

# Ordering Instructions

## Statewide Contract

### MVTRUCK22 Motor Vehicles Classes 20-40

**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 wvOASIS Delivery Order. The Delivery Order must have the Fleet Management Divisions DOA-FM-059 Vehicle Request Form (Revised 10/25/2021) attached to the Delivery Order's Header. The DOA-FM-059, Vehicle Request form must be properly signed and approved by all appropriate parties. The wvOASIS Delivery Order must contain the contract number form which the vehicle is being procured along with the Class Pricing Page. The Delivery Order shall be forwarded to the Purchasing Division for processing.

**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

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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 #MVTRUCK22A

Class 32 1 Ton, Dual Rear Wheel, Crew Cab

Ford F-350 W3D

Color: Oxford White

Color Code: Z1

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 vendor will be notified of a pending CDO with their company available on the Purchasing Division’s website. It is also recommended that the ordering agency follow up with the vendor to ensure the order was received.

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