



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

State of West Virginia  
**Master Agreement**

Order Date: 2017-05-02

CORRECT ORDER NUMBER  
 MUST APPEAR ON ALL PACKAGES,  
 INVOICES, AND SHIPPING PAPERS.  
 QUESTIONS CONCERNING THIS  
 ORDER SHOULD BE DIRECTED TO  
 THE DEPARTMENT CONTACT.

Order Number: CMA 0212 0212 PC16	Procurement Folder: 215806
Document Name: Statewide Contract for Police Vehicles	Reason for Modification:
Document Description: Current year police vehicles	Change Order No. 1 issued to renew the contract as attached.
Procurement Type: Statewide MA (Open End)	
Buyer Name: Michelle L Childers	
Telephone: (304) 558-2063	
Email: michelle.l.childers@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2016-05-15
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2018-05-14

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000199714 STEPHENS AUTO CENTER PO BOX 278  DANVILLE WV 25053278  US Vendor Contact Phone: (999) 999-9999 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: Guy Nisbet Requestor Phone: (304) 558-2596 Requestor Email: guy.l.nisbet@wv.gov

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US

AGENCY COPY

Total Order Amount	Open End
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*mc*  
5-2-2017

<b>PURCHASING DIVISION AUTHORIZATION</b> SIGNED BY: <i>[Signature]</i> DATE: 5/2/2017 ELECTRONIC SIGNATURE ON FILE	<b>ATTORNEY GENERAL APPROVAL AS TO FORM</b> SIGNED BY: <i>[Signature]</i> DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	<b>ENCUMBRANCE CERTIFICATION</b> SIGNED BY: <i>Beverly Tolson</i> DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE
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*5/2/17*

**Extended Description:**

Change Order

Change Order No. 1 issued to renew the original contract according to all terms, conditions, prices and specifications contained in the original contract including all authorized change orders.

Effective Date of Renewal: 05/15/2017 through 05/14/2018

Renewals Remaining: 2

All provisions of the original Contract and subsequent Change Orders not modified herein shall remain in full force and effect.

No other changes.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	25101702			EA	\$24,762.000000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: Pursuit Rated Four Door Sedan Police Cruiser

**Extended Description:**

Ford Police Sedan Model P2M  
Factory Paint Scheme

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	25101702			EA	\$25,112.000000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: Pursuit Rated Four Door Sedan Police Cruiser

**Extended Description:**

Ford Police Sedan Model P2M Custom WV Paint Scheme

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	25101702			EA	\$27,574.000000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: Pursuit Rated Four Door Police Utility Cruiser

**Extended Description:**

Ford Police Utility Model K8A  
Factory Paint Scheme

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	25101702			EA	\$27,924.000000
	<b>Service From</b>	<b>Service To</b>			

Commodity Line Description: Pursuit Rated Four Door Police Utility Cruiser

**Extended Description:**

Ford Police Utility Model K8A  
Custom WV Paint Scheme



PO Box 278 -- 104 Stephens Drive -- Rt. 119 & Lory Rd. -- Danville WV 25053  
(304) 369-2411 -- www.stephensauto.com -- 1-800-925-2411

April 4, 2017

Ms. Michelle Childers, Senior Buyer  
West Virginia Purchasing Division  
2019 Washington Street, East  
Charleston, WV 25305-0130

Dear Ms. Childers,

In response to your letter of March 14, 2017 regarding the statewide contract for police vehicles PC16, I have obtained the consent of Ford Motor Company to provide the contract pricing through our dealership until May 14, 2018. Please see the enclosed documents that you requested that I complete and sign.

Thank you, we appreciate your business.

Best regards,

A handwritten signature in black ink that reads 'Richard Stephens'. The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

Richard Stephens  
General Manager

Enclosures

**We agree to renew the contract for the period as stated above under the same terms and conditions in the original purchase order and any change orders thereto.**

Richard Stephens / Rhl Steph  
Name/Signature

4-4-17  
Date

Vice President  
Title



**JIM JUSTICE**  
GOVERNOR

STATE OF WEST VIRGINIA  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**  
2019 WASHINGTON STREET, EAST  
CHARLESTON, WEST VIRGINIA 25305-0130

**JOHN A. MYERS**  
CABINET SECRETARY  
**DAVID TINCHER**  
DIRECTOR

March 14, 2017

Richard Stephens  
Stephens Auto Center  
P.O. Box 278  
Danville, WV 25053

Subject: CMA 0212 0212 PC16 - Statewide Contract for Police Vehicles

Dear Mr. Stephens,

The above referenced statewide contract expires on May 14, 2017. Under the provisions of the original contract, The State of West Virginia is offering to renew subject contract under the same terms, conditions, and pricing. The renewal dates are: May 15, 2017 through May 14, 2018. If you are in agreement to renew this contract under the same specifications, terms and conditions and pricing as the original contract, please sign and date below.

Also, attached is a Purchasing Affidavit that is to be part of the purchase order and is required to be signed and dated.

Please call if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Childers".

Michelle Childers, Senior Buyer  
304-558-2063  
[Michelle.L.Childers@wv.gov](mailto:Michelle.L.Childers@wv.gov)

Attachment