

Ordering Instructions

Statewide Contract

MV – MV21 Motor Vehicles Classes 1-17

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 must create a CDO (Central Delivery Order in wvOasis). The CDO and following corresponding form: DOA-FM-059 Vehicle Request Form (Revised 10/31/2019) shall be submitted to the Department of Administration, Fleet Management Division for approval. The submitted CDO should be complete and contain the contract number from which the vehicle is being procured and properly signed by all appropriate parties.

Approvals Required- - Fleet Management Division must preapprove the purchase of any new or replacement vehicles. All vehicle purchases, regardless of dollar amount, must be processed through the Purchasing Division. Purchases of vehicles from Surplus Property are exempt from the Purchasing Division Approval, but still must obtain Fleet Management Division approval.

Fleet Management Division Contact Information:

Fleet Management Division:

Stephanie E. Lane, Fleet Coordinator
Tel: - 304-558-2614
Email: Stephanie.E.Lane@wv.gov

Email: Kenny H. Yoakum, Executive Director
Tel: - 304-558-2106 Ext. 57082
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Type of Delivery Order –

A CDO must be created in wvOasis with the appropriate documentation attached. The wvOasis commodity line extended description for each vehicle must contain the following

language example as provided in **Appendix_G** of the 07-01-2021 Purchasing Division Handbook:

Equipment Contract Release Order

SWC #MV16E

Class 11 Large Pick-Up Regular Cab

Dodge Ram 2500 DJ7L62

Color: Silver

Color Code: ABC

Fuel: Gas

How to submit the completed order to the Vendor – An CDO must be created in wvOasis with the appropriate language and documentation. The CDO will follow the standard path of approval. The CDO will be mailed directly to the Vendor from the Purchasing Division.

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