



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.  
 SBUS12B

PAGE  
 1

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

CHANGE ORDER

SEE REVERSE SIDE FOR  
 TERMS AND CONDITIONS

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

## AGENCY COPY

PODZEV  
 \*422105018 304-769-0444  
 HERITAGE BUS SALES INC  
 577 GOFF MOUNTAIN RD  
 CROSS LANES WV 25801

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

DATE PRINTED		TERMS OF SALE		FEIN/SSN		FUND	
01/18/2012		NET 30		201602832			
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	01/14/2013	EA	070-30		.00000		
	SCHOOL BUS	CHASSIS					
BLANKET OPEN-END STATEWIDE CONTRACT							
<p>THE VENDOR, HERITAGE BUS SALES INC, AGREES TO ENTER INTO A BLANKET OPEN-END STATEWIDE CONTRACT TO PROVIDE SCHOOL BUSES TO ALL WEST VIRGINIA STATE AGENCIES AND POLITICAL SUBDIVISIONS PER THE SPECIFICATIONS, TERMS &amp; CONDITIONS, BID REQUIREMENTS, ADDENDUM NO 1 DATED 11/22/2011 AND THE VENDORS BID DATED 11/29/2011 INCORPORATED HEREIN BY REFERENCE AND MADE A PART OF HEREOF.</p> <p>ATTACHMENT - SBUS12 - COST SHEET</p> <p>EXHIBIT 3</p> <p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON JANUARY 15, 2012 AND EXTENDS FOR A PERIOD OF ONE (1)</p>							
						<b>PURCHASING DIVISION          CERTIFIED ENCUMBERED</b>  <b>JAN 20 2012</b>  <i>Beverly Toler</i>	

IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE  *1/10/2012*

OPEN END  
 TOTAL

ONE FISCAL YEAR  
*Dawn Wayfield*

BUYER *Shelby Murray*  
 BY *Shelby Murray*  
 PURCHASING DIVISION AUTHORIZED SIGNATURE

APPROVED AS TO FORM BY

## GENERAL TERMS & CONDITIONS PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
4. **COMPLIANCE:** Seller shall comply with all federal, state and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties' final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will:  
{a} conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; {b} be merchantable and fit for the purpose intended; and/or {c} be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.html](http://www.state.wv.us/admin/purchase/vrc/hipaa.html) and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
16. **LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.
17. **ANTITRUST:** In accepting this purchase order or signing this contract with any agency for the State of West Virginia, the vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to vendor. Vendor certifies that this purchase order or contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law. Vendor further certifies that this purchase order or contract is in all respects fair and without collusion or fraud.



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VENDOR

\*422105018      304-769-0444  
 HERITAGE BUS SALES INC  
 577 GOFF MOUNTAIN RD  
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LINE	QUANTITY	UOP	VENDOR ITEM NO		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT NO	ITEM NUMBER				
	<p>YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY</p>						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>						TOTAL	



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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
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<p>AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p>							
<p>IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/></p>							
						TOTAL	

APPROVED AS TO FORM BY

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE



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LINE	QUANTITY	UOP	VENDOR ITEM NO.		UNIT PRICE	AMOUNT	
	DELIVERY DATE	CAT. NO.	ITEM NUMBER				
	THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.						
IF APPROVAL AS TO FORM IS REQUIRED BY ATTORNEY GENERAL, CHECK HERE <input type="checkbox"/>							
TOTAL							

APPROVED AS TO FORM BY \_\_\_\_\_

BY \_\_\_\_\_  
 PURCHASING DIVISION AUTHORIZED SIGNATURE



EARL RAY TOMBLIN  
GOVERNOR

STATE OF WEST VIRGINIA  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON STREET, EAST  
P.O. BOX 50130  
CHARLESTON, WEST VIRGINIA 25305-0130

ROBERT W. FERGUSON, JR.  
CABINET SECRETARY  
DAVID TINCHER  
DIRECTOR

**URGENT RESPONSE REQUESTED**

January 6, 2012

Heritage Bus Sales Inc.  
William Duncan  
577 Goff Mountain Rd.  
Cross Lanes, WV 25801

RE: SBUS12

Dear Mr. Duncan,

It was our intent to include the following exhibit, exhibit 4, in RFQ SBUS12 which was inadvertently omitted:

EXHIBIT 4

LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.

REV. 3/88

By signing this RFQ modification letter, you agree with the addition of exhibit 4 into RFQ SBUS12, and agree to extend the resulting contract to county, school, municipal and other local governing bodies and to political subdivisions of the State of West Virginia.

Signature: William Duncan Date: 1/12/12

Please return this letter to:

West Virginia Purchasing Division  
Alan Cummings – File 33  
2019 Washington Street, East  
Charleston WV, 25305

Sincerely,

Alan Cummings  
Senior Buyer, File 33  
West Virginia State Purchasing Division

REC'D  
2012 JAN 19 AM 9:57  
WV PURCHASING  
DIVISION

TRANSIT UNITS

71 Passenger

210HP, FE, Automatic Transmission	\$ <u>NO BID</u>
225HP, FE, Automatic Transmission	\$ <u>NO BID</u>
225HP, RE, Automatic Transmission	\$ <u>89,800.00</u>
Delivery to Charleston, WV	\$ <u>1500.00</u>

77 Passenger

210HP, FE, Automatic Transmission	\$ <u>NO BID</u>
225HP, FE, Automatic Transmission	\$ <u>NO BID</u>
225HP, RE, Automatic Transmission	\$ <u>94,400.00</u>
Delivery to Charleston, WV	\$ <u>1500.00</u>

84 Passenger

240HP, FE, Automatic Transmission	\$ <u>NO BID</u>
240HP, RE, Automatic Transmission	\$ <u>96,800.00</u>

89 Passenger

240HP, FE, Automatic Transmission	\$ <u>NO BID</u>
240HP, RE, Automatic Transmission	\$ <u>99,100.00</u>
Delivery to Charleston, WV	\$ <u>1500.00</u>

Transit Unit Vendor: HERITAGE BUS SALES (IC.BUS)

WILLIAM DUNCAN *William D Duncan*  
Print Name) (Signature)

Date 11/29/11

Phone 304-769-0444

Toll Free Phone Number \_\_\_\_\_

Fax: 304-769-0428

Email bduncan@heritagetrks.com

## CONVENTIONAL UNITS

### 24 Passenger

Type A - 130HP - Automatic Transmission	\$ <u>58,300.00</u>
Type B - 130HP - Automatic Transmission	\$ <u>69,300.00</u>

### 30 Passenger

Type A - 130HP - Automatic Transmission	\$ <u>58,800.00</u>
Type B - 130HP - Automatic Transmission	\$ <u>69,900.00</u>

### 35 Passenger

Regular - 175HP - Automatic Transmission	\$ <u>74,300.00</u>
Sp. Education - 175HP - Automatic Transmission	\$ <u>78,600.00</u>
Delivery To Charleston, WV	\$ <u>1500.00</u>

### 47 Passenger

Regular - 190HP - Automatic Transmission	\$ <u>75,900.00</u>
Regular - 210HP - Automatic Transmission	\$ <u>75,900.00</u>
Sp. Education - 190HP - Automatic Transmission	\$ <u>80,000.00</u>
Delivery To Charleston, WV	\$ <u>1500.00</u>

### 53 Passenger

Regular - 190HP - Automatic Transmission	\$ <u>76,300.00</u>
Regular - 210HP - Automatic Transmission	\$ <u>76,300.00</u>
Regular - 210HP - Automatic Transmission	\$ <u>76,300.00</u>
Delivery To Charleston, WV	\$ <u>1500.00</u>

### 59 Passenger

Regular - 190HP - Automatic Transmission	\$ <u>76,700.00</u>
Regular - 210HP - Automatic Transmission	\$ <u>76,700.00</u>
Delivery To Charleston, WV	\$ <u>1500.00</u>

### 65 Passenger

Regular - 210HP - Automatic Transmission	\$ <u>77,500.00</u>
Regular - 225HP Automatic Transmission	\$ <u>78,100.00</u>
Delivery To Charleston, WV	\$ <u>1500.00</u>



CONVENTIONAL UNITS - Continued

71 Passenger

Regular - 210HP - Automatic Transmission \$ 78,100.00

Delivery To Charleston, WV \$ 1500.00

77 Passenger

Regular - 210HP - Automatic Transmission \$ 82,600.00

Regular - 225HP - Automatic Transmission \$ 83,300.00

Delivery To Charleston, WV \$ 1500.00


DELIVERY:

Bidders must state number of days after receipt of order (ARO) for bus delivery. Number of days for delivery shall be no greater than 120 days. This does include "letters of intent".

Buses will be delivered within 120 days ARO.

Conventional Unit Vendor: HERITAGE BUS SALES (IC BUS)

WILLIAM DUNCAN  
Print Name)

  
(Signature)

Date 11/29/11

Phone 304-769-0444

Toll Free Phone Number \_\_\_\_\_

Fax: 304-769-0428

Email bduncan@heritagebuses.com

**Special Needs – Conventional**

	53 Passenger	
210 HP – Automatic Transmission		\$ <u>80,400.00</u>
	59 Passenger	
210 HP – Automatic Transmission		\$ <u>80,900.00</u>
	65 Passenger	
225 HP – Automatic Transmission		\$ <u>82,200.00</u>
	71 Passenger	
225 HP – Automatic Transmission		\$ <u>82,900.00</u>
	77 Passenger	
225 HP – Automatic Transmission		\$ <u>87,500.00</u>