Ordering Instructions

Statewide Contract

MV – MV26 Motor Vehicles Classes 1-18

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 under WV Code §5a-3 shall issue a CDO (central delivery order). The CDO and following corresponding form: DOA-FM-059 Vehicle Request Form (Revised 10/25/2021) shall be submitted to the Department of Administration Fleet Management Division for approval. The FMD approval shall be forwarded to the Purchasing Division with the Class Pricing Page for processing. The submitted CDO must be complete and contain the contract number from which the vehicle is being procured and properly signed by all appropriate parties.

IMPORTANT: Agency must contact the Vendor prior to placing any order to ensure vehicle is available. Documentation (email) from Vendor that the vehicle is available must be provided to the Purchasing Division at time of CDO submittal.

Contact Information:

Fleet Management Division:

Abby Moore, Fleet Coordinator
Tel: - 304-957-8230
Email: fmdfleetcoordinator@wv.gov

Email: Kenny H. Yoakum, Executive Director
Tel: - 304-558-2106 Ext. 57082
Email: Kenny.H.Yoakum@wv.gov

Type of Delivery Order – Agencies under WV Code §5a-3

A. An CDO must be created in Oasis with the appropriate documentation attached. A CDO will follow the standard path of approval.

How to submit the completed order to the Vendor – The CDO will be listed on the Purchasing Division website and an email notification memo and link to the website where the vendor may download the delivery order.

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