



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

State of West Virginia  
**Delivery Order**

Order Date: 09-25-2024

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

<b>Order Number:</b>	CDO 0216 0216 FIN2100000003 14	<b>Procurement Folder:</b>	857677
<b>Document Name:</b>	Finance the Purchase of 47 Vehicles	<b>Reason for Modification:</b>	CHANGE ORDER NO. 1
<b>Document Description:</b>	Contract #FINANCE21, Appendix 2021-02		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Mark A Atkins		
<b>Telephone:</b>	(304) 558-2307		
<b>Email:</b>	mark.a.atkins@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b>	CMA 0212 FINANCE21 14
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000191232	<b>Requestor Name:</b>	Kenneth H Yoakum	
BANC OF AMERICA PUBLIC CAPITAL CORP BANK OF AMERICA CENTER		<b>Requestor Phone:</b>	(304) 558-2106	
RICHMOND VA 232193500		<b>Requestor Email:</b>	kenny.h.yoakum@wv.gov	
US		<div style="text-align: center;"> <h1>2025</h1> <p>FILE LOCATION _____</p> </div>		
<b>Vendor Contact Phone:</b>	804-788-3345			<b>Extension:</b>
<b>Discount Details:</b>				
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>	
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

INVOICE TO	SHIP TO
ACCOUNTING SECTION DEPARTMENT OF ADMINISTRATION 2019 WASHINGTON ST E PO BOX 50121 CHARLESTON WV 25305-0121 US	FINANCE DIVISION DEPARTMENT OF ADMINISTRATION BLDG 17 2101 WASHINGTON ST E CHARLESTON WV 25305 US

<b>Total Order Amount:</b>	\$1,327,415.51
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Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mark Atkins* 9/25/2024  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *9-25-24*  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

Change Order #1 - Bank used Escrow funds from canceled vehicles to pay down the debt. Amount of Escrow funds used was \$429,672.32.  
Paydown began 07/01/2023.  
Repayments by Fleet start 10/01/2024.

**APPENDIX 2021-02**

EFFECTIVE DATE: 03/26/2021  
TO FINANCE THE PURCHASE OF 47 VEHICLES: AMOUNT TO BE FINANCED: \$1,327,415.52  
WITH 48 MONTHLY PAYMENTS OF: \$27,654.49  
WITH THE FIRST PAYMENT DUE: 05/01/2021  
THE FINAL PAYMENT DUE: 04/01/2025  
INTEREST RATE IS: 0.9619%  
FOR THE FOLLOWING CDO'S: FLT21\*27, FLT21\*28, FLT21\*29, FLT21\*30, FLT21\*31, FLT21\*32, AND FLT21\*33

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	84101703	0.00000		\$0.0000	\$719,016.74
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-05-01	2025-04-01				

**Commodity Line Description:** Financing Agreement

**Extended Description:**  
APPENDIX 2021-02

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	84101703	0.00000		\$0.0000	\$178,726.45
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-05-01	2025-04-01				

**Commodity Line Description:** Financing Agreement -Remaining Balance After Paydown of Debt

**Extended Description:**  
APPENDIX 2021-02 - AFTER PAYDOWN OF DEBT USING ESROW FUNDS.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	84101703	0.00000		\$0.0000	\$429,672.32
Service From	Service To	Manufacturer	Model No	Delivery Date	
2021-05-01	2025-04-01				

**Commodity Line Description:** Financing Agreement -Escrow Fund Amount.

**Extended Description:**  
APPENDIX 2021-02 - AMOUNT OF ESCROW FUNDS USED TO PAYDOWN DEBT.

**Bank of America**



May 5, 2023

BOKF, National Association.  
Corporate Trust  
P.O. Box 1270  
Tulsa, OK 74191

555 California Street  
4<sup>th</sup> Floor  
M/C CA5-705-04-01  
San Francisco, CA 94104

Dear Escrow Agent:

Reference is made to that certain Master Lease Purchasing Financing Agreement dated as of February 1, 2021 between Banc of America Public Capital Corp as Lessor and the Purchasing Division of the Department of Administration of the State of West Virginia ("Purchasing"), on behalf of the Lessees specified in the attached appendices as Lessee (the "Lease"). All terms not defined herein shall have the same meanings as defined in the Lease.

Reference is also made to that certain Master Escrow and Account Control Agreement dated as of February 1, 2021 by and among Banc of America Public Capital Corp, the Purchasing Division of the Department of Administration of the State of West Virginia, on behalf of certain agencies which constitute body politics duly organized and existing under the laws of the State of West Virginia and BOKF, National Association (the "Escrow Agreement") and Finance Division of the Department of Administration of the State of West Virginia Escrow Fund ("Escrow Account").

Please be advised that the final disbursement from the above referenced Escrow Account, 82-4643-027 occurred on November 3, 2021. In accordance with Section 4 of the Master Escrow and Account Control Agreement, the remaining amount plus accrued interest, which as of May 4, 2023 is \$429,672.32 shall be distributed by the Escrow Agent to the Lessor in order for the Lessor to apply such funds to amounts owed by Lessee under the MLPFA and applicable Appendix. Any residual income shall also be submitted to the below instructions.

The remaining funds are to be wire transferred as follows:


Name of Bank: Bank of America  
Address: Charlotte, NC  
ABA#: 0260-0959-3  
Acct No: 1233401992  
Account Name: Banc of America Public Capital Corp  
Account Address: 555 California Street, 4<sup>th</sup> Floor, San Francisco, CA 94104  
Attn: Accounting Control Commercial  
Reference: Customer No.20102-86

In accordance with Section 1(d) of the Escrow Agreement, the agreement shall be terminated upon the final distribution of amounts of the Escrow Account.

If you have any questions with respect to the above instructions please contact me at 443-541-2613 or via email at [augustine.reichenbach@bofa.com](mailto:augustine.reichenbach@bofa.com).

Very truly yours,

Banc of America Public Capital Corp  
as Lessor

By   
Title Authorized Agent

AMORTIZATION SCHEDULE

APPENDIX NO. 2021-02

2021-02 FIN21\*03

Payment Number	Date of Payment	Funding	Payment Amount	Paid by escrow	Payment amount due from customer	Interest 0.9619%	Principal	Ending Balance	Principle	Intrest
	3/26/2021	1,301,868.00						1,301,868.00		
1	5/1/2021		27,654.49	-	27,654.49	1,200.79	26,453.70	1,275,414.30		
2	6/1/2021		27,654.49	-	27,654.49	1,008.34	26,646.15	1,248,768.15		
3	7/1/2021		27,654.49	-	27,654.49	987.27	26,667.22	1,222,100.93	FY21	79,767.07 3,196.40
4	8/1/2021		27,654.49	-	27,654.49	966.19	26,688.30	1,195,412.63		
5	9/1/2021		27,654.49	-	27,654.49	945.09	26,709.40	1,168,703.23		
6	10/1/2021		27,654.49	-	27,654.49	923.97	26,730.52	1,141,972.71		
7	11/1/2021		27,654.49	-	27,654.49	902.84	26,751.65	1,115,221.06		
8	12/1/2021		27,654.49	-	27,654.49	881.69	26,772.80	1,088,448.26		
9	1/1/2022		27,654.49	-	27,654.49	860.52	26,793.97	1,061,654.29		
10	2/1/2022		27,654.49	-	27,654.49	839.34	26,815.15	1,034,839.14		
11	3/1/2022		27,654.49	-	27,654.49	818.14	26,836.35	1,008,002.79		
12	4/1/2022		27,654.49	-	27,654.49	796.92	26,857.57	981,145.23		
13	5/1/2022		27,654.49	-	27,654.49	775.69	26,878.80	954,266.43		
14	6/1/2022		27,654.49	-	27,654.49	754.44	26,900.05	927,366.38		
15	7/1/2022		27,654.49	-	27,654.49	733.17	26,921.32	900,445.06	FY22	321,655.87 10,198.01
16	8/1/2022		27,654.49	-	27,654.49	711.89	26,942.60	873,502.46		
17	9/1/2022		27,654.49	-	27,654.49	690.59	26,963.90	846,538.55		
18	10/1/2022		27,654.49	-	27,654.49	669.27	26,985.22	819,553.33		
19	11/1/2022		27,654.49	-	27,654.49	647.94	27,006.55	792,546.78		
20	12/1/2022		27,654.49	-	27,654.49	626.58	27,027.91	765,518.88		
21	1/1/2023		27,654.49	-	27,654.49	605.22	27,049.27	738,469.60		
22	2/1/2023		27,654.49	-	27,654.49	583.83	27,070.66	711,398.94		
23	3/1/2023		27,654.49	-	27,654.49	562.43	27,092.06	684,306.88		
24	4/1/2023		27,654.49	-	27,654.49	541.01	27,113.48	657,193.40		
25	5/1/2023		27,654.49	-	27,654.49	519.57	27,134.92	630,058.49		
26	6/1/2023		27,654.49	-	27,654.49	498.12	27,156.37	602,902.12		
27	7/1/2023		27,654.49	27,654.49	-	476.65	424,786.39	575,724.28	FY23	722,329.33 7,133.10
28	8/1/2023		27,654.49	27,654.49	-	455.17	27,199.32	548,524.96		
29	9/1/2023		27,654.49	27,654.49	-	433.66	27,220.83	521,304.13		
30	10/1/2023		27,654.49	27,654.49	-	412.14	27,242.35	494,061.78		
31	11/1/2023		27,654.49	27,654.49	-	390.60	27,263.89	466,797.89		
32	12/1/2023		27,654.49	27,654.49	-	369.05	27,285.44	439,512.45		
33	1/1/2024		27,654.49	27,654.49	-	347.48	27,307.01	412,205.44		
34	2/1/2024		27,654.49	27,654.49	-	325.89	27,328.60	384,876.84		
35	3/1/2024		27,654.49	27,654.49	-	304.28	27,350.21	357,526.63		
36	4/1/2024		27,654.49	27,654.49	-	282.66	27,371.83	330,154.80		
37	5/1/2024		27,654.49	27,654.49	-	261.02	27,393.47	302,761.33		
38	6/1/2024		27,654.49	27,654.49	-	239.36	27,415.13	275,346.20		
39	7/1/2024		27,654.49	27,654.49	-	217.69	27,436.80	247,909.40	FY24	327,814.88 4,039.00
40	8/1/2024		27,654.49	27,654.49	-	196.00	27,458.49	220,450.90		
41	9/1/2024		27,654.49	27,654.49	-	174.29	27,480.20	192,970.70		
42	10/1/2024		27,654.49	14,854.97	12,799.52	152.56	27,501.93	165,468.77	\$429,672.32 Made By The bank.	
43	11/1/2024		27,654.49	-	27,654.49	130.82	27,523.67	137,945.10		
44	12/1/2024		27,654.49	-	27,654.49	109.06	27,545.43	110,399.67		
45	1/1/2025		27,654.49	-	27,654.49	87.28	27,567.21	82,832.46		
46	2/1/2025		27,654.49	-	27,654.49	65.49	27,589.00	55,243.46		
47	3/1/2025		27,654.49	-	27,654.49	43.68	27,610.81	27,632.64		
48	4/1/2025		27,654.49	-	27,654.49	21.85	27,632.64		FY25	247,909.40 981.01
	Total		1,327,415.52	429,672.32	897,743.20	25,547.52	1,301,868.00		1,699,476.55	25,547.52

The highlighted payments were made by the bank with the remaining funds in escrow due to the cancellation of vehicles on this appendix.

# COMPLIANCE VERIFICATION CHECKLIST FOR REQUISITION SUBMISSION

<i>Purchasing Division Use:</i> Buyer: <u>CO</u> Date: <u>9/25/2024</u>  Solicitation No. <u>CO# 1</u>	Agency: Finance Division  Procurement Officer Submitting Requisition: Carrie Looney  Requisition No. CDO FIN21*3 - Change Order No. 1  PF No.: 857677
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This checklist **MUST** be completed by a state agency's designated procurement officer and submitted with the Purchase Requisition to the Purchasing Division. The purpose of the checklist is to verify that an agency procurement officer has obtained and included required documentation necessary for the Purchasing Division to process the requisition without future processing disruptions. At the agency's preference, the agency **MUST** either submit the checklist by attaching it to the requisition's Header **OR** by placing it in the requisition's Procurement Folder.

## FOR ALL SOLICITATION TYPES:

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
1	Specifications and Pricing Page included	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Use of correct specification template	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Use of correct requisition type [CRQS → CCT or CPO] or [CRQM → CMA]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Use of most current terms and conditions <a href="http://www.state.wv.us/admin/purchase/TCP.pdf">www.state.wv.us/admin/purchase/TCP.pdf</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Maximum budgeted amount in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6	Suggested vendors in wvOASIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Capitol Building Commission pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8	Financing (Governor's Office) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Compliance Check Type	Required	Provided, if Required	Not Required	Purch. Div. Confirmation
9	Fleet Management Division pre-approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Insurance requirements				
	Commercial General Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Automobile Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Workers' Compensation/Employer's Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Cyber Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Builder's Risk/Installation Floater	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Professional Liability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Other (specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11	Office of Technology CIO pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Treasurer's Office (banking) pre-approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**FOR CHANGE ORDERS/RENEWALS:**

13	Two-party agreement	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Standard change order language	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Office of Technology CIO approval	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
16	Justification for price increases/backdating/other	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Bond Rider (Construction)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*\*The items pre-checked are required before a Purchase Requisition may be submitted to the Purchasing Division. Failure to complete and verify this documentation may result in rejection of the requisition back to the agency. It is up to the agency procurement officer to determine if pre-approvals, insurance, or other documentation is needed for the purchase. The referenced information below may be used to make this determination.*

*For Purchasing Division Use Only:*

I have reviewed the requisition identified above and find that it is sufficient to advertise publicly to the vendor community. My review does not preclude the possibility that the vendor community, or some other entity, will identify an area of concern; however, should such issues or concerns arise, they will be reviewed and addressed as may be appropriate.

Signature: \_\_\_\_\_





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BANC OF AMERICA PUBLIC CAPITAL CORP

Organization Information									
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason	
C   Corporation	8/9/2006		8/8/2006	Foreign	Profit				

Organization Information		
<b>Business Purpose</b>	S324 - Real Estate and Rental and Leasing - Rental and Leasing Services - Commercial/ Industrial Equip Rental and Leasing construction, transportation, mining, forestry, commercial air, rail, water, office)	
<b>Charter County</b>		<b>Capital Stock</b>
<b>Charter State</b>	KS	<b>Control Number</b> 87351
<b>At Will Term</b>		<b>Excess Acres</b>
<b>At Will Term Years</b>		<b>Member Managed</b>
<b>Authorized Shares</b>		<b>Par Value</b>
		<b>Young Entrepreneur</b> Not Specified

Addresses	
Type	Address
<b>Local Office Address</b>	C/O CT CORPORATION SYSTEM 1627 QUARRIER ST CHARLESTON, WV, 25311
<b>Mailing Address</b>	555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104 USA
<b>Notice of Process Address</b>	C T CORPORATION SYSTEM 5098 WASHINGTON ST W STE 407 CHARLESTON, WV, 253131561
<b>Principal Office Address</b>	555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104 USA
Type	Address

Officers	
Type	Name/Address
<b>Director</b>	JEAN M. BELL 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
<b>Director</b>	ANDREW R. BROWN 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
<b>President</b>	GEOFFREY R. CULM 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
<b>Secretary</b>	BRAD KOSTER 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
<b>Treasurer</b>	STEVEN F. THOMAS 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
<b>Vice-President</b>	NATHAN A. BARTH 555 CALIFORNIA STREET 4TH FLOOR SAN FRANCISCO, CA, 94104
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\*Bank of America Public Capital Corp\* ✕

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