



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

State of West Virginia
Centralized Request for Quote
Vehicles

Proc Folder: 1787571

Doc Description: MV26 - 2026 OR LATEST MODEL VEHICLE

Reason for Modification:

Proc Type: Statewide MA (Open End)

Date Issued	Solicitation Closes	Solicitation No	Version
2025-09-15	2025-09-25 13:30	CRFQ 0212 SWC2600000001	1

BID RECEIVING LOCATION

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

RECEIVED

2025 SEP 25 PM 1:05

WV PURCHASING

VENDOR

Vendor Customer Code:

Vendor Name: *Thornhill Toyota*

Address: *P.O. Box 4451*

Street:

City: *Chapmanville*

State: *WV.*

Country: *Logan*

Zip: *25508*

Principal Contact: *CHARLES ELLIS*

Vendor Contact Phone: *304-855-1289*

Extension:

FOR INFORMATION CONTACT THE BUYER

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

Vendor
Signature X *Charles Ellis*

FEIN# *85-3012555*

DATE *9/25/25*

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

ADDITIONAL INFORMATION

The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish a Statewide, Open-End contract for 2026, or latest model year, Motor Vehicles - Classes 1- 18, per attached documents.

INVOICE TO

ALL STATE AGENCIES
VARIOUS LOCATIONS AS
INDICATED BY ORDER

No City WV
US

SHIP TO

STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS
INDICATED BY ORDER

No City WV
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:

MV26 - 2026 or latest model vehicle:

Note: Vendor shall use Exhibit_A Pricing Pages 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.

SCHEDULE OF EVENTS

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Technical Questions due by 10:00am ET:	2025-09-18

	Document Phase	Document Description	Page 3
SWC2600000001	Final	MV26 - 2026 OR LATEST MODEL VEHICLE	

ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

Bids submitted in paper, facsimile, or via wvOASIS must contain a signature. Failure to submit a bid in any form without a signature will result in rejection of your bid.

A bid submitted in paper or facsimile form should contain the information listed below on the face of the submission envelope or fax cover sheet. Otherwise, the bid may be rejected by the Purchasing Division.

VENDOR NAME:

BUYER: Mark Atkins

SOLICITATION NO.: CRFQ SWC2600000001

BID OPENING DATE: 09/25/2025

BID OPENING TIME: 1:30pm EDT

FAX NUMBER: 304-558-3970

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.

Bid Delivery Address and Fax Number:

Department of Administration, Purchasing Division 2019 Washington Street East

Charleston, WV 25305-0130

Fax: 304-558-3970

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 or via delivery by mail).

Bid Opening Date and Time: **SEPTEMBER 25, 2025 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 Acknowledgement Form. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

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REQUEST FOR QUOTATION
MV26 – 2026, or latest model year, Motor Vehicles

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of all state agencies and political subdivisions to establish a Statewide, Open-End contract for 2026, or latest model year, motor vehicles – Class 1-18.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
 - 2.1 **“CNG/ Bi-fuel motor vehicle”** means a motor vehicle that can operate on either an alternative - Certified Natural Gas or conventional fuel based on driver selection.
 - 2.2 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.3 **“E85”** means an alternative fuel that is a high-level gasoline-ethanol blend containing 51% to 83% ethanol, depending on geography and season.
 - 2.4 **“Flexible fuel motor vehicle”** means a vehicle that can operate on a combination of alternative and conventional fuels concurrently.
 - 2.5 **“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.
 - 2.6 **“Hybrid”** means Hybrid-electric vehicle which uses a combination of a gasoline engine and electric motor(s). (See Section 3.1.1.3).
 - 2.7 **“Manufacturer/Brand”** means the name of the maker of the contract item which will be supplied by the vendor.
 - 2.8 **“Model & Number”** means the model name and model number associated with the contract item as defined by the manufacturer.
 - 2.9 **“OEM”** means Original Equipment Manufacturer.

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- A. Automatic Transmission**
- B. Power Steering**
- C. Power/ABS Brakes**
- D. Minimum AM/FM Radio, Hands free/Bluetooth compatible, 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.**
 - I. Prior to delivery, all vehicles must be pre-drilled, with hardware installed, to meet specifications that require both front and rear license plates.**
 - II. 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**
- K. Front bucket seats for all vehicles except trucks**
- L. Installed air conditioning. The following vehicle class must include rear air conditioning – Class 9.**
- M. Installed floor mats, for all vehicles. Including where vinyl floor covering is present. The following vehicle classes require slush, all weather mats – Class 6, 7, 8, 9, 17, and 18.**
- N. Installed front driver and passenger air bags**

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

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

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

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

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

C. Hybrid Vehicles must meet the following requirements -

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

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

A. Complete vehicle lubrication.

B. Confirm oil level, fill crank case as needed, top off all fluids.

C. Adjust engine to proper operating condition.

D. Verify tire pressure and corrected as necessary.

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information and handbooks for the vehicle and any special equipment furnished with, or as a part of, the vehicle. This information shall be in hard copy form. The handbooks shall include as a minimum the vehicles operator's manual, vehicle maintenance handbook, and special equipment handbook.

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

- A. All vehicle identification numbers (VIN) must be supplied to the Fleet Management Division by email, referencing the purchase order, release order, or other procurement acquisition, or leasing agreement number, the year, make, model, and color of each vehicle to the following email address: fleet@wv.gov. 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 Division
2310 Kanawha Blvd. E,
Charleston, WV 25311
304-352-6079
<https://fleet.wv.gov>

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

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State of West Virginia agencies, boards, commissions,
and political subdivisions:

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

These reports must be provided in Excel format and sent via email to the Purchasing Division Buyer (mark.a.atkins@wv.gov) on a quarterly basis as follows:

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

NOTE: Failure to provide the required reports may result in cancellation of contract and exclusion from future bid participation.

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 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.

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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 Delivery Order for the vehicle class desired. The Delivery Order and following corresponding form: DOA-FM-59 for vehicle replacement or Fleet Increase shall be submitted to the Department of Administration Fleet Management Division for approval. If subject to the Governor's Office authority, the Agency shall seek approval prior to issuing the Delivery Order.

The purchase delivery order 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.

Please refer to Appendix_G of the Purchasing Division Handbook for additional instructions and examples of delivery order information required.

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

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

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

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6.1.1.10 The Surplus Property Vehicles Coordinator can be contacted at 304-766-2626.

6.1.2 For deliveries not made to the West Virginia Surplus Property:

6.1.2.1 All vehicles must be delivered to the “ship to” section indicated on the purchase requisition form.

6.1.2.2 Vendors must contact the Fleet Management Division at 1-855-817-1910 prior to any delivery.

6.1.2.2.1 VIN number must be provided ten (10) calendar days prior to delivery to Fleet Management Division.

6.1.2.2.2 Delivery Order or Purchase Order number must be provided with VIN Number.

6.1.3 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

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

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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 those 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.

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.

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NOTE: Vendor is **NOT REQUIRED** to accept the **WV P-Card** for vehicle payments under this contract.

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., the destination to West Virginia Surplus Property located at 2700 Charles Avenue Dunbar, WV 26064 or to agencies located in the Charleston Metro Area only.

6.1.1 For deliveries made to West Virginia Surplus Property:

- 6.1.1.1** Vendor must receive prior approval from Surplus Property to deliver vehicles from the Surplus Property Vehicle Coordinator.
- 6.1.1.2** The delivery request must be made at least fourteen (14) calendar days in advance.
- 6.1.1.3** The delivery request must contain the VIN number of the vehicle to be delivered.
- 6.1.1.4** The vendor must provide a copy of the Central Delivery Order (CDO) or Agency Purchase Order (PO) with the delivery request.
- 6.1.1.5** Surplus Property will accept a maximum amount of ten (10) vehicles per day.
- 6.1.1.6** No vehicle deliveries will be accepted before 9:00 AM or after 3:00 PM, ET.
- 6.1.1.7** Vehicles are not considered “delivered” until Surplus Property personnel complete an inspection of the delivered vehicle to ensure the vehicles’ physical condition and specification requirements have been met.
- 6.1.1.8** Vendor or representative must sign the delivery inspection sheet prior to leaving Surplus Property. If vendor representative fails to sign the delivery inspection sheet, the vehicle will not be considered “delivered” until WV Surplus confirms the vehicle has met all mandatory requirements.
- 6.1.1.9** Any vehicle that has physical damage or missing components (options) as required in the Contract specifications, may be rejected and/or returned to the vendor at no cost to the agency or Surplus Property.

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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”, “Vendor Contact”, “Phone Number”, “Email Address”, “Standard Color Code”, “Color Description”, and “Unit Price” fields for each vehicle class.

4.3.1 “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 and will be the price paid by the ordering agency.

4.3.2 “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.

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

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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.

3.1.1.10 REPORTS: The Vendor shall provide to the State of West Virginia's primary contact person quarterly utilization reports by vehicle class containing at a minimum the following information pertaining to the

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- E. Check front end alignment or four-wheel alignment if applicable, perform alignment if needed, and balance all tires.
 - F. Wash/Clean interior and exterior of vehicle. Remove all unnecessary tags, stickers (including window stickers), papers, tags etc.; Window stickers need to be removed and placed inside the vehicle.
 - G. Include a minimum of one owner's manual.
 - H. Upon delivery, the vehicles fuel tanks shall be full of fuel.
 - I. Include temporary license plate and registration.
 - i. Temporary License plate may be waived at the agency's discretion.
 - 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.
- 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

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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. Factory installed tilt wheel and cruise control

Q. Factory installed keyless entry

R. Installed “fleetside” bed for trucks.

S. Factory Reverse backup camera.

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.

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.

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- 2.10 “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.
- 2.11 “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.
- 2.12 “QVM”** means Qualified Vehicle Modifier.
- 2.13 “Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 2.14 “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.
- 2.15 “Vendor Name”** means the company name of the vendor (Dealership) who will be supplying the contract item(s) to the State of West Virginia.
- 2.16 “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 18:**
- 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.

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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 in accordance to Specification 3.1.1.10, 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.

Contract Manager: CHARLES ELLIS

Telephone Number: 304-855-1289

Fax Number: 304-855-1451

Email Address: Charles.Ellis@thmanhillelauto motive .com

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

Vendor Name: THORNHILL TOYOTA
 Manufacturer/Brand: Toyota
 Model Name & Number: COROLLA 1.8S2A

Vendor Contact: Charles Ellis
 Phone No.: 304-855-1289
 Email: charles.ellis@thornhillautomotive.com

Vehicle Requirements:
Classification: Compact Sedan or Hatchback

Drive:	Front Wheel	Manufacturer's Standard Available Colors	
Passenger seating:	5 (including driver)	Standard Color Code	Color Description
Doors:	4, minimum - 5 maximum		
Wheelbase:	104 in., minimum	1L7	Gray
GVWR:	3,800 lbs. min, 4,000 lbs. max	040	Ice Cap
Engine:	4 cylinder minimum	159	Silver
Additional Requirements:		218	Black
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	UNIT PRICE
Gasoline	\$ 23529.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

FOB Other than Metro Charleston - Per Mile

\$	<u>✓</u>	-
\$	<u> </u>	-

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

**Class 2 - Automobile
Mid Size Sedan**

Vendor Name:

Thornhill Toyota

Manufacturer/Brand:

Toyota

Model Name & Number:

CAMRY 2559A

Vendor Contact:

Charles Ellis

Phone No.:

304-855-1289

Email:

charles.ellis@thornhillautomotive.com

Vehicle Requirements:

Classification: Mid Size Sedan

Drive: Front Wheel

Passenger seating: 5 (including driver)

Doors: 4, minimum

Wheelbase: 107 in., minimum

GVWR: 4,100 lbs. min, 4,650 lbs. max

Engine: 4 cylinder minimum

Manufacturer's Standard Available Colors

Standard Color Code	Color Description
1L7	Gray
040	IC Cap/White
1J9	Silver
218	Black

Additional Requirements:

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

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ 29420. ⁰⁰ -

***Options:**

FOB Dealership: (Deduct)

\$	<u> </u>	-
\$	<u> </u>	-

FOB Other than Metro Charleston - Per Mile

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

**Class 3 - Automobile
Large Sedan**

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:		
Classification:	Large Sedan	
Drive:	Front Wheel	Manufacturer's Standard Available Colors
Passenger seating:	5 (including driver)	Standard Color Code
Doors:	4, minimum	Color Description
Wheelbase:	111 in., minimum	
GVWR:	4,900 lbs. min, 5,300 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.		

Vendor Bid Response:	
Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

NO Bid

***Options:**

FOB Dealership: (Deduct)

\$	-
\$	-

FOB Other than Metro Charleston - Per Mile

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

**Class 4 - Automobile
Large Sedan**

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:																		
Classification:	Large Sedan																	
Drive:	Rear Wheel	<table border="1"> <tr> <th colspan="2">Manufacturer's Standard Available Colors</th> </tr> <tr> <th>Standard Color Code</th> <th>Color Description</th> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Manufacturer's Standard Available Colors		Standard Color Code	Color Description												
Manufacturer's Standard Available Colors																		
Standard Color Code	Color Description																	
Passenger seating:	5 (including driver)																	
Doors:	4, minimum																	
Wheelbase:	111 in., minimum																	
GVWR:	4,900 lbs. min, 5,300 lbs. max																	
Engine:	4 cylinder minimum																	
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	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

No Bid

***Options:**

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

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

**Class 5 - Automobile
Compact Utility**

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:
Classification: Compact Utility

Drive:	4 Wheel/All Wheel	Manufacturer's Standard Available Colors	
Passenger seating:	5 (including driver)	Standard Color Code	Color Description
Doors:	4, minimum		
Wheelbase:	100 in., minimum		
GVWR:	4350 lbs. min, 5600 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.			

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

No Bid

***Options:**

FOB Dealership: (Deduct)

\$	-
\$	-

FOB Other than Metro Charleston - Per Mile

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

**Class 6 - Automobile
Compact Utility**

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:

Classification: Compact Utility

Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	5 (including driver)	Standard Color Code	Color Description
Doors:	4, minimum		
Wheelbase:	102 in., minimum		
GVWR:	4350 lbs. min, 5600 lbs. max.		
Engine:	4 cylinder minimum		
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Installed Hitch & Wiring		
Slush/All-Weather Mats:	Installed: Driver, Passenger, Cargo Areas		
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	Unit Price
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

NO Bid

***Options:**

FOB Dealership: (Deduct)

\$	-
\$	-

FOB Other than Metro Charleston - Per Mile

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

**Class 7 - Automobile
Mid Size Utility**

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:

Classification: Mid Size Utility

Drive:	4 Wheel/All Wheel	Manufacturer's Standard Available Colors	
Passenger seating:	5 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum		
Wheelbase:	109 in., minimum		
GVWR:	6100 lbs. min, 7300 lbs. max.		
Engine:	6 cylinder minimum		
Additional Requirements:			
Tow Package:	Installed Hitch and Wiring		
Slush/All-Weather Mats:	Installed: Driver, Passenger, Cargo area		

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

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

No Bid

***Options:**

FOB Dealership: (Deduct)

\$	-
\$	-

FOB Other than Metro Charleston - Per Mile

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

**Class 8 - Automobile
Mid Size Utility**

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:
Classification: Mid Size Utility

Drive:	4 Wheel/All Wheel with High and Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	5 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum		
Wheelbase:	109 in., minimum		
GVWR:	6100 lbs. min, 7300 lbs. max.		
Engine:	6 cylinder, Minimum		
Off Road Package:	Includes but not limited to: Limited Slip rear, axle traction lock differential, heavy duty engine cooling, skid plates, gas shocks, and all terrain tires.		
Tow Package:	Installed Hitch & Wiring		
Slush/All-Weather Mats:	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.

Vendor Bid Response:	
Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

No Bid

***Options:**

FOB Dealership: (Deduct)

\$	-
\$	

FOB Other than Metro Charleston - Per Mile

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

**Class 9 - Automobile
Mini Van**

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:

Classification: Mini Van

		Manufacturer's Standard Available Colors	
		Standard Color Code	Color Description
Drive:	Front Wheel		
Passenger seating:	7 minimum (including driver)		
Doors:	Minimum: 1 driver front, 1 passenger front, 1 driver sliding rear, 1 passenger sliding rear, 1 back		
Wheelbase:	121 in., minimum		
GVWR:	4,300 lbs. min, 6,075 lbs. max.		
Engine:	6 cylinder minimum		
Passenger AC/Heat rear:	Installed		
Side Air bags:	Installed		
Slush/All-Weather Mats:	Installed: Driver, Passenger, Cargo Areas		

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	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

NO Bid

***Options:**

FOB Dealership: (Deduct)

\$
\$

FOB Other than Metro Charleston - Per Mile

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

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

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:

Classification: Mid-Size Pick Up Extended Cab

		Manufacturer's Standard Available Colors	
		Standard Color Code	Color Description
Drive:	4 Wheel/All wheel with Hi/Lo Range		
Passenger seating:	4 minimum (including driver)		
Doors:	2, minimum		
Wheelbase:	120in., minimum		
GVWR:	5400 lbs. min, 6250 lbs. max.		
Engine:	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum		
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Installed Hitch & Wiring		
Slush/All weather Mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed:	Short, with installed spray-in liner.		
Sliding rear window:	Not required.		

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	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

No Bid

***Options:**

FOB Dealership: (Deduct)

\$

FOB Other than Metro Charleston - Per Mile

\$

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

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

Vendor Name: Thorpehill Toyota
 Manufacturer/Brand: Toyota
 Model Name & Number: Tacoma 7544

Vendor Contact: Charles Ellis
 Phone No.: 304-855-1289
 Email: Charles.Ellis@ThorpehillToyota.com

Vehicle Requirements:
Classification: Mid-Size Pick Up Crew Cab

Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4 full doors, minimum	<u>1L7</u>	<u>Gray</u>
Wheelbase:	120 in., minimum	<u>040</u>	<u>Ice Cap White</u>
GVWR:	5400 lbs. min, 6250 lbs. max.	<u>139</u>	<u>Silver</u>
Engine:	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum	<u>218</u>	<u>Black</u>
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Installed Hitch & Wiring		
Slush/ all-Weather mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed (Short):	Bed: Length 60" minimum, 65" maximum, with installed spray-in bedliner		
Sliding Rear Window:	Not Required		

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	UNIT PRICE
Gasoline	\$ <u>44341.00</u>
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

*Options:

FOB Dealership: (Deduct)

\$

FOB Other than Metro Charleston - Per Mile

\$

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

**Class 12 - Automobile
Mid-Size Pick Up Crew Cab**

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:
Classification: Mid-Size Pick Up Crew Cab

Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4 full doors, minimum		
Wheelbase:	120 in., minimum		
GVWR:	5400 lbs. min, 6250 lbs. max.		
Engine:	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum		
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Installed Hitch & Wiring		
Slush/ all-Weather mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed (Long):	Bed: Length 72" minimum, with installed spray-in bedliner		

Sliding Rear Window: Not Required

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	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

No Bid

***Options:**

FOB Dealership: (Deduct)

\$
\$

FOB Other than Metro Charleston - Per Mile

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

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

Vendor Name: _____ **Vendor Contact:** _____
Manufacturer/Brand: _____ **Phone No.:** _____
Model Name & Number: _____ **Email:** _____

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

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$
\$

FOB Other than Metro Charleston - Per Mile

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

No Bid

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

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:
Classification: Standard Pick Up Reg Cab

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

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

No Bid

***Options:**

FOB Dealership: (Deduct)

\$

FOB Other than Metro Charleston - Per Mile

\$

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

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

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements: Standard Pick Up Extended Cab
Classification:

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

Bed: Short, with installed Spray-in liner.

Sliding rear window: Not required.

Additional Requirements:

Factory Running Boards/Step Bars, Cab Length

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

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$

FOB Other than Metro Charleston - Per Mile

\$

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

No Bid

**Class 16 - Automobile
Standard Pick Up Crew Cab**

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:
Classification: Standard Pick Up Crew Cab

Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4 full doors, minimum		
Wheelbase:	149 in., minimum		
GVWR:	6800 lbs. min, 7350 lbs. max.		
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel		
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring		
Slush/All weather Mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		

Bed: Long bed with installed Spray-in bedliner

Sliding Rear Window: Not Required

Additional Requirements:

Factory Running Boards/Step Bars, Cab Length

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

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

No Bid

***Options:**

FOB Dealership: (Deduct)

\$ _____
 \$ _____

FOB Other than Metro Charleston - Per Mile

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

**Class 17 - Automobile
Full Size Utility**

Vendor Name: _____	Vendor Contact: _____
Manufacturer/Brand: _____	Phone No.: _____
Model Name & Number: _____	Email: _____

Vehicle Requirements:			
Classification:		Full Size Utility	
Drive:	4-Wheel/All Wheel Drive	Manufacturer's Standard Available Colors	
Passenger seating:	5 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum		
Wheelbase:	116 in., minimum		
GVWR:	7300 lbs. min, 7600 lbs. max.		
Engine:	Minimum Acceptable Engines: GAS: 6 cylinder turbo; GAS: 8 cylinder non-turbo; Diesel: 6 cylinder turbo		
Additional Requirements:			
Factory Running Boards/Step Bars			
Slush/ All-weather mats:	Installed: Driver, Passenger, Cargo area		
Limited Slip/ Traction Lock rear Axle			

Heated - Power Driver and Passenger Mirrors

Factory Remote Start/Entry

Factory Rear Bumper Reverse Traffic Sensors

Rear Defroster/Wiper

Rear Passenger Climate Controls

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

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$	
\$	

FOB Other than Metro Charleston - Per Mile

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

NO Bid

**Class 18 - Automobile
Full Size Utility**

Vendor Name: _____
Manufacturer/Brand: _____
Model Name & Number: _____

Vendor Contact: _____
Phone No.: _____
Email: _____

Vehicle Requirements:

Classification: Full Size Utility

Drive:		Manufacturer's Standard Available Colors	
4-Wheel/All Wheel Drive		Standard Color Code	Color Description
Passenger seating: 8 minimum (including driver)			
Doors: 4, minimum			
Wheelbase: 130 in., minimum			
GVWR: 7300 lbs. min, 7600 lbs. max.			
Engine: Minimum Acceptable Engines: GAS: 6 cylinder turbo; GAS: 8 cylinder non-turbo; Diesel: 6 cylinder turbo			
Additional Requirements:			
Factory Running Boards/Step Bars			
Slush/ All-weather mats: Installed: Driver, Passenger, Cargo area			
Limited Slip/ Traction Lock rear Axle			

Heated - Power Driver and Passenger Mirrors

Factory Remote Start/Entry

Factory Rear Bumper Reverse Traffic Sensors

Rear Defroster/Wiper

Rear Passenger Climate Controls

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

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ -
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$

FOB Other than Metro Charleston - Per Mile

\$

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

No Bid

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

(Printed Name and Title) Charles Ellis Fleet/Gov. Mgr.
(Address) 500 Forns Fairlane Chapmanville, WV 25508
(Phone Number) / (Fax Number) 304-855-1289 304-855-1451
(email address) Charles.Ellis@thornhillautomotive.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

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

Thornhill Toyota
(Company) Charles Ellis
(Signature of Authorized Representative) Charles Ellis Fleet/Gov. Mgr. 9/25/25
(Printed Name and Title of Authorized Representative) (Date)
304-855-1289 304-855-1451
(Phone Number) (Fax Number)
Charles.Ellis@thornhillautomotive.com
(Email Address)