



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

Purchase Order

| |
|--------------------|
| PURCHASE ORDER NO. |
| MV14F |

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| PAGE |
| 1 |

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|-----------------|
| BLANKET RELEASE |
| 00 |

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|--------------|
| CHANGE ORDER |
| 1 |

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

INVOICE TO

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

AGENCY COPY

VENDOR

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

SHIP TO

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

| DATE PRINTED | | TERMS OF SALE | | FEIN/SSN | FUND |
|--------------|---------------|---------------|--|---------------|----------------|
| 05/22/2014 | | 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 | | |
| 0001 | 11/30/2014 | | 070-06 | | |
| | AUTOMOBILES | | | | |
| | | | CHANGE ORDER #01 | | |
| | | | THE CLASS 10 GAS VEHICLE HAS BEEN REMOVED FROM MV14F AND RE-AWARDED UNDER MV14A | | |
| | | | CLASS 10 GAS VEHICLE: | | |
| | | | REMOVED FROM: MV14F | | |
| | | | ADDED TO: MV14A | | |
| | | | ALL PROVISIONS OF THE ORIGINAL CONTRACT AND SUBSEQUENT CHANGE ORDERS NOT MODIFIED HEREIN SHALL REMAIN IN FULL FORCE AND EFFECT. | | |
| | | | BACKGROUND CHECK: IN ACCORDANCE WITH W. VA. CODE 15-2D-3, THE DIRECTOR OF THE DIVISION OF PROTECTIVE SERVICES MAY REQUIRE ANY SERVICE PROVIDER WHOSE EMPLOYEES ARE REGULARLY EMPLOYED ON THE GROUNDS OR IN | | |
| | | | PREVIOUS PO TOTAL==> OPEN END | | |
| | | | PO NET CHANGE (+)==> | | |

PURCHASING DIVISION
 CERTIFIED ENCUMBERED
 JUN 11 2014
Beverly Toler

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

Dalh.

OPEN END

TOTAL

CRYSTAL RINK

304-558-2402

BY *[Signature]*
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL



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

Purchase Order

PURCHASE ORDER NO.
 MV14F

PAGE
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BLANKET RELEASE
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| BEST WAY | | DESTINATION | | PREPAID | | MUL-MUL | |
| LINE | QUANTITY | UOP | VENDOR ITEM NO. | | UNIT PRICE | AMOUNT | |
| | DELIVERY DATE | CAT.NO. | ITEM NUMBER | | | | |
| | <p>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.</p> <p>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.</p> <p>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.</p> <p>SERVICE PROVIDERS SHOULD CONTACT THE WEST VIRGINIA DIVISION OF PROTECTIVE SERVICES BY PHONE AT (304) 558-9911 FOR MORE INFORMATION.</p> | | | | | | |
| IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/> | | | | | | TOTAL | |

APPROVED AS TO FORM BY
 ASSISTANT ATTORNEY GENERAL

BY _____
 PURCHASING DIVISION AUTHORIZED SIGNATURE

May 22, 2014

Ms. Crystal Rink
West Virginia Purchasing Division
P.O. Box 50130
Charleston, WV 25305-0130

Ms. Rink,

Regarding Class 10 of statewide contract MV14, this vehicle is no longer available.

As noted in emails we exchanged several months ago, the deadline to place orders for the 2014 Econoline Van was set by Ford Motor Company to be 1/31/2014. The Econoline Van is no longer in production by Ford and is being replaced by a new product to be named the "Transit".

Due to the variation in specifications, including but not limited to, new drivetrains, varying wheelbases and overall vehicle lengths and varying roof heights, as well as the higher cost of the new product, Ford is unable to provide this vehicle on the statewide contract in place of the Econoline.

Thank you for the opportunity to work with you again. Please let me know if you have any questions.

Sincerely,

Richard Stephens
General Manager

Rink, Crystal G

From: Richard Stephens [rstephens@stephensauto.com]
Sent: Tuesday, May 27, 2014 9:30 AM
To: Rink, Crystal G
Subject: RE: MV14 Econoline Vans
Attachments: purchasing division letter.docx

The attached letter was printed on my letterhead and mailed on 5-22-14. It is quite likely that I put it in the mail after the mail had gone to post office, therefore, it may have actually gone out on 5-23-14.

Richard Stephens

STEPHENS

AUTO CENTER



www.stephensauto.com

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304-369-2411

From: Rink, Crystal G [mailto:Crystal.G.Rink@wv.gov]
Sent: Tuesday, May 27, 2014 9:12 AM
To: rstephens@stephensauto.com
Subject: FW: MV14 Econoline Vans

Mr. Stephens,

I am following up on the below request

From: Richard Stephens [mailto:rstephens@stephensauto.com]
Sent: Thursday, May 22, 2014 11:58 AM
To: Rink, Crystal G
Subject: RE: MV14 Econoline Vans

Yes, I will be glad to provide the letter. Thanks,

Richard Stephens

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304-369-2411

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From: Rink, Crystal G [<mailto:Crystal.G.Rink@wv.gov>]

Sent: Thursday, May 22, 2014 10:07 AM

To: rstephens@stephensauto.com

Subject: MV14 Econoline Vans

Mr. Stephens,

Can you please send me a memo on official letterhead stating the reasoning why the Econolines are not available anymore. We need it for the MV14 file and to do the change orders to remove them from your contract.

*Thank you,
Crystal Rink*

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*Senior Buyer
State of WV Purchasing Division
2019 Washington St. East
Charleston, WV 25305
PH: 304.558.2402
FX: 304.558.4115
Email:Crystal.G.Rink@wv.gov*

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Rink, Crystal G

From: Yoakum, Kenny H [Kenny.H.Yoakum@wv.gov]
Sent: Tuesday, April 01, 2014 12:26 PM
To: Wilkes, Deron E; Lambert, Tammy L; Arthur, Bryan D
Cc: Rink, Crystal G; Farmer, Becky C
Subject: FW: 14MY Econoline - Fleet Final Order Due Date

Folks,

From the email below it appears the order for the Ford Econoline will not be fulfilled by Stephens Auto. I realize you want and need the vans. Becky will touch base with Purchasing today and see what options are still available. Will keep you posted. Let me know if you have any questions. Thanks

Kenny Yoakum
Director, Fleet Management Office
Department of Administration
2101 Washington Street, East
PO Box 50121, Building 17
Charleston, WV 25305-0121
Ph # 304-558-2106
Fax # 304-558-4084

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From: Richard Stephens [mailto:rstephens@stephensauto.com]
Sent: Tuesday, April 01, 2014 10:32 AM
To: Rink, Crystal G
Cc: Yoakum, Kenny H
Subject: RE: 14MY Econoline - Fleet Final Order Due Date

Crystal,

I received a number of purchase orders from you today for vehicles from statewide contract MV14 and PC12. Thank you, I will process these as quickly as possible. Please note that the vehicles from PC12 will now be ordered as 2015 models.

Also, as indicated in the emails below in January and February regarding purchase order numbers FLT14009 and FLT14050, the order deadline for the Ford Econoline was 1/31/2014. This vehicle has been discontinued from production and will not be offered as a 2015 model, therefore, these purchase orders can no longer be filled.

Richard Stephens

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www.stephensauto.com

304-369-2411

From: Richard Stephens [mailto:rstephens@stephensauto.com]

Sent: Wednesday, February 26, 2014 10:28 AM

To: crystal.g.rink@wv.gov

Cc: 'Yoakum, Kenny H'

Subject: FW: 14MY Econoline - Fleet Final Order Due Date

Hello Crystal,

I am in receipt of your memorandum of 2-25-2014.

As indicated in the email below of 1-21-2014, the Ford Econoline on Class 10 had the final order date moved up to 1-31-2014.

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FLT14050 and FLT 14009 are purchase orders that would require this van. I will inquire with Ford of the possibility of ordering and obtaining these vans and report back to you as soon as possible, however, I believe that if were allowed to place orders at this time, we would have a rather short window of opportunity and may have to act sooner than the 3-3-2014 date mentioned in your memo.

Thanks,

Richard Stephens

STEPHENS

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www.stephensauto.com

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