

# Ordering Instructions

## Statewide Contract

### MV – MV19 Motor Vehicles Classes 1-5, and 8-12

**Ordering Requirements** – An Agency may order any designated Motor Vehicle on this contract from the awarded Vendor for said vehicle.

**Special Instructions**– WV State Agencies shall issue a CDO (central delivery order). The CDO and following corresponding form: MV19 Order form DOA-FM-059 Vehicle Request Form shall be submitted to the Department of Administration Fleet Management Division for approval. Then shall be forwarded to the Purchasing Division with the Class Pricing Page for processing. The submitted CDO must be complete and contain the contract number from which the vehicle is being procured and properly signed by all appropriate parties.

**Approvals Required**- See below.

#### **Agency and/or Vendor Contact Information:**

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Fleet Management Division:

Stephanie E. Lane, Fleet Coordinator

Tel: - 304-558-2614

Email: [Stephanie.E.Lane@wv.gov](mailto:Stephanie.E.Lane@wv.gov)

Email: Kenny H. Yoakum, Executive Director

Tel: - 304-558-2106 Ext. 57082

Email: [Kenny.H.Yoakum@wv.gov](mailto:Kenny.H.Yoakum@wv.gov)

#### **Type of Delivery Order** –

- A. An CDO must be created in Oasis with the appropriate documentation attached. A CDO will follow the standard path of approval.

**How to submit the completed order to the Vendor** – The CDO will be mailed directly to the Vendor from the Purchasing Division.

**POLITICAL SUBDIVISIONS:** Contact vendor to confirm that contract pricing is available.