



Bid/Proposal for
West Virginia Department of Agriculture
Preventative Vehicle Maintenance & Repair
Solicitation No. CRFQ 1400 AGR2300000014
Proposal#: WBD 003-23

State of West Virginia
Department of Administration,
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
ATTN: Crystal G. Husted

VENDOR NAME:
BUYER: Crystal Husted
SOLICITATION NO.: CRFQ 1400 AGR2300000014
BID OPENING DATE: January 13, 2023
BID OPENING TIME: 10:00 AM ET
FAX NUMBER: 304-558-3970

01/23/23 12:06:31
WV Purchasing Division

Submitted by:
Western Branch Diesel, LLC
3100 MacCorkle AVE. SW
South Charleston, WV 25303

Point of Contact:
Paul Amalfitano
Western Branch Diesel, LLC
Government Sales Manager
M 443 425-7647
pamalfitano@wbdiesel.com
pamalfitano@johnsontowers.com

January 18, 2023

Western Branch Diesel
DUNS: 003247194
Preventative Vehicle Maintenance & Repair
Solicitation No. CRFQ 1400 AGR2300000014
Proposal #: WBD 003-23
Phone: 443 425-7647
pamalfitano@wbdiesel.com



January 19, 2023

Western Branch Diesel, LLC
3100 MacCorkle AVE. SW
South Charleston, WV 25303

Bid Clerk
State of West Virginia
Department of Administration,
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
ATTN: Crystal G. Husted

Bid/Proposal for
West Virginia Department of Agriculture
Preventative Vehicle Maintenance & Repair
Solicitation No. CRFQ 1400 AGR2300000014
Proposal#: WBD 003-23

Western Branch Diesel was founded December 17, 1946, accumulating decades of experience providing dedicated service to local businesses as well as government entities. The company services diesel engines, transmissions, and related components, parts, and accessories for On-Highway and Off-Highway equipment to include, medium and heavy-duty trucks (Freightliner), buses and coaches, fire and emergency vehicles. Western Branch Diesel, LLC is an Authorized distributor of products, parts and service manufactured, and sold by MTU, Detroit Diesel and Allison Transmission as well as Autocar, Freightliner Custom Chassis, Cummins, and Volvo Penta Industrial Engines.

- Western Branch Diesel, LLC - Dun & Bradstreet (DUNS)#: 003247194
- Western Branch Diesel, LLC - EIN: 54-0641602

Reference: Solicitation No. CRFQ 1400 AGR AGR2300000010 Subject: Preventative Vehicle Maintenance & Repair

Acknowledgement of Solicitation & Amendments: Western Branch Diesel, LLC (WBD) acknowledges the tasks and specifications in accordance with the Solicitation No. CRFQ 1400 AGR AGR2300000014 Subject: Preventative Vehicle Maintenance & Repair with the issue date 2023-01-09; WBD acknowledges that it is the intent of the West Virginia Department of Agriculture to establish an open end contract for Truck Maintenance and Repair per the terms and conditions and specifications identified respective the Referenced Solicitation in support of Agency Trucks (Exhibit B). WBD Acknowledges and will comply with all stated and implied tasks per the Solicitation No. CRFQ 1400 AGR AGR2300000014 which includes the preventive maintenance requirements listed in Exhibit A.

Western Branch Diesel
DUNS: 003247194
Preventative Vehicle Maintenance & Repair
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Authorized Distributor: Area of Responsibility includes West Virginia Western Branch Diesel, in consortium with multiple companies, is included in the Corporate infrastructure of Indel Power Group which is recognized as an Authorized distributor of products, parts, and service manufactured, sold, and warranted by Rolls-Royce Power System. As a Rolls-Royce Authorized Distributor, Western Branch Diesel is uniquely capable of providing genuine parts and service in support of as a Freightliner Custom Chassis Dealer. Extracts of applicable Sales and Service agreements will be provided upon request.

As a designated distributor, Western Branch Diesel has access to the IT Business portal and the Central Data Base, allowing direct access to the products, parts, special tools as well as the technical manuals required to complete any repair or maintenance requirement. NOTE: electronic publications are on-site and available to technicians in a manner that promotes quick referencing.

Technician Qualifications: Western Branch Diesel, South Charleston Branch employs numerous technicians possessing the qualifications, experience, and the skill sets necessary to execute any maintenance and repair requirement in compliance with paragraphs. 3.1 Experience; 3.2 Training of the referenced Solicitation No. CRFQ 1400 AGR AGR2300000014. Additionally, the Indel Power Group consists of multiple companies to include Johnson Truck Center which is one of the leading Freightliner truck suppliers in the Mid-Atlantic regions, whose technicians can be readily accessed to augment maintenance and repair requirements in support of the WV Department of Agriculture. Individual Training Certifications and/or resume's will be provided upon request.

Related Contracts Executed: Western Branch Diesel, LLC possesses years of past performance offering services in support of various businesses and government entities to include the following:

- a. Fairfax County, VA: 6 + years of service providing OEM Providing engines, transmissions, and related parts. Point of Contact: Guyler "Ryan" Justus, County Department of Procurement & Material Management; phone number 703 324-2719; email Guyler.justus@fairfaxcounty.gov
- b. Prince William County, VA; 6+ years of providing Mechanical Maintenance and Services for Heavy Truck; Point of Contact: Mohammad Siddiqi, County Procurement Services; phone number 703 792-6794; email msiddiqi@pwcgov.org.
- c. Arlington County, VA; Western Branch Diesel has numerous years of service and sourcing parts with the County and has recently acquire a 5-year award for OEM parts and service. designated POC, Arlene Palmer, ampalmer@arlingtonva.us, 703 228-3554

PRICE/COST: Western Branch Diesel, LLC is proud to submit a quote in support of the Department of Agriculture Truck Maintenance requirements IAW Solicitation No. CRFQ 1400 AGR AGR2300000014, Preventative Vehicle Maintenance & Repair; **See enclosed Pricing Page (Exhibit C).**

Warranty: The manufacture limited Warranty, "Standard Limited Warranty" (documentation to be provide with invoice as directed).

Insurance: Western Branch Diesel maintains the insurance requirements IAW para. 8 & 9. of

Western Branch Diesel
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Solicitation No. CRFQ 1400 AGR AGR2300000014; Preventative Vehicle Maintenance & Repair.
Enclosed is a Certificate of Insurance compliant with the stated requirements.

Enclosed with this Submission IAW Solicitation No. CRFQ 1400 AGR AGR2300000014:

1. Completed Document Description Form
2. Exhibit C- Pricing Page
3. Exhibit A – Preventative Maintenance
4. Exhibit B – Agency Trucks
5. Designated Contact / Certification and Signature
6. Endel Power Group – Delegation of Signature Authority
7. Certificate of Insurance
8. Addendum Acknowledgement Form
9. Contract Manager Designation

Offer includes oversight and management of stated requirements. Western Branch Diesel, LLC will communicate to the designated POC for WV, Department of Agriculture as necessary to address any matters related to this submission.

Western Branch Diesel, LLC primary point of contact (POC) is the undersigned. The alternate POC is Paul Coon, Fleet Sale Manager for South Charleston Branch: Office: +1 304 744-1511; Mobile: +1 304 767-9829, pcoon@wbdiesel.com.

Sincerely,



Paul Amalfitano
Western Branch Diesel, LLC
Government Sales Manager
3504 Shipwright St.
Portsmouth, VA 23703
M 443 425-7647
pamalfitano@wbdiesel.com



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: 1160980			Reason for Modification:
Doc Description: PREVENTATIVE VEHICLE MAINTENANCE & REPAIR			
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-01-09	2023-01-24 13:30	CRFQ 1400 AGR2300000014	1

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:

Vendor Name : Western Branch Diesel, LLC


Address:

Street: 3100 MacCorkle Ave. SW
City: South Charleston
State: WV **Country:** USA **Zip:** 25303

Principal Contact : Paul Amalfitano, Government Sales Manager

Vendor Contact Phone: 443 425-7647 **Extension:**

FOR INFORMATION CONTACT THE BUYER
 Crystal G Hustead
 (304) 558-2402
 crystal.g.hustead@wv.gov

Vendor Signature X  FEIN# EIN: 54-0641602 DATE January 19, 2023

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

ADDITIONAL INFORMATION

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF AGRICULTURE, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR TRUCK MAINTENANCE AND REPAIR PER THE ATTACHED DOCUMENTS.

QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS SUBMITTING BIDS

INVOICE TO**SHIP TO**

AGRICULTURE
DEPARTMENT OF
ADMINISTRATIVE SERVICES

AGRICULTURE
DEPARTMENT OF
FOOD DISTRIBUTION
PROGRAM

1900 KANAWHA BLVD E
CHARLESTON WV
US

4496 CEDAR LAKES RD
RIPLEY WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Preventative Vehicle Maintenance & Repair				

Comm Code	Manufacturer	Specification	Model #
78181500			

Extended Description:

Preventative Vehicle Maintenance & Repair-Pricing to be included on Exhibit C

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	VENDOR QUESTION DEADLINE	2023-01-13

**REQUEST FOR QUOTATION
CRFQ AGR2300000014
TRUCK MAINTENANCE**

EXHIBIT C - PRICING PAGES

Preventive Maintenance:

Hourly Labor Rate	x	Estimated Hours	Total Labor Cost
\$ <u>150.00</u>	x	100	\$ <u>15,000.00</u>

Estimated Parts Cost	x	Multiplier	Total Parts Cost
\$5,000.00	x	<u>1.30</u>	\$ <u>6,500.00</u>

Corrective Maintenance:

Hourly Labor Rate	x	Estimated Hours	Total Labor Cost
\$ <u>180.00</u>	x	200	\$ <u>36,000.00</u>

Estimated Parts Cost	x	Multiplier	Total Parts Cost
\$10,000.00	x	<u>1.30</u>	\$ <u>13,000.00</u>

Total Cost * \$70,500.00

* Total Cost is calculated by adding all, Total Labor Cost, and all Total Parts Cost together to get the total cost.

**REQUEST FOR QUOTATION
CRFQ AGR2300000014
TRUCK MAINTENANCE**

EXHIBIT A – PREVENTIVE MAINTENANCE

Preventive Maintenance Activities Include Only the Services Listed Below:

1. **Oil Change:** Oil and oil filter are to be change every 10,000 Miles
2. **Fuel Filter Change:** Fuel filter is to be change every 10,000 Miles
3. **Truck Inspection:** Truck is to be inspected every 10,000 Miles or up on request. Inspection should include but is not limited to. Check all lights, all flued levels, clutch for proper operation, steering shaft, U joints, shackle hanger, bushings, air or flued leaks of any kind, air filter, transmission, and 5th wheel assembly.
4. Truck maintenance and repair to be performed by a technician with a minimum of 5 years' experience repairing and maintaining industrial truck equipment
5. **As Needed:** Report any repairs needed to the facility manager for approval. No repairs are to be performed without proper approval.
6. **As Needed:** Before replacing a major part or component, verify the component or part is not in fact under warranty.
7. Vendor is responsible for procuring all necessary parts needed to perform truck maintenance. Vendor must have the ability to obtain parts or maintain a pre-existing inventory of parts so repairs can be made in a timely manner to minimize downtime.

**REQUEST FOR QUOTATION
CRFQ AGR2300000014
TRUCK MAINTENANCE**

EXHIBIT B - AGENCY TRUCKS

**WVDA Food Distribution Warehouse
4496 Cedar Lakes Drive
Ripley, WV 25271**

Trucks

	Truck Make	Year	Truck#	VN#
1.	Freightliner	2004	NI7381	1FUJA6CK44LN17381
2.	Freightliner	2004	NI 7382	1FUJA6CK64LN17382
3.	Freightliner	2004	NI7383	1FUJA6CK84LN17383
4.	Freightliner	2004	N17384	1FVACXDC24HN17384
5.	Freightliner	2013	FD5280	1FUJGEDRXDSFD5280
6.	Freightliner	2016	HF5314	1FUJGEBG5GLHF5314
7.	Freightliner	2017	JG4758	1FVHGEBGXHLJG4758
8.	International	2017	741361	3HSDJAPR5HN741361
9.	International	2019	108138	3HCDZAPR5KL108138

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.

(Printed Name and Title) Paul Amalfitano, Government Sales Manager


(Address) 500 Wilson Point Road Baltimore, MD 21220

(Phone Number)/ (Fax Number) 443 425-7647 Fax: 410-687-5137

(email address) pamalfitano@johsontowers.com; pamalfitano@wbiesel.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Western Branch Diesel, LLC
(Company) 
(Signature of Authorized Representative)
Paul Amalfitano, Government Sales Manager 1/18/2023
(Printed Name and Title of Authorized Representative) (Date)
443 425-7647 Fax: 410-687-5137
(Phone Number) (Fax Number)
pamalfitano@johsontowers.com; pamalfitano@wbiesel.com
(Email Address)

Indel Power Group
DUNS: 117131564
Signature Authority
443 425-7647
pamalfitano@johnsontowers.com



July 13, 2021

Indel Power Group
3504 Shipwright Street
Portsmouth, VA 23703

Memorandum of Understanding
SUBJECT: Delegation of Signature Authority

Indel Power Group: Johnson & Towers, LLC in consortium with Western Branch Diesel, LLC; Johnson Truck Center, LLC; Dovell & Williams, LLC; are included in the Corporate infrastructure of Indel Power Group.

This MOU identifies the following individuals have *signature authority* for Indel Power Group respective Proposals, Contract Awards and Reports Submitted to Governmental entities:

Paul Amalfitano,
Position/Title: Government Sales Manager

This "Signature Authority" includes but is not limited to: Original Agreements, Renewal Documents; Contract Modifications; and Status Reports or other submittals requiring signature in response to entities at all levels of Government.

If the person holding this position is unavailable, the person holding the position of *Contract Administrator* shall be delegated such authority. The current holder of this position is *Christina Cornman*.

Sincerely,

A handwritten signature in black ink, appearing to read "Kevin Burnette".

Kevin Burnette
Senior Vice President &
Chief Operating Officer
kburnette@IndelPower.com
Phone: 757-705-4760

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO AGR2300000014

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) No Addendum issue at time of submission

Addendum No. 1	Addendum No. 6
Addendum No. 2	Addendum No. 7
Addendum No. 3	Addendum No. 8
Addendum No. 4	Addendum No. 9
Addendum No. 5	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 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.

Western Branch Diesel, LLC

Company


Authorized Signature

1/19/2023

Date

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

**REQUEST FOR QUOTATION
CRFQ AGR2300000010
TRUCK MAINTENANCE AND REPAIR**

10.3 Agency reserves the right to inspect the Truck Maintenance to ensure that Vendor's performance is in compliance with this Contract. If Agency determines that Vendor has failed to perform in accordance with this Contract, Agency may demand that the Vendor immediately remedy the failure or consider the failure to be a default. Vendor's failure to remedy the deficient performance, if given the opportunity to do so, shall be considered a default.

11 MISCELLANEOUS:

11.3 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: Derrick Bennett, On Highway Service Manager
Telephone Number: 304-590-4134 Office: +1 304-744-1511 x:51121
Fax Number: 304-744-3584 —
Email Address: dbennett@wbdiesel.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/18/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurance Agency Management 230 High Street P.O. Box 158 Burlington NJ 08016	CONTACT NAME: Melanie Hennessee, CISR PHONE (A/C No, Ext): (609) 387-0606 E-MAIL ADDRESS: mhennessee@tcirons.com	FAX (A/C, No): (609) 387-5337
	INSURER(S) AFFORDING COVERAGE	
INSURED WBD Holdings Inc Western Branch Diesel LLC 3504 Shipwright St Portsmouth VA 23703-2428	INSURER A: Travelers Property Casualty Insurance Company NAIC # 36161	
	INSURER B: The Phoenix Insurance Company NAIC # 25623	
	INSURER C: St. Paul Fire & Marine NAIC # 24767	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 22/23 WBD Master **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			630-6P379905-22	03/31/2022	03/31/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Hired <input checked="" type="checkbox"/> Non-Owned			810-1S086536-22	03/31/2022	03/31/2023	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ GarageKeepers Liab \$ 1,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUP-6P421976-22	03/31/2022	03/31/2023	EACH OCCURRENCE \$ AGGREGATE \$ \$ <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	UB-6P418517 USL&H - SC	03/31/2022	03/31/2023	E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Ship Repairers Legal Liability			ZOL-91N26900-22	03/31/2022	03/31/2023	Limit \$1,000,000 Deductible \$1,000 P&I Included

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

State of West Virginia Department of Administration
 Purchasing Division
 2019 Washington St. East
 Charleston WV 2530501

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Western Branch Diesel
DUNS: 003247194
Preventative Vehicle Maintenance & Repair
Solicitation No. CRFQ 1400 AGR2300000014
Proposal #: WBD 003-23
Phone: 443 425-7647
pamalfitano@wbdiesel.com



January 24, 2023

Western Branch Diesel, LLC
3100 MacCorkle AVE. SW
South Charleston, WV 25303

State of West Virginia
Department of Administration,
Purchasing Division
2019 Washington Street East
Charleston, WV 25305-0130
ATTN: Crystal G. Husted

01/25/23 09:27:24
WV Purchasing Division

SUGJECT: Amendment 1 Acknowledgement; **Reference:** Solicitation No. CRFQ 1400 AGR AGR2300000010 Subject: Preventative Vehicle Maintenance & Repair

Enclosed is Amendment 1 acknowledged and signed. Please add the enclosed documents to Western Branch Diesel's Bid/Proposal for the Western Virginia Department of Agriculture Solicitation No. CRFQ 1400 AGR AGR2300000010 Subject: Preventative Vehicle Maintenance & Repair.

All documents in support of this initiative had to be submitted via hard copy due to access issue with the WV OASIS account.

Western Branch Diesel requires no modification to the previous. Please add enclosed documentation to submission.

Western Branch Diesel, LLC primary point of contact (POC) is the undersigned. The alternate POC is Paul Coon, Fleet Sale Manager for South Charleston Branch: Office: +1 304 744-1511; Mobile: +1 304 767-9829, pcoon@wbdiesel.com.

Sincerely,

Paul Amalfitano
Western Branch Diesel, LLC
Government Sales Manager
3504 Shipwright St.
Portsmouth, VA 23703
M 443 425-7647
pamalfitano@wbdiesel.com



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: 1160980		Reason for Modification:	
Doc Description: PREVENTATIVE VEHICLE MAINTENANCE & REPAIR		ADDENDUM 1 TO EXTEND BID OPENING DATE AND PROVIDE ANSWERS TO VENDOR QUESTIONS	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-01-23	2023-01-26 13:30	CRFQ 1400 AGR2300000014	2

THE RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:
 Vendor Customer Code:

Vendor Name : Western Branch Diesel, LLC
 Address: 3100 MacCorkle AVE. SW
 South Charleston, 25303
 Street:
 City: South Charleston
 State: WV Country: United Sates Zip: 25303
 Principal Contact : Paul Amalfitano
 Vendor Contact Phone: 443 425-7647 Extension:

FOR INFORMATION CONTACT THE BUYER
 Crystal G Husted
 (304) 558-2402
 crystal.g.husted@wv.gov

Vendor Signature X  FEIN# EIN: 54-0641602 DATE 1/24/2023

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

ADDITIONAL INFORMATION >

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA DEPARTMENT OF AGRICULTURE, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT FOR TRUCK MAINTENANCE AND REPAIR PER THE ATTACHED DOCUMENTS.

*****QUESTIONS REGARDING THE SOLICITATION MUST BE SUBMITTED IN WRITING TO CRYSTAL.G.HUSTEAD@WV.GOV PRIOR TO THE QUESTION PERIOD DEADLINE CONTAINED IN THE INSTRUCTIONS TO VENDORS. SUBMITTING BIDS*****

INVOICE TO

SHIP TO

AGRICULTURE
DEPARTMENT OF
ADMINISTRATIVE SERVICES

1900 KANAWHA BLVD E
CHARLESTON WV
US

AGRICULTURE
DEPARTMENT OF
FOOD DISTRIBUTION
PROGRAM

4496 CEDAR LAKES RD
RIPLEY WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Preventative Vehicle Maintenance & Repair				

Comm Code	Manufacturer	Specification	Model#
78181500			

Extended Description:

Preventative Vehicle Maintenance & Repair-Pricing to be included on Exhibit C

CALENDAR OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
	VENDOR QUESTION DEADLINE	2023-01-13

SOLICITATION NUMBER: CRFQ AGR2300000014

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 extend bid opening date to January 26, 2023 at 1:30 PM
 2. To provide answers to vendor questions
- No other changes

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.

ATTACHMENT A

CRFQ AGR2300000014
Addendum 1
Answers to Vendor Questions

Question 1: Are their provision that would allow for annual Labor Rate increase during term of the contract?

Answer]: No

Question 2: What is the process of acquiring approval to include a price adjustment provision from the State? Would a request of this kind even be considered for Preventative Vehicle Maintenance & Repair solicitation No. CRFQ 1400 AGR2300000014 solicitation?

Answer 2: WVDA will not consider any kind of price adjustment at this time.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: AGR2300000014

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 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.

Western Branch Diesel, LLC

Company



Authorized Signature

1/24/2023

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012