT AW ARD

4.1 Contract Award: The Contract is intended to provide FMD with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

ARI complies with this requirement.

Vendor should provide with their bid a copy of any and all Software Terms and Conditions or licenses that the State of West Virginia or the Agency will have to agree to or accept as part of this solicitation. This information will be required before Purchase Order is issued.

ARI complies with this requirement.

Vendor should include a copy of any Maintenance Terms and Conditions or Licenses that the State of West Virginia or the Agency will be required to agree to and accept as part of this solicitation. This information will be required before Purchase Order is issued.

ARI complies with this requirement.

5. PRICING PAGES

5.1.1 Maintenance and Repair Services Program - Pricing Page

5.1.1.1

Vendors must complete the Exhibit A Pricing Page in Section A by quoting a per month per vehicle fixed price for Vehicle Maintenance Services of 1 ton and under, and a Vehicle Maintenance Services of 1 ton and over. Vendors will then enter the National Account Discount percentage, the Independent Vender percentage fee then a Warranty Recovery fee per recovery. Vendors should include a monthly cost for Year One plus a monthly cost for each optional renewal year.

ARI has completed Exhibit A Pricing Page.

5.1.2 Fuel Only Credit Cards - Pricing Pages:

5.1.2.1

Vendor must complete the Exhibit A Pricing Page in Section B by quoting a monthly, fixed price fee per card for all required products and services per Section 3 .2. The monthly, per card fee must be all-inclusive. If no fee will be imposed on the FMD, the Vendor must indicate by entering "\$0.00" in the appropriate space provide.

ARI has completed Exhibit A Pricing Page.



- 5.1.2.2** The Exhibit A Pricing Page contains a list of 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.
ARI complies with this requirement.
- 5.1.2.3** The following criteria will be used to evaluate annual cost:
- 5.1.2.3.1** Cost frequency for evaluation will be monthly.
ARI has read and understands.
 - 5.1.2.3.2** Cost will be calculated using 10,000 active, secure, fuel-only credit cards for domestic use.
ARI has read and understands.
 - 5.1.2.3.3** Cost will be calculated per annum to ensure an "apples-to-apples" comparison.
ARI has read and understands.
 - 5.1.2.3.4** Cost will be calculated as of the first day of the first billing cycle after an agreement becomes effective.
ARI has read and understands.
- 5.1.2.4** Example: \$1 per card per month x 10,000 cards per month = \$10,000 per month x 12 months = \$120,000 total annual cost.
ARI has read and understands.
- 5.1.2.4.1** The following criteria will be used to evaluate the Domestic Volume Rebate:
- 5.1.2.4.1.1** Rebate frequency for evaluation will be monthly based on a 12 month timeframe.
ARI has read and understands.
 - 5.1.2.4.1.2** Rebate will be calculated using basis points to ensure "apples-to-apples" comparison.
ARI has read and understands.
 - 5.1.2.4.1.3** One basis point is equal to 1/100th of 1%, or 0.01 % (0.0001).
ARI has read and understands.
 - 5.1.2.4.1.4** Rebate will be calculated as of the first day of the first billing cycle after an agreement becomes effective.
ARI has read and understands.

5.1.2.4.1.5 For purposes of evaluation, volume rebate basis points will be calculated using 10,000 active, secure, fuel-only credit cards for use domestically.

ARI has read and understands.

5.1.2.5 Example: 10,000 cards= volume rebate of 135 basis points x \$1,000,000 domestic retail transactions = \$13,500 monthly volume rebate x 12 months = \$162,000 total annual volume rebate.

ARI has read and understands.

5.2 Vendor should complete the Pricing Pages by listing a price for the mandatory items they can provide. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bid being disqualified.

ARI has completed Exhibit A Pricing Page.

5.2.1 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.

ARI has read and understands.

5.2.2 Vendor should electronically enter the information into the Excel version of the Exhibit A - Pricing Pages attached to the solicitation and submit a copy with their bid. Vendor should complete the Exhibit A - Pricing Pages in entirety as failure to complete all areas may result in the Vendor's bid being disqualified.

ARI has completed Exhibit A Pricing Page and submitted electronically through the wvOASIS portal.

5.2.3 If Vendor is submitting their bid through wvOASIS, Vendor is to enter the Total Bid Amount from the Exhibit A Pricing Page on the commodity line in wvOASIS and must complete the Exhibit A - Pricing Pages and upload into wvOASIS as an attachment. Only pricing submitted via the Exhibit A - Pricing Pages will be evaluated for award.

ARI has completed Exhibit A Pricing Page.

6 ORDERING AND PAYMENT

6.1 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 can accept on-line orders, it should include in its response a brief description of how FMD 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.

The State can continue to "order" maintenance repairs by using their mobile app or through the ARI *insights* platform. Relating to fuel, your fleet personnel can either request a replacement fuel card through the mobile app, through ARI *insights* or contact ARI directly. The mobile app platform and ARI *insights* are secure and require password log in criteria.



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

ARI complies with this requirement.

7 DELIVERY AND RETURN

7.1 Delivery Time: Vendor shall deliver standard orders within 10 calendar days after orders are received. Vendor shall deliver emergency orders within 5 calendar 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.

ARI complies with this requirement.

7.2 Late Delivery: FMD must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency of the State of West Virginia will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

ARI complies with this requirement.

7.2.1 If FMD seeks to obtain items from a third party under this provision, they must first obtain approval of the Purchasing Division.

ARI complies with this requirement.

7.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to FMD's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the State of West Virginia separately for such delivery. FMD 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.

ARI's program offering as outlined in this bid requirement are included in the Exhibit A Pricing Page. All charges are per vehicle per month charge and affiliated costs like maintenance repair or fueling events are pass through charges. We have also outlined the cost of freight for replacement fuel cards within Exhibit A Pricing Page.

7.4 Return Due to Agency Error: Items ordered in error by FMD will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

ARI has read and understands, however this is not applicable to the programs outlined here within this bid response.



8 VENDOR DEFAULT

- 8.1 The following shall be considered a vendor default under this Contract.**
- 8.1.1 Failure to provide Contract Items in accordance with the requirements contained herein.**
ARI complies with this requirement.
 - 8.1.2 Failure to comply with other specifications and requirements contained herein.**
ARI complies with this requirement.
 - 8.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.**
ARI complies with this requirement.
 - 8.1.4 Failure to remedy deficient performance upon request.**
ARI complies with this requirement.
- 8.2 The following remedies shall be available to FMD upon default.**
- 8.2.1 Immediate Cancellation of the Contract.**
ARI complies with this requirement.
 - 8.2.2 Immediate cancellation of one or more release orders issued under this Contract.**
ARI complies with this requirement.
 - 8.2.3 Any other remedies available in law or equity.**
ARI complies with this requirement.

9 MISCELLANEOUS

- 9.1 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.**
ARI has read and complies.
- 9.2 Reports: Vendor shall provide quarterly reports and annual summaries to FMD showing FMD'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 the 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.**
ARI has read and complies.



9.3 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.

Contract Manager:

Pete Gnatowski, District Sales Manager

Telephone Number:

(513) 288-2287

Fax Number:

Contact information through the wvOasis tool, email, or cell phone are the preferred method of communication.

Email Address:

pgnatowski@arifleet.com

