

Purchase Order



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

PURCHASE ORDER NO.
 MV08F

PAGE
 1

BLANKET RELEASE
 00

CORRECT PURCHASE ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS PUR-
 CHASE ORDER SHOULD BE DIRECTED
 TO THE BUYER AS NOTED BELOW.

CHANGE ORDER
 3

SEE REVERSE SIDE FOR
 TERMS AND CONDITIONS

AGENCY COPY

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

*709034823 304-369-2411
 STEPHENS AUTO CENTER
 PO BOX 278
 DANVILLE WV 25053-0278

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	FEIN/SSN	FUND
01/29/2008	NET 30	550128010	
SHIP VIA	F.O.B.	FREIGHT TERMS	ACCOUNT NUMBER
BEST WAY	DESTINATION	PREPAID	MUL-MUL
LINE	QUANTITY	UOP	VENDOR ITEM NO.
	DELIVERY DATE	CAT. NO.	ITEM NUMBER
			CHANGE ORDER #03
	THIS CHANGE ORDER PROVIDES THREE CHANGES AS FOLLOWS:		
	1) REMOVES THE OPTION FOR "HI & LO GEAR 4WD OR EQUIVALENT" FROM CLASS 6A. THIS OPTION IS NO LONGER AVAILABLE. SEE ATTACHED. EFFECTIVE: JANUARY 25, 2008		
	2) PROVIDES A CORRECTED OPTION SHEET FOR CLASS 7. SEE ATTACHED. EFFECTIVE: JANUARY 22, 2008		
	3) PROVIDES A CORRECTED OPTION SHEET FOR CLASS 33. SEE ATTACHED. EFFECTIVE: JANUARY 12, 2008		
	***** NO ADDITIONAL CHANGES *****		
	PREVIOUS PO TOTAL==>		OPEN END
	PO NET CHANGE (+)==>		
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input checked="" type="checkbox"/>			OPEN END
			TOTAL

PURCHASING DIVISION
 CERTIFIED ENCUMBERED
 FEB 12 2008
Beverly Toler

Dawn Mayfield

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

JO ANN ADKINS 304-558-8802

BY *Laura Dwyer* 1/31/08
 PURCHASING DIVISION AUTHORIZED SIGNATURE

**GENERAL TERMS & CONDITIONS
PURCHASE ORDER/CONTRACT**

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all Federal, State and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will: {a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer {b} be merchantable and fit for the purpose intended and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director or Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from Federal and State taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

CLASS 6A AUTOMOBILE
 Special Purpose, Off-Road, 4 Wheel Drive,
 5700 GVWR, 109" Wheelbase

070-06-06-002

VENDOR NAME: STEPHENS AUTO CENTER

Manufacturer / Brand JEEP
 Delivery 60-120 DAYS ESTIMATE
 Model Name & Number GRAND CHEROKEE WKJH74

Standard Equipment Requirements:		MIN: 200 HP 195 TORQUE
Engine		Automatic
Transmission		Power
Steering		Power/ABS
Brakes		AM/FM
Radio		All Tinted
Glass		Left & Right Outside
Mirrors		Front & Rear
License Plate Mounts		All Terrain
Tires		Full Size w/Jack
Spare Tire		Installed
Rear Window/Defogger		Standard
Fuel Tank		Bucket
Front Seat		Bench
Rear Seat		Installed
Air Conditioning		Installed
Floor Mats		At least 8.3 inches
Running Ground Clearance		at least 35 cubic ft.
Cargo Volume	Rear Seat Up	at least 67 cubic ft.
Cargo Volume	Rear Seat Down	

HP	HGWY
210	235

Price Each Gasoline _____

\$21,779

EPA HGWY	EPA CITY

Options:

Off Road Package Including Limited Slip Rear Includes:

- Axle-Trac-Lok Differential
 - Engine Cooling - Heavy Duty
 - Skid plate Group
 - Suspension - Heavy Duty W/gas Shocks
 - Front and Rear Tow hooks
- List items included in this group

NA
TOW PACKAGE - V8
\$198 - V8 ONLY
NA
SEE SKID PLATE GROUP
\$167

\$ NA

↑
Enter total off road pkg above

Off Road Tires

- AM/FM w/Cassette
 - AM/FM w/ CD Player
 - Shop/Service Manual
 - CD Service Manual
 - Tilt Wheel & Cruise Control
 - Keyless Entry
 - Power Windows / Power Locks
 - Global Positioning System
 - Tow Package
 - Side Air Bags
 - Exterior colors
 - Third Row Seating
 - Interior Rubber Floor Matting
 - Spare Tire Carrier - External
 - Engine, 8 Cylinder, 4.7 Liter
 - Delete Running Boards and Luggage Racks (Deduct)
 - Delete Floor Mats (Deduct)
 - Manual Transmission w/Overdrive (Deduct)
 - Remove Console (Delete) (Console between seats)
 - FOB Dealership: (Deduct)
 - FOB Other than Metro Charleston - Per Mile
- List items included in this group

NA
STD
CONTACT VENDOR
CONTACT VENDOR
STD
STD
STD
NA
\$180-246 SEE BELOW
STD
SEE BELOW
NA
NA
NA
\$1,390
NA
(\$26)
NA
NA
(\$10)
\$1.59

Additional Information:

- Tow package \$180 - Class II receiver, trailer sway damping, wiring harness
- Tow package \$246 - Class IV receiver, trailer sway damping, wiring harness, HD engine cooling
- Skid plate group - Front suspension, fuel tank, transfer case, includes tow hooks

Jeep Green and Mineral Gray \$132, Red Rock \$198

Richard Stephens

From: Richard Stephens [rstephens@stephensauto.com]
Sent: Friday, January 25, 2008 3:34 PM
To: 'Jo Ann Adkins (Jo.A.Adkins@wv.gov)'
Subject: Class 6A

Contacts: Jo Ann Adkins

JoAnn,

Chrysler has discontinued a package that was available on Class 6A of MV08 when it was bid. The optional package allowed for the optional "Hi & Lo Gear 4WD or equivalent" to be added.

There is another package that can be ordered which allows for this option but it is much more expensive. This package includes leather interior, power seats, 6-disc CD players, a sunroof, etc. It is not likely that any agencies would purchase this package just for the availability of the different four wheel drive system.

I will provide you with pricing and particulars of the new package if you wish, but I would suggest that for now we just indicate that the option is no longer available.

Please call if you have any questions.
Thanks,
Richard



CLASS 7 AUTOMOBILE
 Special Purpose, 4 Wheel Drive,
 6270 GVWR

070-06-07-001
 Corrected 01/22/2008

Vendor Name: Stephens Auto Center

Manufacturer / Brand Dodge
 Delivery 60-120 days estimate
 Model Name & Number Durango HB5M74

Standard Equipment Requirements:

Engine	MIN; 235 HP 295 TORQUE
Transmission	Automatic
Steering	Power
Brakes	Power/ABS
Radio	AM/FM
Glass	All Tinted
Mirrors	Left & Right Outside
License Plate Mounts	Front & Rear
Tires	All Season
Spare Tire	Full Size w/Jack
Rear Window/Defogger	Installed
Fuel Tank	Standard
Front Seat	Bucket
Rear Seat	Bench
Air Conditioning	Installed
Floor Mats	Installed
Auto Locking Hubs	Installed

HP	235	TORQUE	300
----	-----	--------	-----

Price Each Gasoline \$ 20,651

EPA HGWY	EPA CITY
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Options:

1 Off Road Package Including Limited Slip Rear Includes:

Axle-trac-lok differential	N/A
Engine Cooling - heavy duty	SEE TOW PACKAGE
Skid plate Group	\$146 - SEE BELOW
Suspension - Heavy Duty W/gas Shocks	STD
All Terrain Tires	N/A
Tow Hooks	SEE SKID PLATES

\$ N/A

Enter total Off Road pkg above

- 2 AM/FM w/Cassette
- 3 AM/FM w/ CD Player
- 4 Shop/Service Manual
- 5 CD Service Manual
- 6 Tilt Wheel & Cruise Control
- 7 Keyless Entry
- 8 Power Windows / Power Locks
- 9 Global Positioning System
- 10 Tow Package List items included in this group
- 11 Side Air Bags
- 12 Exterior colors
- 13 Rear Air
- 14 Running Board
- 15 Third Row Seat
- 16 Low Range 4 Wheel Drive
- 17 Spare Tire Carrier - External
- 18 Roof-Top Luggage Rack
- 19 Rubber matting
- 20 6 Cylinder (Deduct)
- 21 Delete Floor Mats (Deduct)
- 22 Manual Transmission w/Overdrive (Deduct)
- 23 Remove Console (Delete) (Console between seats)
- 24 FOB Dealership: (Deduct)
- 25 FOB Other than Metro Charleston - Per Mile

N/A
STD
CONTACT VENDOR
CONTACT VENDOR
STD
STD
STD
N/A
\$426 - SEE BELOW
STD
\$194 - INFERNO RED
SEE 26D PACKAGE
\$348 REQUIRES 26D
SEE 26D PACKAGE
\$168 REQUIRES 26D
STD - UNDER VEHICLE
N/A
N/A
N/A
(\$26)
N/A
N/A
(\$10)
\$1.59

Additional Information:

Trailer tow - 160 amp alternator, wiring harness, 750 amp battery, transmission cooler, class IV receiver, p steering cooler, HD engine cooling

Skid plate group - fuel tank and transfercase skid plates abd tow hooks

26D Package - \$1,380 - includes rear heat/air, 3rd row seat, more



STEPHENS AUTO CENTER

P.O. Box 278 • Rt. 119 Lory Road Exit
DANVILLE, WEST VIRGINIA 25053

(304) 369-2411 • www.stephensauto.com • 1-800-925-2411



January 22, 2008

JoAnn Adkins
Purchasing Division
PO Box 50130
2019 Washington Street, East
Charleston, WV 25305-0130

JoAnn,

The option pricing for Class 7 of statewide contract MV08 was out of line with the option descriptions when the bid was typed causing a few of the items to be listed incorrectly.

Line 16 "low range 4 wheel drive should read "\$168 requires 26D package". Line 17 "Spare tire carrier – external" should read "STD – under vehicle". Line 18 "Roof-top luggage rack" should read "NA".

The low range 4 wheel drive option is available only when the 26D package is ordered. The 26D package (as indicated on the contract) has a cost of \$1,380 and includes a number of items, 2 of which are the rear heating and air conditioning as well as the third row seat. The cost for the low range 4 wheel drive option is an additional charge over the package price and is \$168 as outlined on the enclosed sample order printout.

I am asking that you issue a change order to clarify the options on lines 16 through 18 and to allow for the optional low range 4 wheel drive at \$168.

In order to lower the cost of obtaining the low range 4 wheel drive option, an agency that does not require the third row seat could delete the seat with a credit of \$215 if you would include this option with the change order.

Thank you and please let me know if you have any questions.

Sincerely,

Richard Stephens
General Manager

enclosure

YOU WANT IT! WE'VE GOT IT!

This is not an invoice. The prices shown are for information purposes only and are subject to change or correction without prior notice.

Printed: January 22, 2008 16:03
 Estimated Ship Date:

VIN:
 Order Status: BA

VON:
 Quantity: 01

Sold 67323 STEPHENS AUTO CENTER
 to: 104 STEPHENS DR
 DANVILLE, WV 25053

Ship 67323 STEPHENS AUTO CENTER
 to: 104 STEPHENS DR
 DANVILLE, WV 25053

HB5M74 2008 Dodge DURANGO SXT 4X4

	Equipment Description	MSRP	FWP
Model:	HB5M74 Dodge DURANGO SXT 4X4	29,735	27,289
Package:	26D Customer Preferred Package 26D	1,605	1,380
	EVE 4.7L V8 Engine	0	0
	DGQ 5-Spd Automatic 54SRFE Transmission	0	0
Color:	PS2 Bright Silver Metallic Clear Coat	0	0
	APA Monotone Paint	0	0
	*AJ Cloth Bucket Seats	0	0
	-DB Dk/Lt Slate Gray	0	0
Options:	CF9 Delete 3rd Row Seat	-250	-215
	DHU AWD, Elect Shift,Two Speed T/Case	195	168
	4FT Fleet Sales Order	0	0
Discounts:	YHU 3.2 Additional Gallons of Gas	0	9
Non-Equipment:	4WA Misc Commercial Account	0	0
Funds:	YDH Customer One Owner Loyalty Mailing	0	25
	T06 SOUTH ATLANTIC DAA	0	370
	A06 SOUTH ATLANTIC - PPA	0	160
Destination:		745	745
Total Price(USD):		32,030	29,931

Priority Code: 99

Fleet Account One: 25161 ANHEUSER - BUSCH COMPANIES, IN

Fleet Account Two:

Client Code:

Special Bid Number:

Purchase Order:

RFQ Week(month/week):

Customer Name:

Address:

Order Type: Fleet

Instructions:

This is not an invoice. The prices shown are for information purposes only and are subject to change or correction without prior notice.

CLASS 33 TRUCK
Chassis Cab, 4 Wheel Drive,
Diesel Engine, 17,500 GVWR, Dual Rear Wheels

070-93-33-000
 Corrected 01/12/2008

Vendor Name: Stephens Auto Center

Manufacturer / Brand	<u>Ford</u>
Delivery	<u>90-180 days estimate</u>
Model Name & Number	<u>F-550</u>

	2WD		4WD	
	F56		F57	
	HP	TORQUE	HP	TORQUE
	350	650	350	650

Standard Equipment Requirements:

Engine	<u>MIN: 300 HP 520 TORQUE</u>
Transmission	<u>Automatic</u>
Steering	<u>Power</u>
Brakes	<u>Power/ABS</u>
Radio	<u>AM/FM</u>
Glass	<u>All Tinted</u>
Mirrors	<u>Left & Right Outside</u>
License Plate Mounts	<u>Front & Rear</u>
Step Bumper	<u>Installed</u>
Tires	<u>All Season</u>
Spare Tire	<u>Full Size w/Jack</u>
Air Conditioning	<u>Installed</u>
Seating Capacity 2	<u>Passenger Seat</u>

	2WD	4WD
Price Each 141" WB (60" Cab-to-Axle)	\$ _____	\$ 33,514
Price Each 165" WB 84" C/A	\$ _____	\$ 33,683

Options:

1	Off Road Package Including Limited Slip Rear, Includes:		N/A	N/A
	Axle-trac-loc differential	\$ 299	\$ 299	
	Engine Cooling - heavy duty	\$ STD		
	Skid plate Group	\$ N/A		
	Suspension - Heavy Duty w/Gas Shocks	\$ STD		
	All Terrain Tires	\$ N/A	\$ 158 rear only	
	Engine Cooling Heavy Duty	\$ STD		
			Enter off road package totals above	
2	AM/FM w/ Cassette			N/A
3	AM/FM w/ CD Player			\$ 228
4	Shop/Service Manual			Contact Vendor
5	CD Service Manual			Contact Vendor
5A	Extra Heavy Duty Alternator			\$ 62
5B	Dual Diesel Fuel Tanks (40 gal aft-axle, 19 gal midship)			\$ 506
5C	Max Traction Tires (7 including spare, upgrade)			\$ 158
	Power Equipment Group includes: Accessory delay, one-touch down window (driver), Power Windows, Power Door Locks, Manually telescoping trailer tow mirrors with power / heated glass, integrated clearance lights and turn signals			\$ 440
5D	Tilt Wheel & Cruise Control			\$ 320
7	Back-Up Alarm			\$ 90
8	HD Suspension - 6.8L V10 - GAS ONLY 19,000 - Reg cab 84" CA			\$ 365
8A	(New option for 19,500 GVWR available for deisel - see letter)			\$ 573
9	Flat Bed 141" Each			\$ 2,371
10	Flat Bed 165" Each			\$ 2,623
11	Dump Bed 141" Each			5,832 auto 6,852 manual
12	Dump Bed 165" Each			6,082 auto 7,070 manual
13	Global Positioning System			N/A
14	Side Air Bag			N/A
15	Amber Bar Light Halogen Rotator			\$ 748
16	Cab Stripping			\$ 122
17	Sliding Rear Window			\$ 104
18	Exterior Colors			No Charge
19	Gas Engine 6.8 Liter V-10 (Deduct)			(\$5,260)
20	Manual Transmission w/Overdrive (Deduct)			(\$1,200)
21	FOB Dealership: (Deduct)			(\$10.00)
22	FOB Other than Metro Charleston - Per Mile			\$1.59
	Available Axle Ratios 1. _____			Contact Vendor

- Trailer Tow Package \$129 - trailer brake wiring
- Snow Plow Prep \$71
- Engine Block Header \$29
- High Capacity trailer tow \$291- trailer brake wiring and upgraded rear axle
- 2" Pintle Ball Combo, Mount, Pin \$107
- 2" Receiver Hitch - \$249
- X47A Strobe Light bar with spot light - \$1,433
- Seven way trailer plug - \$65
- Body painted any color but white \$275
- Running Boards - Regular Cab - \$348
- Running Boards - Extended Crew Cab - \$458
- Note: Not all manual transmissions have PTO applications for dump bodies



STEPHENS AUTO CENTER

P.O. Box 278 Rt. 119 Lory Road Exit
DANVILLE, WEST VIRGINIA 25053

(304) 369-2411 • www.stephensauto.com • 1-800-925-2411



January 12, 2008

JoAnn Adkins
WV Purchasing Division
Via facsimile # (304) 558-4115

JoAnn,

Due to an option change by Ford Motor Company I am requesting a change order to Class 33 of MV08.

Option number 8 - HD suspension 19,000# GVWR is now only available with the 6.8L V10 engine and is not available with the diesel engine.

A new option for a 19,500# GVWR is available with the diesel engine at a dealer invoice cost of \$573.

This will also necessitate a change to purchase order DNR90081 to reflect the additional \$208 or to delete the \$365 HD suspension option.

I have placed the DNR order today with the new \$573 payload option, so please let me know as soon as possible if you foresee any problem with adding the new option to the contract and purchase order.

Thank you in advance for your prompt attention to this matter.

Sincerely,

Richard Stephens
General Manager

YOU WANT IT! WE'VE GOT IT!



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

Purchase Order

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MV08F

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INVOICE TO

ALL STATE AGENCIES
 AND POLITICAL SUBDIVISIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

VENDOR

*709034823 304-369-2411
 STEPHENS AUTO CENTER
 PO BOX 278

 DANVILLE WV 25053-0278

SHIP TO

ALL STATE AGENCIES
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 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND		
01/29/2008		NET 30		550128010				
SHIP VIA		F.O.B.		FREIGHT TERMS		ACCOUNT NUMBER		
BEST WAY		DESTINATION		PREPAID		MUL-MUL		
LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE	AMOUNT		
	DELIVERY DATE	CAT NO	ITEM NUMBER					
			RECEIPT TICKET FOR PURCHASE ORDER:			MV08F		
LINE	CATNO	ITEM NUMBER	DESCRIPTION			QTY	DATE	
0001	070	06-01-000	2008 (OR CURRENT MODEL YEAR) MOTOR					
			SIGNATURE _____				DATE _____	
							TOTAL	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE