



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

State of West Virginia  
 Request for Quotation  
 36 - Vehicles

Proc Folder: 491524

Doc Description: MV19. OR LATEST MODEL VEHICLE

Proc Type: Statewide MA (Open End)

| Date Issued | Solicitation Closes    | Solicitation No         | Version |
|-------------|------------------------|-------------------------|---------|
| 2018-09-07  | 2018-09-25<br>13:30:00 | CRFQ 0212 SWC1900000003 | 1       |

**BID RECEIVING LOCATION**

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

**VENDOR**

Vendor Name, Address and Telephone Number:

**JIM ROBINSON INC**  
**55 ROBINSON DRIVE**  
**TRIADELPHIA, WV 26059**

*304-233-8000*  
*304-233-3127*

CONTACT BRIAN LONG @ROBINSON AUTO FLEET SALES  
 FOR INFO ON THIS CONTRACT  
 304-233-8000  
 304-281-4342 CELL  
 304-233-3127 FAX  
 BSLONG811@LIVE.COM

RECEIVED  
 2018 SEP 25 AM 10:47  
 WV PURCHASING  
 DIVISION

**FOR INFORMATION CONTACT THE BUYER**

Mark A Atkins  
 (304) 558-2307  
 mark.a.atkins@wv.gov

**JIM ROBINSON INC**  
**55 ROBINSON DRIVE**  
**TRIADELPHIA, WV 26059**

Signature X *[Signature]* FEIN # *55-0642562-001* DATE *9-22-2018*

**ADDITIONAL INFORMATION:**

The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish an open-end contract for 2019, or latest model year, Motor Vehicles - Class 1-5 and Class 8-12 per attached documents.

| INVOICE TO  |         | SHIP TO   |          |
|---|---------|---|----------|
| ALL STATE AGENCIES<br>VARIOUS LOCATIONS AS INDICATED BY ORDER |         | STATE OF WEST VIRGINIA<br>VARIOUS LOCATIONS AS INDICATED BY ORDER |          |
| No City   | WV99999 | No City   | WV 99999 |
| US  |         | US  |          |

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

| Comm Code | Manufacturer | Specification | Model # |
|-----------|--------------|---------------|---------|
| 25100000  |              |               |         |

**Extended Description :**

MV19 - 2019 or latest model vehicle:

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

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059**

**SCHEDULE OF EVENTS**

| <u>Line</u> | <u>Event</u>                           | <u>Event Date</u> |
|-------------|--|-------------------|
| 1           | Technical Questions due by 2:00pm EST: | 2018-09-12        |

|                      |                                |  |                       |
|----------------------|--------------------------------|--|-----------------------|
| <b>SWC1900000003</b> | <b>Document Phase</b><br>Final | <b>Document Description</b><br>MV19. OR LATEST MODEL VEHICLE | <b>Page 3</b><br>of 3 |
|----------------------|--------------------------------|--|-----------------------|

**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059**

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

**Vendor Name:** JIM ROBINSON TOYOTA, INC.  
**Manufacturer/Brand:** TOYOTA  
**Model Name & Number:** YARIS-6266

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059**

**Vehicle Requirements:**

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

**Additional Requirements:**

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

CONTACT BRIAN LONG @ROBINSON AUTO FLEET SALES  
FOR INFO ON THIS CONTRACT  
304-233-8000  
304-281-4342 CELL  
304-233-3127 FAX  
BSLONG811@LIVE.COM

**Vendor Bid Response:**

| Vehicle fuel type | EPA HIGHWAY MPG | EPA CITY MPG Rating | Unit Price  | Total Life Cycle Cost |
|-------------------|-----------------|---------------------|-------------|-----------------------|
| Gasoline          | 40              | 32                  | \$16,470.00 | \$ 23,774.69          |
| Flex-fuel         |                 |                     |             |                       |
| Diesel            |                 |                     |             |                       |
| CNG/Bifuel        |                 |                     |             |                       |
| Hybrid            |                 |                     |             |                       |

**Options:**

FOB Dealership: (Deduct) \$ 10.00  
FOB Other than Metro Charleston - Per Mile \$ 2.00

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

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

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADDELPHIA, WV 26059**

**Vendor Name:** JIM ROBINSON TOYOTA, INC.  
**Manufacturer/Brand:** TOYOTA  
**Model Name & Number:** PRIUS C-1203

**Vehicle Requirements:**

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

**CONTACT BRIAN LONG @ROBINSON AUTO FLEET SALES  
 FOR INFO ON THIS CONTRACT  
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 304-233-3127 FAX  
 BSLONG811@LIVE.COM**

**Additional Requirements:**

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

| <b>Vendor Bid Response:</b> |                        |                            |                   |                              |
|-----------------------------|------------------------|----------------------------|-------------------|------------------------------|
| <b>Vehicle fuel type</b>    | <b>EPA HIGHWAY MPG</b> | <b>EPA CITY MPG Rating</b> | <b>Unit Price</b> | <b>Total Life Cycle Cost</b> |
| Gasoline                    |                        |                            |                   |                              |
| Flex-fuel                   |                        |                            |                   |                              |
| Diesel                      |                        |                            |                   |                              |
| CNG/Bifuel                  |                        |                            |                   |                              |
| Hybrid                      | 43                     | 48                         | \$21,450.00       | \$ 27,678.80                 |

**Options:**

FOB Dealership: (Deduct) \$ 10.00  
 FOB Other than Metro Charleston - Per Mile \$ 2.00

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

**Class 1B - Automobile  
Mid Size Sedan**

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>Vendor Name:</b>             | <b>JIM ROBINSON TOYOTA, INC.</b> |
| <b>Manufacturer/Brand:</b>      | <b>TOYOTA</b>                    |
| <b>Model Name &amp; Number:</b> | <b>COROLLA-1832</b>              |

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059**

**Vehicle Requirements:**

|                           |                                  |
|---------------------------|----------------------------------|
| <b>Classification:</b>    | Mid Size Sedan                   |
| <b>Drive:</b>             | Front Wheel                      |
| <b>Passenger seating:</b> | 5 (including driver)             |
| <b>Doors:</b>             | 4, minimum                       |
| <b>Wheelbase:</b>         | 107 in., minimum                 |
| <b>GVWR:</b>              | 4,100 lbs. min<br>4,650 lbs. max |
| <b>Engine:</b>            | 4 cylinder minimum               |

**CONTACT BRIAN LONG @ROBINSON AUTO FLEET SALES  
FOR INFO ON THIS CONTRACT  
304-233-8000  
304-281-4342 CELL  
304-233-3127 FAX  
BSLONG811@LIVE.COM**

**Additional Requirements:**

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

**Vendor Bid Response:**

| Vehicle fuel type | EPA HIGHWAY MPG Rating | EPA CITY MPG Rating | Unit Price  | Total Life Cycle Cost |
|-------------------|------------------------|---------------------|-------------|-----------------------|
| Gasoline          | 36                     | 28                  | \$18,869.00 | \$27,053.52           |
| Flex-fuel         |                        |                     |             |                       |
| Diesel            |                        |                     |             |                       |
| CNG/Bifuel        |                        |                     |             |                       |
| Hybrid            |                        |                     |             |                       |

**Options:**

|  |          |
|--|----------|
| FOB Dealership: (Deduct)                   | \$ 10.00 |
| FOB Other than Metro Charleston - Per Mile | \$ 2.00  |

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

**Class 1B - Automobile  
Mid Size Sedan**

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADDELPHIA, WV 26059**

|                                 |                           |
|---------------------------------|---------------------------|
| <b>Vendor Name:</b>             | JIM ROBINSON TOYOTA, INC. |
| <b>Manufacturer/Brand:</b>      | TOYOTA                    |
| <b>Model Name &amp; Number:</b> | PRIUS-1223                |

**Vehicle Requirements:**

|                           |                                  |
|---------------------------|----------------------------------|
| <b>Classification:</b>    | Mid Size Sedan                   |
| <b>Drive:</b>             | Front Wheel                      |
| <b>Passenger seating:</b> | 5 (including driver)             |
| <b>Doors:</b>             | 4, minimum                       |
| <b>Wheelbase:</b>         | 107 in., minimum                 |
| <b>GVWR:</b>              | 4,100 lbs. min<br>4,650 lbs. max |
| <b>Engine:</b>            | 4 cylinder minimum               |

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BSLONG811@LIVE.COM

**Additional Requirements:**

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

**Vendor Bid Response:**

| Vehicle fuel type | EPA HIGHWAY MPG Rating | EPA CITY MPG Rating | Unit Price  | Total Life Cycle Cost |
|-------------------|------------------------|---------------------|-------------|-----------------------|
| Gasoline          |                        |                     |             |                       |
| Flex-fuel         |                        |                     |             |                       |
| Diesel            |                        |                     |             |                       |
| CNG/Bifuel        |                        |                     |             |                       |
| Hybrid            | 43                     | 48                  | \$24,828.00 | \$31,056.80           |

**Options:**

|  |          |
|--|----------|
| FOB Dealership: (Deduct)                   | \$ 10.00 |
| FOB Other than Metro Charleston - Per Mile | \$ 2.00  |

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

**Class 2 - Automobile  
Large Sedan**

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADDELPHIA, WV 26059**

**Vendor Name:** JIM ROBINSON TOYOTA, INC.  
**Manufacturer/Brand:** TOYOTA  
**Model Name & Number:** CAMRY-2559

**Vehicle Requirements:**

|                           |                                  |
|---------------------------|----------------------------------|
| <b>Classification:</b>    | Large Sedan                      |
| <b>Drive:</b>             | Front Wheel                      |
| <b>Passenger seating:</b> | 5 (including driver)             |
| <b>Doors:</b>             | 4, minimum                       |
| <b>Wheelbase:</b>         | 111 in., minimum                 |
| <b>GVWR:</b>              | 4,900 lbs. min<br>5,300 lbs. max |
| <b>Engine:</b>            | 4 cylinder minimum               |

CONTACT BRIAN LONG @ROBINSON AUTO FLEET SALES  
 FOR INFO ON THIS CONTRACT  
 304-233-8000  
 304-281-4342 CELL  
 304-233-3127 FAX  
 BSLONG811@LIVE.COM

**Additional Requirements:**

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

| <b>Vendor Bid Response:</b> |                               |                            |                   |                              |
|-----------------------------|-------------------------------|----------------------------|-------------------|------------------------------|
| <b>Vehicle fuel type</b>    | <b>EPA HIGHWAY MPG Rating</b> | <b>EPA CITY MPG Rating</b> | <b>Unit Price</b> | <b>Total Life Cycle Cost</b> |
| Gasoline                    |                               |                            |                   |                              |
| Flex-fuel                   |                               |                            |                   |                              |
| Diesel                      |                               |                            |                   |                              |
| CNG/Bifuel                  |                               |                            |                   |                              |
| Hybrid                      | 51                            | 53                         | \$28,473.00       | \$33,814.29                  |

**Options:**

|  |          |
|--|----------|
| FOB Dealership: (Deduct)                   | \$ 10.00 |
| FOB Other than Metro Charleston - Per Mile | \$ 2.00  |

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



**Class 4A - Automobile  
Mid Size Utility**

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059**

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>Vendor Name:</b>             | <b>JIM ROBINSON TOYOTA, INC.</b> |
| <b>Manufacturer/Brand:</b>      | <b>TOYOTA</b>                    |
| <b>Model Name &amp; Number:</b> | <b>4 RUNNER-8664</b>             |

**Vehicle Requirements:**

|                           |   |
|---------------------------|---|
| <b>Classification:</b>    | Mid Size Utility                          |
| <b>Drive:</b>             | 4 Wheel/All Wheel with High and Low Range |
| <b>Passenger seating:</b> | 5 minimum (including driver)              |
| <b>Doors:</b>             | 4, minimum                                |
| <b>Wheelbase:</b>         | 109 in., minimum                          |
| <b>GVWR:</b>              | 6100 lbs. min,<br>7300 lbs. max.          |
| <b>Engine:</b>            | 6 cylinder, Minimum                       |

**Off Road Package:** Includes but not limited to: Limited Slip rear, axle traction lock differential, heavy duty engine cooling, skid plates, gas shocks, tow hooks and all terrain tires.

|                                |   |
|--------------------------------|---|
| <b>Tow Package:</b>            | Installed Hitch & Wiring                  |
| <b>Slush/All-Weather Mats:</b> | Installed: Driver, Passenger, Cargo Areas |

**Additional Requirements:**

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

CONTACT BRIAN LONG @ROBINSON AUTO FLEET SALES  
FOR INFO ON THIS CONTRACT  
304-233-8000  
304-281-4342 CELL  
304-233-3127 FAX  
BSLONG811@LIVE.COM

**Vendor Bid Response:**

| Vehicle fuel type | EPA HIGHWAY MPG Rating | EPA CITY MPG Rating | Unit Price  | Total Life Cycle Cost |
|-------------------|------------------------|---------------------|-------------|-----------------------|
| Gasoline          | 20                     | 17                  | \$37,289.00 | \$51,645.62           |
| Flex-fuel         |                        |                     |             |                       |
| Diesel            |                        |                     |             |                       |
| CNG/Bifuel        |                        |                     |             |                       |
| Hybrid            |                        |                     |             |                       |

**Options:**

|  |          |
|--|----------|
| FOB Dealership: (Deduct)                   | \$ 10.00 |
| FOB Other than Metro Charleston - Per Mile | \$ 2.00  |

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

**Class 8 - Automobile  
Mid-Size Pick Up Extended Cab**

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>Vendor Name:</b>             | <b>JIM ROBINSON TOYOTA, INC.</b> |
| <b>Manufacturer/Brand:</b>      | <b>TOYOTA</b>                    |
| <b>Model Name &amp; Number:</b> | <b>TACOMA-7552</b>               |

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059**

**Vehicle Requirements:**

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

CONTACT BRIAN LONG @ROBINSON AUTO FLEET SALES  
FOR INFO ON THIS CONTRACT  
304-233-8000  
304-281-4342 CELL  
304-233-3127 FAX  
BSLONG811@LIVE.COM

**Additional Requirements:**

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

**Vendor Bid Response:**

| Vehicle fuel type | EPA HIGHWAY MPG Rating | EPA CITY MPG Rating | Unit Price  | Total Life Cycle Cost |
|-------------------|------------------------|---------------------|-------------|-----------------------|
| Gasoline          | 22                     | 18                  | \$32,138.00 | \$45,332.44           |
| Flex-fuel         |                        |                     |             |                       |
| Diesel            |                        |                     |             |                       |
| CNG/Bifuel        |                        |                     |             |                       |
| Hybrid            |                        |                     |             |                       |

**Options:**

|  |          |
|--|----------|
| FOB Dealership: (Deduct)                   | \$ 10.00 |
| FOB Other than Metro Charleston - Per Mile | \$ 2.00  |

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

**Class 9 - Automobile  
Mid-Size Pick Up Crew Cab**

|                                 |                                  |
|---------------------------------|----------------------------------|
| <b>Vendor Name:</b>             | <b>JIM ROBINSON TOYOTA, INC.</b> |
| <b>Manufacturer/Brand:</b>      | TOYOTA                           |
| <b>Model Name &amp; Number:</b> | TACOMA-7594                      |

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059**

**Vehicle Requirements:**

|                             |  |
|-----------------------------|--|
| <b>Classification:</b>      | Mid-Size Pick Up Crew Cab  |
| <b>Drive:</b>               | 4 Wheel/All Wheel with High & Low Range  |
| <b>Passenger seating:</b>   | 4 minimum (including driver)   |
| <b>Doors:</b>               | 4 full doors, minimum  |
| <b>Wheelbase:</b>           | 120 in., minimum   |
| <b>GVWR:</b>                | 5400 lbs. min,<br>6250 lbs. max.   |
| <b>Engine:</b>              | Minimum 6 Cylinder for gasoline<br>and Minimum 4 cylinder for diesel   |
| <b>Off Road Package:</b>    | Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires. |
| <b>Tow Package:</b>         | Installed Hitch & Wiring   |
| <b>Bed:</b>                 | Long bed with drop-in or spray-in bedliner   |
| <b>Sliding Rear Window:</b> | Not Required   |

CONTACT BRIAN LONG @ROBINSON AUTO FLEET SALES  
FOR INFO ON THIS CONTRACT  
304-233-8000  
304-281-4342 CELL  
304-233-3127 FAX  
BSLONG811@LIVE.COM

**Additional Requirements:**

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

**Vendor Bid Response:**

| Vehicle fuel type | EPA HIGHWAY MPG Rating | EPA CITY MPG Rating | Unit Price  | Total Life Cycle Cost |
|-------------------|------------------------|---------------------|-------------|-----------------------|
| Gasoline          | 20                     | 17                  | \$32,318.00 | \$46,674.62           |
| Flex-fuel         |                        |                     |             |                       |
| Diesel            |                        |                     |             |                       |
| CNG/Bifuel        |                        |                     |             |                       |
| Hybrid            |                        |                     |             |                       |

**Options:**

|  |          |
|--|----------|
| FOB Dealership: (Deduct)                   | \$ 10.00 |
| FOB Other than Metro Charleston - Per Mile | \$ 2.00  |

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

## INSTRUCTIONS TO VENDORS SUBMITTING BIDS

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADDELPHIA, WV 26059**

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**3. PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: September 12, 2018 due by 2:00pm EDT

Submit Questions to: Mark Atkins, Senior Buyer  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: Mark.A.Atkins@wv.gov

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. 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.

The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059**

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

SEALED BID: MV19  
BUYER: Mark Atkins, File #42  
SOLICITATION NO.: CRFQ 0212 SWC1900000003  
BID OPENING DATE: 09/25/2018  
BID OPENING TIME: 1:30pm EDT  
FAX NUMBER: 304-558-3970

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression or Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus N/A convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

BID TYPE: (This only applies to CRFP)

- Technical  
 Cost

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

Bid Opening Date and Time: September 25, 2018 at 1:30pm EDT

Bid Opening Location: Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, 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.

**9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**10. ALTERNATE MODEL OR BRAND:** Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

This Solicitation is based upon a standardized commodity established under W. Va. Code § 5A-3-61. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. PREFERENCE:** Vendor Preference may be requested in purchases of motor vehicles or construction and maintenance equipment and machinery used in highway and other infrastructure projects. Any request for preference must be submitted in writing with the bid, must specifically identify the preference requested with reference to the applicable subsection of West Virginia Code § 5A-3-37, and should include with the bid any information necessary to evaluate and confirm the applicability of the requested preference. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

**15A. RECIPROCAL PREFERENCE:** The State of West Virginia applies a reciprocal preference to all solicitations for commodities and printing in accordance with W. Va. Code § 5A-3-37(b). In effect, non-resident vendors receiving a preference in their home states, will see that same preference granted to West Virginia resident vendors bidding against them in West Virginia. A request form to help facilitate the request can be found at:

<http://www.state.wv.us/admin/purchase/vrc/Venpref.pdf>.

**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”



**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**22. INTERESTED PARTY DISCLOSURE:** West Virginia Code § 6D-1-2 requires that the vendor submit to the Purchasing Division a disclosure of interested parties to the contract for all contracts with an actual or estimated value of at least \$1 Million. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission prior to contract award. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**23. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

**GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on \_\_\_\_\_ upon award \_\_\_\_\_ and extends for a period of one (1) year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract. The performance bond must be received by the Purchasing Division prior to Contract award.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

- Commercial General Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.
- Automobile Liability Insurance** in at least an amount of: \$1,000,000.00 per occurrence.
- Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: \_\_\_\_\_ per occurrence.
- Commercial Crime and Third Party Fidelity Insurance** in an amount of: \_\_\_\_\_ per occurrence.
- Cyber Liability Insurance** in an amount of: \_\_\_\_\_ per occurrence.
- Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.
- Pollution Insurance** in an amount of: \_\_\_\_\_ per occurrence.
- Aircraft Liability** in an amount of: \_\_\_\_\_ per occurrence.
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Notwithstanding anything contained in this section to the contrary, the Director of the Purchasing Division reserves the right to waive the requirement that the State be named as an additional insured on one or more of the Vendor's insurance policies if the Director finds that doing so is in the State's best interest.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. [Reserved]**

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

\_\_\_\_\_ for \_\_\_\_\_

Liquidated Damages Contained in the Specifications

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

**14. PAYMENT IN ARREARS:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**15. PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.



**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

**31. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**32. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**33. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**34. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) 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; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**35. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**36. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**37. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**38. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts (“Other Government Entities”), provided that both the Other Government Entity and the Vendor agree. Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**39. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**40. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**41. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider’s employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Revised 06/08/2018

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**42. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**43. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign-made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a

“substantial labor surplus area”, as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**44. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059**

**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.

Brian S. Long Fleet Manager B.Slong  
(Name, Title)  
Brian S. Long Fleet Manager  
(Printed Name and Title)  
55 Robinson Drive Triadelphia WV 26059  
(Address)  
304-233-8000 304-233-3127  
(Phone Number) / (Fax Number)  
Bslong811@live.com  
(email address)

CONTACT BRIAN LONG @ROBINSON AUTO FLEET SALES  
FOR INFO ON THIS CONTRACT  
304-233-8000  
304-281-4342 CELL  
304-233-3127 FAX  
BSLONG811@LIVE.COM

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

**JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059**

(Company)

JR - President  
(Authorized Signature) (Representative Name, Title)

JAMES R. Robinson President  
(Printed Name and Title of Authorized Representative)

9-22-2018  
(Date)

304-233-8000 304-233-3127  
(Phone Number) (Fax Number)



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:**

**JIM ROBINSON INC**  
**55 ROBINSON DRIVE**  
**TRIADELPHIA, WV 26059**

Vendor's Name: \_\_\_\_\_

Authorized Signature: [Signature] \_\_\_\_\_ Date: 9-22-2018

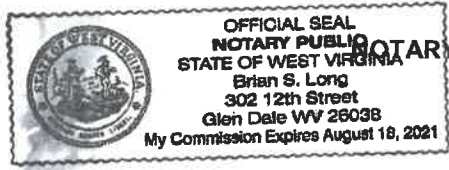
State of West Virginia

County of Marshall, to-wit:

Taken, subscribed, and sworn to before me this 22<sup>nd</sup> day of September, 2018

My Commission expires 8-18, 2021

**AFFIX SEAL HERE**



[Signature]  
Purchasing Affidavit (Revised 01/19/2018)



# West Virginia Ethics Commission



## Disclosure of Interested Parties to Contracts

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

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

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

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

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

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

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

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

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

(Required by W. Va. Code § 6D-1-2)

Name of Contracting Business Entity: JIM ROBINSON INC  
55 ROBINSON DRIVE Address: \_\_\_\_\_  
TRIADELPHIA, WV 26059

Name of Authorized Agent: [Signature] President Address: 55 Robinson Drive Triadelphia  
WV 26059

Contract Number: SWC 190000003 Contract Description: MV 19

Governmental agency awarding contract: Dept. of Administration - Purchasing Division

Check here if this is a Supplemental Disclosure

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

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

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

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

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

JAMES R. ROBINSON

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

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

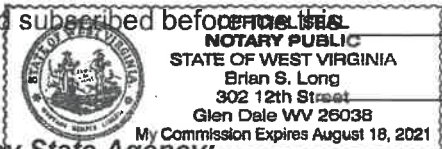
Signature: [Signature] Date Signed: 9-22-2018

**Notary Verification**

State of West Virginia, County of Marshall:

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

Taken, sworn to and subscribed before me this 22<sup>nd</sup> day of September, 2018



[Signature]  
Notary Public's Signature

**To be completed by State Agency:**  
Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_

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## SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish an open-end contract for 2019, or latest model year, motor vehicles – Class 1-5 and Class 8-12.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“CNG/ Bi-fuel motor vehicle”** means a motor vehicle that is capable of operating on either an alternative - Certified Natural Gas or conventional fuel based on driver selection.
  - 2.2 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
  - 2.3 **“EPA”** means Environmental Protection Agency.
  - 2.4 **“EPA City MPG Rating”** means the Environmental Protection Agency’s official Mile Per Gallon evaluation of a vehicles’ city fuel economy for a given fuel type. Vendors must use the *2019 Fuel Economy Guide*, for vehicle specific ratings which can be found at <http://www.fueleconomy.gov/feg/printGuides.shtml>
  - 2.5 **“EPA Highway MPG Rating”** means the Environmental Protection Agency’s official Mile Per Gallon evaluation of a vehicles’ highway fuel economy for a given fuel type. Vendors must use the *2019 Fuel Economy Guide*, for vehicle specific ratings which can be found at <http://www.fueleconomy.gov/feg/printGuides.shtml>
  - 2.6 **“E85”** means an alternative fuel that is a high-level gasoline-ethanol blend containing 51% to 83% ethanol, depending on geography and season.
  - 2.7 **“Flexible fuel motor vehicle”** means a vehicle that is capable of operating on a combination of alternative and conventional fuels concurrently.
  - 2.8 **“Gross Vehicle Weight Rating (GVWR)”** means the maximum loaded weight (including curb weight, operator & passenger weight, and payload) in pounds (lbs.) of a single vehicle. Vehicle manufacturers specify the maximum GVWR on the vehicle certification label.
  - 2.9 **“Hybrid”** means Hybrid-electric vehicle which uses a combination of a gasoline engine and electric motor(s). (See Section 3.1.1.3)

CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059

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- 2.10 **“Manufacturer/Brand”** means the name of the maker of the contract item which will be supplied by the vendor.
- 2.11 **“MPG”** means miles per gallon rating of a vehicles’ fuel economy for a given fuel type as defined by the Environment Protection Agency in the *2019 Fuel Economy Guide*, for vehicle specific ratings which can be found at <http://www.fueleconomy.gov/feg/printGuides.shtml>.
- 2.12 **“Model & Number”** means the model name and model number associated with the contract item as defined by the manufacturer.
- 2.13 **“OEM”** means Original Equipment Manufacturer.
- 2.14 **“Powertrain”** means the group of components used to transmit engine power to the wheels. The powertrain includes the engine, clutch, transmission, universal joints, drive shaft, and rear-axle gears.
- 2.15 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
- 2.16 **“QVM”** means Qualified Vehicle Modifier.
- 2.17 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.18 **“Total life-cycle cost”** means the complete cycle of a motor vehicle, from initial acquisition, through operation using the formula provided below for anticipated mileage.
- 2.19 **“Vehicle class”** means the designation of motor vehicle types that include sedans, sport utility vehicles, and trucks, or different categories of vehicles according to requirements specified herein.
- 2.20 **“Vendor Name”** means the company name of the vendor who will be supplying the contract item(s) to the State of West Virginia.
- 2.21 **“Warranty”** means the written guarantee issued with new motor vehicles or related equipment. It defines the manufacturer's responsibility for the repair or replacement of defective parts and other services provided as part of the purchase price. A

warranty can be nullified if the user does not follow certain stipulations of the manufacturer, such as preventive maintenance.

### **3. GENERAL REQUIREMENTS:**

**3.1 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

#### **3.1.1 Vehicle Class 1 thru 5 and Class 8 thru 12**

**3.1.1.1 Standard Equipment Requirements –** The following are mandatory as related to the standard equipment requirements of each vehicle class. Each vehicle class must contain the following unless otherwise noted.

- A. Automatic Transmission
- B. Power Steering
- C. Power/ABS Brakes
- D. AM/FM Radio installed
- E. Manufacturer's Standard Tint Glass
- F. Exterior power, left and right mirrors
- G. License plate mounts located on the front and rear bumpers. Prior to delivery, all vehicles must be pre-drilled, with hardware installed, to meet specifications that require both front and rear license plates. Any vehicle delivered without such plate mounts will be rejected.
- H. All-season tires
- I. Manufacturer's standard spare tire with jack when available as standard equipment.
- J. Installed rear window defogger for all vehicles except trucks and cargo vans

CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059

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- K. Front bucket seats for all vehicles except trucks
- L. Installed air conditioning. The following vehicle classes must include rear air conditioning – Class 5.
- M. Installed floor mats, except where vinyl floor covering is present. The following vehicle classes require slush, all weather mats – Class 3A, 4A, and 5.
- N. Installed front driver and passenger air bags
- O. Installed power windows and locks on all doors except for Vans where power windows and locks on all doors are not available as an option from the manufacturer. Van vendors will provide power windows and locks where applicable.
- P. Installed tilt wheel and cruise control
- Q. Installed keyless entry
- R. Installed “fleetside” bed for trucks.

**3.1.1.2 Unspecified Accessories & Features:** All parts, equipment, accessories, material, design and performance characteristics not specified herein, but which are necessary to provide a complete unit, must be furnished with each unit and required to conform to strength, quality of material, and quality of workmanship to those which are advertised and provided to the market in general by the unit industry.

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

CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADDELPHIA, WV 26059

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

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

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

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

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

**A.** All alternative vehicles must have the capacity to travel a minimum of 150 miles.

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

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

a. Hybrid Vehicles must have both an internal combustion engine and an electric motor.

b. Hybrid Vehicles bid must be capable of driving on only electric power.

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

CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059

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- A. Complete vehicle lubrication;
- B. Confirm oil level, fill crank case as needed, top off all fluids;
- C. Adjust engine to proper operating condition;
- D. Verify tire pressure and corrected as necessary;
- E. Check front end alignment or four wheel alignment if applicable, perform alignment if needed, and balance all tires;
- F. Wash/Clean interior and exterior of vehicle. Remove all unnecessary tags, stickers (including window stickers), papers, tags etc.; Window stickers need to be removed and placed inside the vehicle.
- G. Include a minimum of one owner's manual;
- H. Upon delivery, the vehicles fuel tanks shall be full of fuel;
- I. Include temporary license if required;
- J. Affix a valid West Virginia Inspection Sticker to the windshield. The vehicle must be inspected in the month delivered;
- K. No dealer insignia or other advertising shall be affixed to the vehicle or appear on any accessory such as mud flaps, bumpers, deck lids, etc. Vehicles delivered with such advertising will be rejected;
- L. Perform operational checks which will cover all controls, systems, and devices, doors, windows, accessories, and road testing of the completed vehicle. Vehicle shall be driven at various speeds; brakes tested for dependability, vehicle checked for rattles, squeaks and must be in compliance with pre-delivery inspection/servicing procedures and make adjustments as necessary.



CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

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JIM ROBINSON INC  
55 ROBINSON DRIV  
TRIADELPHIA, WV 26

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

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

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

- A. All vehicle identification numbers (VIN) must be supplied to the Fleet Management Office by email, referencing the purchase order, release order, or other procurement acquisition, or leasing agreement number, the year, make, model, and color of each vehicle to the following email address: [fleet@wv.gov](mailto:fleet@wv.gov). This information must be received within ten (10) working days prior to the delivery of each vehicle.
- B. Upon delivery of the vehicle, All documentation (Title Application, Statement of Origin, Delivery/Odometer Statement, Lease Agreement, etc.) in original form must be mailed or hand carried to:

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

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

**A. Basic Comprehensive Warranty Coverage** - The vendor shall provide the vehicle manufacturer's basic whole vehicle warranty. The minimum length of warranty shall be 3 years/36,000 miles and shall cover the entire vehicle (bumper to bumper).

**B. Basic Corrosion and Powertrain Warranty Coverage** - the vendor shall provide the manufacturers' standard Basic Corrosion and Powertrain Warranty.

**C.** The warranty shall include furnishing, without cost to the agency, (FOB vendors' nearest dealer or branch to vehicle's location), of new parts and assemblies to replace any that failed or malfunctioned within the warranty period. The State may elect to have the corrective work performed at the vendor's location, branch, or dealership, or a manufacturer's factory authorized repair facility, or upon the vendor's approval, at a commercial or Government repair facility. The cost of labor involved in the replacement of the failed or malfunctioned part(s) or assemblies shall be borne by the vendor.

**D. Warranty Extensions** - If the vendor receives from any supplier, manufacturer, or subcontractor additional warranty coverage on the whole or any component of the vehicle, in the form of time and/or mileage including any pro rata arrangements, or the vendor generally extends to its commercial customers a greater or extended warranty coverage, the agency shall receive corresponding warranty benefits.

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

CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADDELPHIA, WV 26059

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**4. CONTRACT AWARD:**

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

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

- 4.2 Life of Contract:** This contract shall become effective upon award and extends for one year or until such time as the vendor notifies the Purchasing Division that the model year build-out date has been reached, unless the vendor chooses to supply next model year vehicles at the price quoted, or until contracts are issued for the next model year.
- 4.3 Pricing Pages:** Vendor should complete the Pricing Pages by responding to the information requested in the “Vendor Name”, “Manufacturer/Brand”, “Model & Number”, “EPA HIGHWAY MPG Rating”, “EPA CITY MPG Rating” and “Unit Price” fields for each vehicle class. Utilizing the provided excel files will self-tabulate the “Total Life Cycle Cost” fields.

**Vendor Bid Response Section:** The vendor shall use the EPA mileage ratings from the Official 2019 Fuel Economy Guide for Highway and City MPG ratings for each vehicle class. If the vehicle is not present in the 2019 Fuel Economy Guide, vendors must utilize the EPA Mileage rating provided by the manufacturer for 2019 model vehicles. Vendors should submit mileage rating documentation from the manufacturer with their bid response for the vehicle EPA mileage ratings not present in the 2019 Fuel Economy Guide. Inclusion of this documentation, with the bid, will expedite the evaluation process.

Any vehicle class that contains a vehicle evaluated on the basis of the EPA Mileage rating provided by the manufacturer may be re-evaluated at the sole discretion of the Purchasing Division if the subsequently published Official 2019 Fuel Economy Guide would result in a change to the Total Life Cycle Cost of 5% (.05) or more.

CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059

Example:

Manufacturer utilized EPA Mileage rating resulting in a Total Life Cycle Cost of \$45000.00 for vehicle class bid. If the EPA Official 2019 Fuel Economy Guide published mileage rating differs from the manufacturer mileage rating and results in a Total Life Cycle Cost change exceeding \$2,250.00 for the vehicle class bid [ $\$45,000.00 \times .05$  (5%) = \$2,250.00], a re-evaluation of vehicle class bid may result.

Any re-evaluation will utilize the EPA mileage ratings from the Official 2019 Fuel Economy Guide in place of the EPA Mileage rating from the manufacturer. In the event the two EPA mileage ratings differ and exceed a 5% change in the overall Total Life Cycle Cost, the re-evaluation may result in cancellation of the existing award and re-awarding of a vehicle class to another vendor. Orders placed with an awarded vendor prior to a contract re-award will remain valid. Once a re-award is made and officially becomes effective, all new orders for that vehicle class will be placed with the re-awarded vendor.

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

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

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

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

#### 4.3.4 “Total Life Cycle Cost” segment:

The Total Life Cycle Cost is tabulated using the following formula for all fuel types *except* diesel:

$$([75,000/\text{EPA Highway MPG Rating} + 25,000/\text{EPA City MPG Rating}] \times 2.75) + \text{Unit Price}$$

The above formula is derived from an estimated vehicle life of 100,000 miles; where an estimated 75,000 miles will be highway use and an estimated 25,000 miles will be city use. The combined averages of the two MPG ratings are then multiplied by an estimated gasoline price of \$2.75 per gallon.

The Total Life Cycle Cost tabulation formula for diesel is as follows:

$$([75,000/\text{EPA Highway MPG Rating} + 25,000/\text{EPA City MPG Rating}] \times 3.05) + \text{Unit Price}$$

The above formula is derived from an estimated vehicle life of 100,000 miles; where an estimated 75,000 miles will be highway use and an estimated 25,000 miles will be city use. The combined averages of the two MPG ratings are then multiplied by an estimated diesel price of \$3.05 per gallon.

For example, if a gasoline vehicle were to have an EPA MPG rating of 22 MPG Highway and 18 MPG City with a Unit Price of \$22,000.00, the Total Life Cycle cost would equal \$35,194.44. (First find the product of 75,000 miles divided by the EPA Highway MPG Rating, and then find the product of 25,000 miles divided by the EPA City MPG Rating. Next, add the two products together and multiply by the fuel type cost of 2.75 per gallon (for gasoline). Lastly add the product of the preceding calculation to the Unit Price of the vehicle being bid.)

#### 4.3.5 “Options”

Mileage charges for delivery should be listed under the “Options” section of each vehicle class pricing page. FOB Dealership (Deduct) and FOB Other than Metro Charleston refers the delivery charges, that, at time of order, the vendor will add to or deduct from their final bid amount for each vehicle class awarded. If no response is received in either the FOB Dealership (deduct) or FOB Other than Metro Charleston fields, it will be assumed the vendor will not be charging delivery. These options will not be evaluated as part of the award.

CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059

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

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

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

## 5. ORDERING AND PAYMENT:

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

**5.2 Agency Ordering Procedure:** WV State Agencies shall issue a CDO (Central Delivery Order.) The CDO and following corresponding forms: MV19 Order form DOA-FM-005 (vehicle replacement) or DOA-FM-009 (Fleet Increase) shall be submitted to the Department of Administration Fleet Management Office for approval. Then shall be forwarded to the Purchasing Division for processing.

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

Failure to meet the above requirements will result in the requisition being returned to the issuing agency for correction.

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

CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059

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

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

**6. DELIVERY AND RETURN:**

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

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

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

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

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

Division of Highways  
Division of Natural Resources  
Division of Forestry

West Virginia State Police  
Higher Education (Colleges)  
Elected Officials

CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADELPHIA, WV 26059

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

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

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

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice. The Vendor may add a supplementary per mile charge for delivery to locations other than West Virginia Surplus Property and should provide this information in the "Options" section of each vehicle class pricing page.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.



CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

JIM ROBINSON INC  
55 ROBINSON DRIVE  
TRIADDELPHIA, WV 26059

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**7. VENDOR DEFAULT:**

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

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

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

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

**8. MISCELLANEOUS:**

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

CRFQ 0212 SWC1900000003  
REQUEST FOR QUOTATION  
MV19 – 2019, or latest model year, Motor Vehicles

**JIM ROBINSON INC**  
**55 ROBINSON DRIVE**  
**TRIADELPHIA, WV 26059**

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Contract Manager: Brian S. Long - Fleet Manager  
Telephone Number: 304-233-8000  
Fax Number: 304-233-3127  
Email Address: BSLONG811@LIVE.COM

CONTACT BRIAN LONG @ROBINSON AUTO FLEET SALES  
FOR INFO ON THIS CONTRACT  
304-233-8000  
304-281-4342 CELL  
304-233-3127 FAX  
BSLONG811@LIVE.COM