



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

Joseph Jenkins
839 Gordon Drive
Charleston, West Virginia 25303
304-575-9202
joseph.jenkins@cityofcharleston.org

Finance Committee, Chair
Parking Committee, Chair
Parks and Recreation Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, September 19, 2022
6:30 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

AVAILABLE TO VIEW VIA LIVESTREAM AT <https://charlestonwv.civicclerk.com/web/home.aspx>

I. DISCUSSION:

- a. Approval of previous minutes 8-15-2022
- b. Charleston Main Streets, Inc. Annual Report

II. RESOLUTIONS:

- a. Resolution No. 720-22 - Authorizing the Mayor or City Manager to submit an application to the Kanawha County Commission under the Kanawha County Public Safety Grant Program.
- b. Resolution No. 721-22 – Authorizing the Mayor or City Manager to purchase 16 2023 Ford Interceptors from Stephens Auto to be used by the Charleston Police Department.
- c. Resolution No. 722-22 - Authorizing approval of Amendment No. 3 of the FY 2022-2023 General Fund Budget as indicated on the attached list of accounts.

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., AUGUST 15, 2022
AV ROOM #308, CITY HALL

Joseph Jenkins, Chairperson, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., August 15, 2022.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Joseph Jenkins, Chair
Bobby Reishman, Vice Chair
Brent Burton
Becky Ceperley
Mary Beth Hoover
Chad Robinson

Absent:
Ben Adams

Other Councilmembers present:
Emmett Pepper
Keeley Steele

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Reishman asked for unanimous consent to dispense with the reading of the minutes for the August 1, 2022 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 707-22 – Authorizing the Mayor or City Manager to submit an application to the WV Governor’s Highway Safety Program in the amount of \$600,000 and administer any funds awarded.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to submit an application to the WV Governor’s Highway Safety Program in the amount of \$600,000 and administer any funds awarded. The grant funds will be used to reimburse overtime expenses incurred by the Charleston Police Department and other law enforcement agencies within the eight-county Metro Valley Highway Safety Region. Funding will also be used for traffic safety enforcement activities, equipment purchases and travel/training, as well as partial reimbursement for the salaries of the CPD Highway Safety Coordinator and Assistant.

City Manager, Jonathan Storage, added that the City applies for this grant each year, and has administered the program. Enforcement activities include DUI monitoring, seatbelt enforcement, child restraint enforcement, work zone safety enforcement, etc. It also provides for partial reimbursement of the CPD Highway Safety Coordinator and Assistant salaries.

Councilmember Jenkins confirmed with Storage and Grant Coordinator Melissa Taylor that the City has applied for the grant since about 2000. The City received approximately \$518,000 last year.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 707-22 approved.

- b. Resolution No. 709-22 – Authorizing the Mayor or City Manager to enter into a renewal service contract with Suttle & Stalnaker to conduct the City’s single audit for FY 2022 in the amount of 84,240 in accordance with Federal OMB Circular A-133, where the cost includes \$78,000 to Suttle & Stalnaker for the audit contract and \$6,240 to the WV State Auditor’s Office for a processing fee, and where Suttle & Stalnaker was selected through an evaluation process prescribed by the WV State Auditor’s Office.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a renewal service contract with Suttle & Stalnaker to conduct the City’s single audit for FY 2022 in the amount of 84,240 in accordance with Federal OMB Circular A-133, where the cost includes \$78,000 to Suttle & Stalnaker for the audit contract and \$6,240 to the WV State Auditor’s Office for a processing fee. The initial agreement with Suttle & Stalnaker was authorized by Resolution No. 504-21, adopted July 6, 2021.

Storage added that the resolution authorizes Year 2 of a 3 Year agreement with Suttle & Stalnaker to perform the City’s required annual audit. The original contract was approved by Council in 2021. The City is also required to pay an 8% processing fee to the State Auditor.

Councilmember Reishman moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 709-22 approved.

III. Miscellaneous

Councilmember Jenkins confirmed with the Committee to keep the time of 6:30 as the standard, default meeting time. The Chair can also change the time at their discretion.

Councilmember Ceperley motioned to adjourn the meeting.
Meeting adjourned.



REIMAGINE URBAN CHARLESTON

THE 2022 CHARLESTON MAIN STREETS ANNUAL REPORT TO THE COMMUNITY



BRIDGING
URBAN
APPALACHIA

STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT

RIC CAVENDER



your place to be.

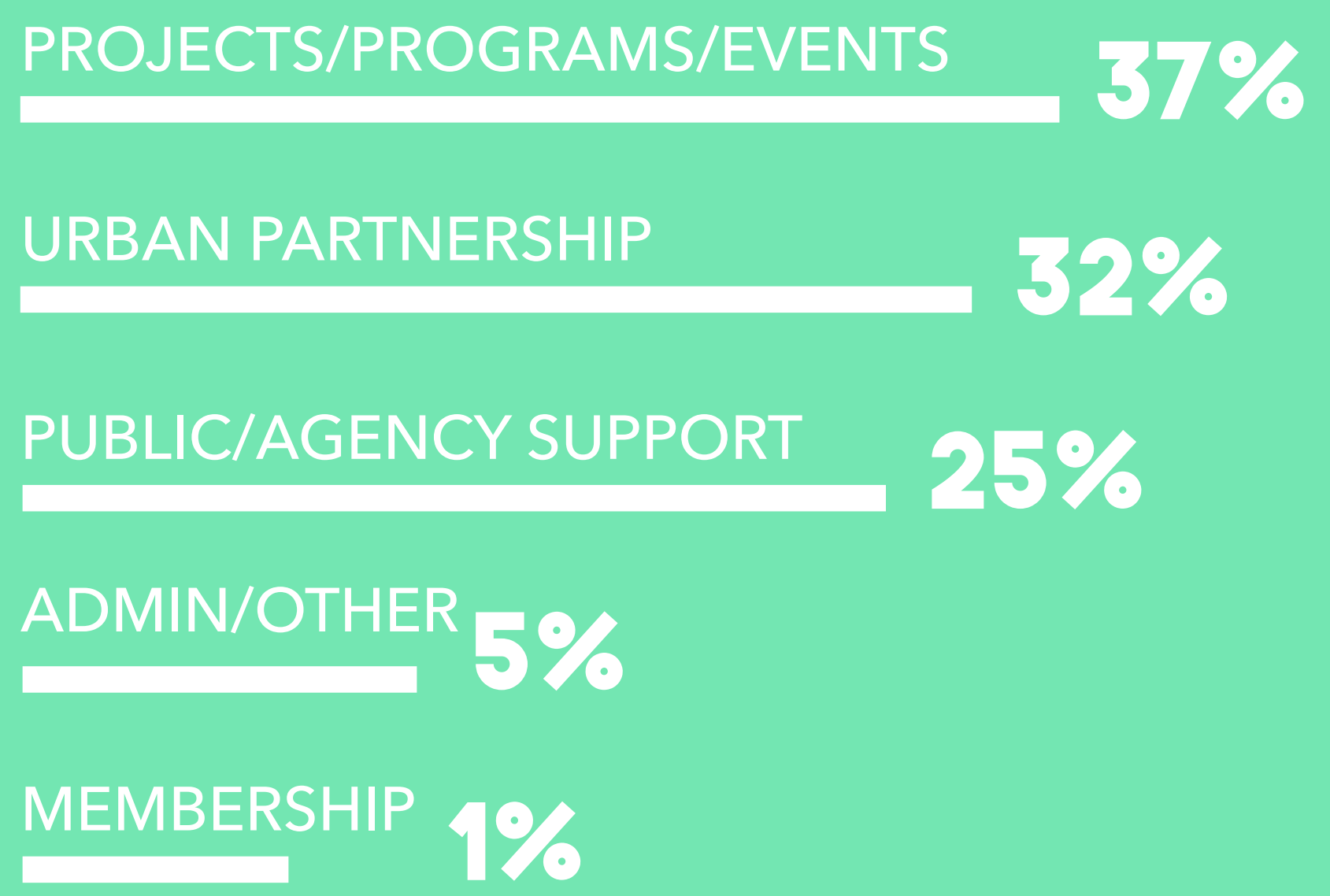


FY 2021–2022 FINANCIAL STATEMENTS

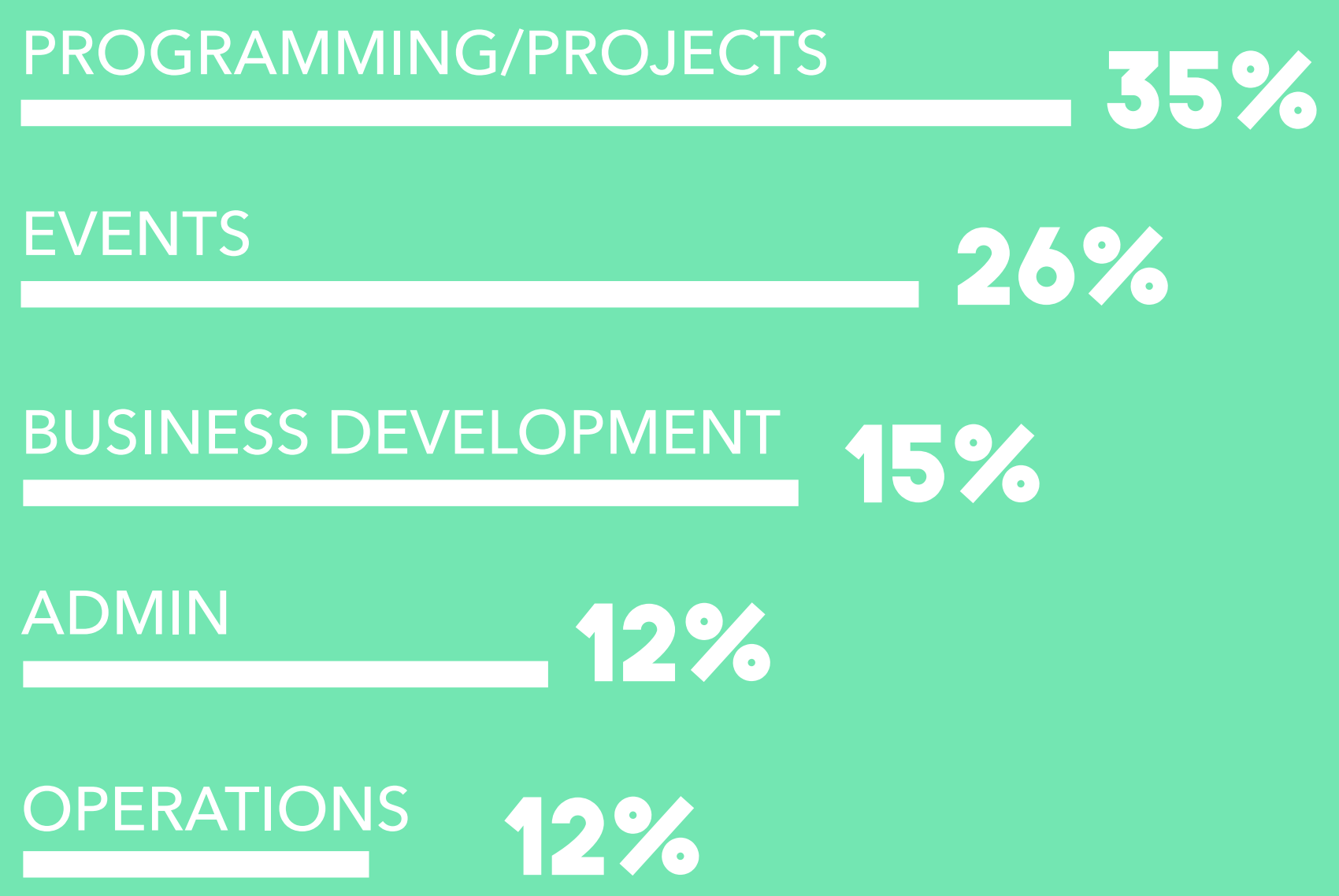
INCOME
\$414,353.17

EXPENSES
\$342,849.23

SOURCES OF FUNDS



USES OF FUNDS



A SPECIAL THANKS

TO OUR URBAN PARTNERS

MAIN PARTNERS



NATIONAL & STATE AFFILIATES



A SPECIAL THANKS

TO OUR URBAN PARTNERS

URBAN CHAMPIONS



MAIN PARTNERS



NATIONAL & STATE AFFILIATES

CAPITOL INVESTORS



COMMUNITY LEADERS



URBAN SUSTAINERS

AARP OF WEST VIRGINIA AOMC THE BARK BAILEY GLASSER BLENKO GLASS COMPANY BREWER & COMPANY OF WV BOOKS & BREWS BREWER & COMPANY BRICKS & BARRELS BROWN COMMUNICATIONS BBL CARLTON BRUTE FORCE PRODUCTION TIGHE BULLOCK CAMC CAPITOL BUSINESS INTERIORS CAPITOL CITY PEDIATRICS CAPITOL INSURANCE GROUP CHARLESTON BLUEPRINT CHARLESTON CHIROPRACTIC COMPANY CHARLESTON PEDIATRIC DENTISTRY CHARLES RYAN ASSOCIATES CHILDREN'S DENTISTRY CIPRIANI & WERNER CORNERSTONE INTERIORS DJEJ DEM 2 BROTHERS & A GRILL CHAS-KANAWHA HOUSING CHASE BANK COOKE FUNERAL HOME ECHO-LIT EL ROBINSON ENGINEERING CO. ELK CITY AUTO SPA TOM & PAULA FLAHERTY FORBES LAW OFFICE FROST BROWN TODD GAI CONSULTANTS GHAREEB DENTISTRY GL CALLIHAN PHOTOGRAPHY GONZOBRUGER HENDRICKSON & LONG JAMIE O'CONNOR JOHN KENNEDY BAILEY LAW FIRM JOHNNIE'S FRESH MEAT MARKET KIN SHIP GOODS MUSIC IN MOTION PROMOTIONS PAR MAR STORES RC GENERAL CONTRACTORS THE RED CARPET LOUNGE THE RENTAL PARTY ROBERT'S RUNNING & WALKING SHOP ROLSTON & COMPANY SHAFFER & SHAFFER SODARO'S ELECTRONICS STARLINGS COFFEE & PROVISIONS T-GRAPHICS TONY THE TAILOR WILLIAMSON SHRIVER ARCHITECTS MOTT MACDONALD ODDBIRD GIFT EMPORIUM WESBANCO THE WINE SHOP WISEMAN CONSTRUCTION THE WOMAN'S CLUB OF CHARLESTON WV DEP

STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT



CHARLESTON MAIN STREETS STAFF

RIC CAVENDER

EXECUTIVE DIRECTOR



ADAM STOLLINGS

ASSOCIATE EXECUTIVE DIRECTOR



IN 2021-22, CHARLESTON MAIN STREETS....

ADVOCATED FOR THE SUCCESS OF THE EAST END WEST SIDE BUSINESS DISTRICTS DURING A GLOBAL PANDEMIC THAT STRAINED THE SMALL BUSINESS COMMUNITY.

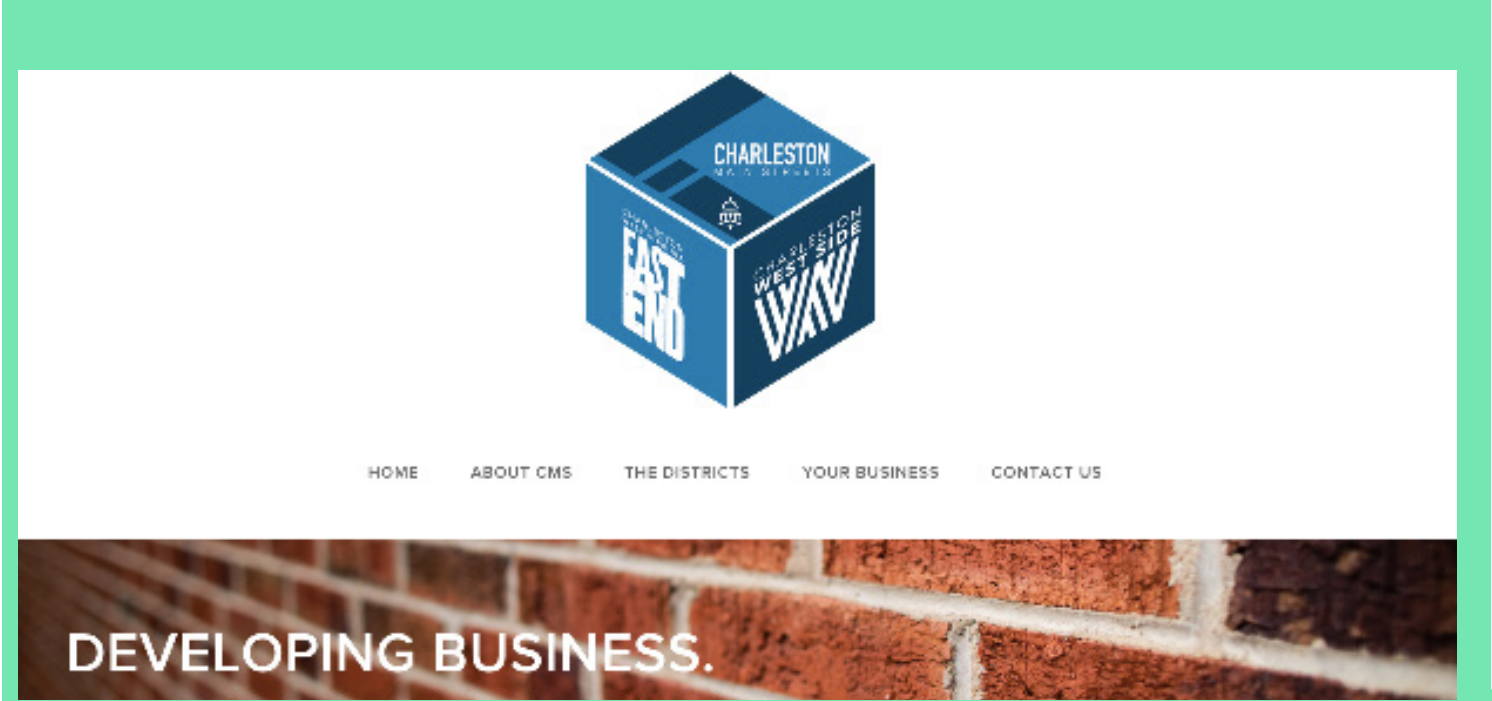
CONTINUED TO FUNDRAISE TO **IMPROVE** THE DISTRICTS' PUBLIC SPACES & INFRASTRUCTURE.

ENGAGED THE DISTRICTS' UNIQUE STAKEHOLDER OPPORTUNITIES WHILE REACTIVATING KEY FUNDRAISING EVENTS AND BUSINESS ENHANCEMENT PROJECTS.

SUSAINED THE DISTRICTS' RESOURCES AND SUPPORTIVE RELATIONSHIPS DURING THE MOST ECONOMICALLY CHALLENGING TIMES IN RECENT HISTORY.

CONTINUED TO **MARKET** THE DISTRICTS' SUCCESSES AND OPPORTUNITIES

MARKETING REPORT

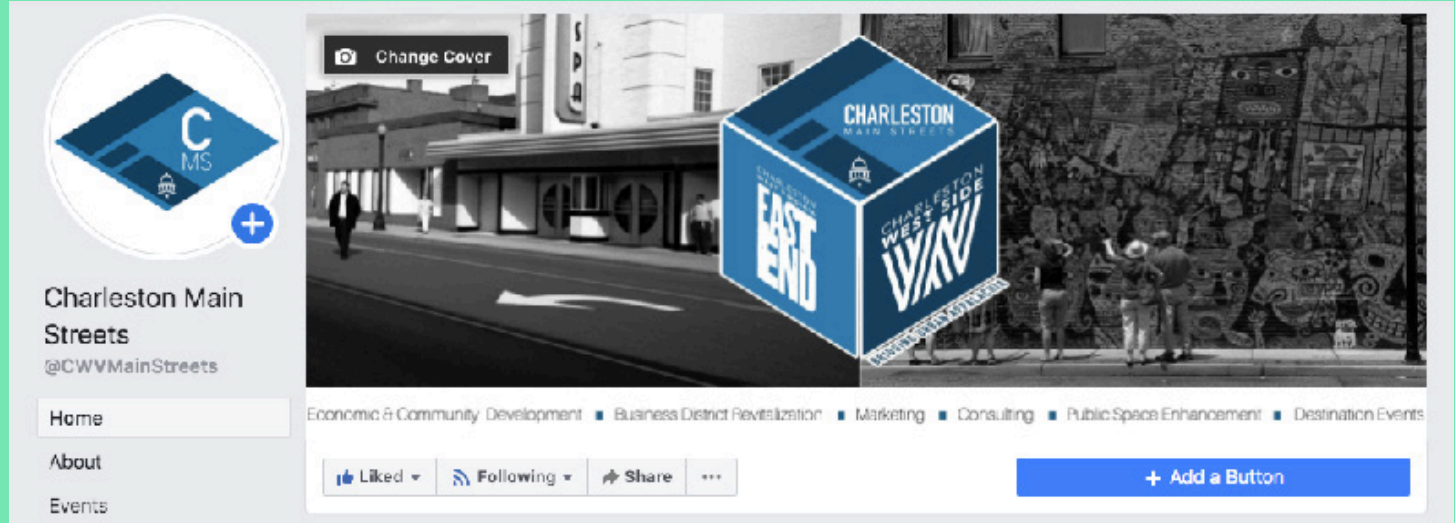


CWVMAINSTREETS.ORG

37,000 TOTAL LIKES/FOLLOWERS
2.3 MILLION SOCIAL MEDIA REACH



58,876 UNIQUE VISITORS
84,658 TOTAL PAGE VIEWS



STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT



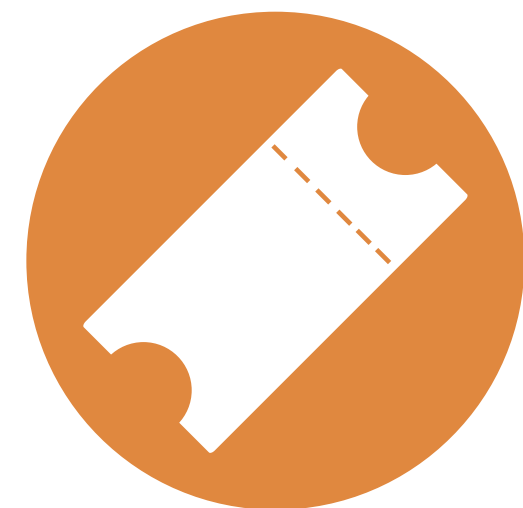
ECONOMIC DEVELOPMENT



BUSINESS PROMOTION & ADVANCEMENT



PUBLIC SPACE ENHANCEMENT



DESTINATION EVENTS & MARKETING

STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT



BUSINESS **OPENINGS**

PICTURED: VANDALIA COMPANY



REACTIVATION OF THE FACADE GRANT PROGRAM

HELPING CREATE JOBS THROUGH
NEW CAPITAL INVESTMENTS

ASSISTING NEW BUSINESSES IN
ANNOUNCING THEIR OPENINGS

CONSULTING ENTREPRENEURS IN
DEVELOPING BUSINESS PLANS AND
FORGING THEIR FUTURE

CULTIVATING AN ENVIRONMENT
FOR POSITIVE BUSINESS GOWTH

STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT



ECONOMIC DEVELOPMENT



BUSINESS OPENINGS
PICTURED: VANDALIA COMPANY



**REACTIVATION OF
THE FACADE GRANT
PROGRAM**

42 Places to Eat & Drink **37** Places to Shop
95 Services & Salons **174** Total Businesses

196 Property Improvements **167** Property Owners **\$19,060,030** Property investments in '21-'22

3,051,000 Square feet of residential and commercial building space **\$496,060,000** Total public & private investment since 2002 **2,300** Total Volunteer Hours

STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT



CONNECTING THE CONSUMER WITH
THE LOCAL BUSINESS COMMUNITY

INCREASING FOOT TRAFFIC IN THE
DISTRICTS

OPENING NEW EYES TO DESTINATION
BUSINESSES AND SERVICES

PROVIDING NEW OPPORTUNITIES FOR
SHOPKEEPERS TO COMMUNICATE AND
CONNECT

STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT



BUSINESS

PROMOTION & ADVANCEMENT



WEST
SIDE *mingle*

SpreeWV
SHOP CHARLESTON'S MAIN STREETS



FACE TO FACE
A CHARLESTON AT-LARGE CITY COUNCIL CANDIDATE FORUM
#FACETOFACE2022  **WCHS 8** #CWVVOTES

\$272,019 SpreeWV Revenue Generated	148 SpreeWV Businesses Visited
90 Total Passport businesses	623 SpreeWV gift card recipients

STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT



PUBLIC SPACE

ENHANCEMENT

GATEWAY LIGHTING

An innovative LED lighting installation in the Elk City historic district that serves as a...

WELCOME TO THE WEST SIDE OF CHARLESTON

For further information or to become a partner on this important project contact:

Paula W. Flaherty, Ed.D.
Chair – Charleston Main Streets
Flaherty.paula@gmail.com
304.541.2557 cell

Ric Cavender, CEOFP
Executive Director, Charleston Main Streets
Ric@charlestonmainstreets.org
304.767.9800 office
304.550.5135 cell



LEVERAGING DYNAMIC PARTNERSHIPS WITH STATEWIDE AND COMMUNITY LEADERS TO ENHANCE THE AESTHETICS AND THE PRIVATE & PUBLIC INVESTMENT MADE THUS FAR

CREATING NEW OPPORTUNITIES FOR PROPERTY OWNERS & SHOPKEEPERS TO WORK TOGETHER TO ACHIEVE COMMON GOALS

DEVELOPING PLANS AND STRATEGIES TO MAKE INFRASTRUCTURE IMPROVEMENTS NEVER BEFORE SEEN IN WEST VIRGINIA

CONTINUING TO BE THE TRENDSETTER IN CREATIVE URBAN COMMUNITY DEVELOPMENT

STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT

PUBLIC SPACE ENHANCEMENT

GATEWAY LIGHTING

An innovative LED lighting installation in the Elk City historic district that serves as a...

**WELCOME TO
THE WEST SIDE
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STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT



CONNECTING THE CONSUMER WITH
THE LOCAL BUSINESS COMMUNITY

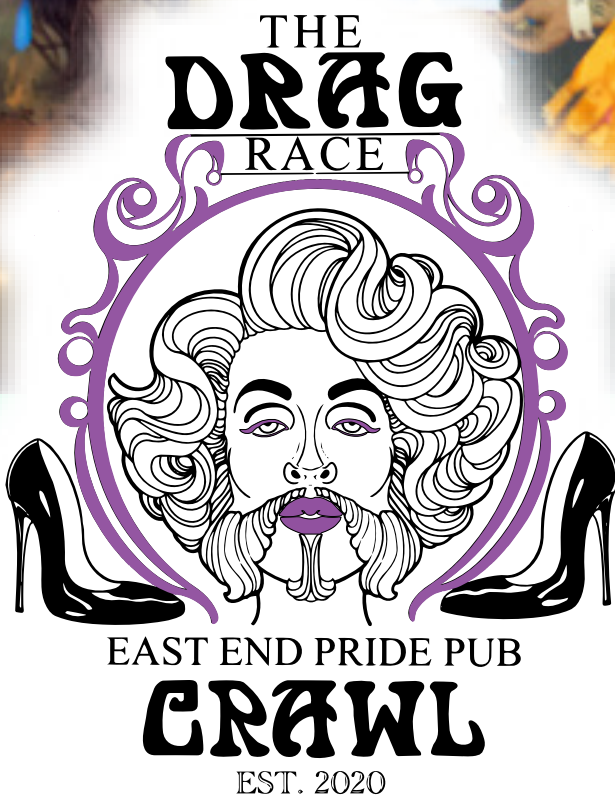
INCREASING FOOT TRAFFIC IN THE
DISTRICTS

OPENING NEW EYES TO DESTINATION
BUSINESSES AND SERVICES

PROVIDING NEW OPPORTUNITIES FOR
CASH REGISTERS TO RING

STATE OF THE STREETS

CMS EXECUTIVE DIRECTOR'S REPORT



\$103,341

Funds raised during all CMS promotional events in '21-'22

10,325

Total event attendees in '21-'22

28

States represented at CMS events in '21-'22

THANK YOU

Resolution No. 720-22

Introduced in Council:

September 19, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Resolution No. 720-22 - Authorizing the Mayor or City Manager to submit an application to the Kanawha County Commission under the Kanawha County Public Safety Grant Program in the amount of \$20,000 and administer any funds awarded.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to submit an application to the Kanawha County Commission under the Kanawha County Public Safety Grant Program in the amount of \$20,000 and administer any funds awarded. These funds will be used by the Charleston Police to purchase two pole cameras and a drone for criminal investigative purposes. These funds will be used by the Charleston Police to purchase two pole cameras and a drone for criminal investigative purposes.

Resolution No. 721-22

Introduced in Council:

September 19, 2022

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Resolution No. 721-22 - Authorizing the Mayor or City Manager to purchase sixteen (16) 2023 Ford Interceptors from Stephens Auto Center in the amount of \$681,008.00 to be used by the Charleston Police Department.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to purchase sixteen (16) 2023 Ford Interceptors from Stephens Auto Center in the amount of \$681,008.00 to be used by the Charleston Police Department, where twelve (12) vehicles will be used as patrol units, three (3) vehicles will be used as supervisor vehicles, and one (1) vehicle will be used by the Crime Scene Unit. The purchase price was determined through a competitive pouching process administered by the West Virginia State Police.

STEPHENS

AUTO CENTER



PO BX 278 – 104 Stephens Drive – Rt. 119 & Lory Rd. – Danville WV 25053

(304) 369-2411 – www.stephensauto.com – 1-800-925-2411

DATE 31-AUG-2022

CITY OF CHARLESTON
PO BOX 2749
CHARLESTON, WV 25330
ATTN: Jamey Noland

BELOW IS A QUOTE YOU REQUESTED:

2023 FORD POLICE UTILITY INTERCEPTOR AWD

3.3 V6 TI-VCT ENGINE

10-SPEED AUTO TRANSMISSION

COURTESY DISABLE

DRIVER LED SPOT LAMP

KEYLESS ENTRY-4 FOBS

REAR DOOR LOCKS INOP

DEFLECTOR PLATE

REVERSE SENSING

ULTIMATE WIRING KIT DEDUCT: (-\$526.00)

CONNECTOR KIT FRONT/REAR DEDUCT: (-\$174.00)

\$41,743.00

ADDITIONAL OPTIONS ADDED

POLICE PERIMETER ALERT	\$675.00
PRE-COLLISION ASSIST	\$145.00

TOTAL QUOTE \$42,563.00 PER VEHICLE (16) \$681,008.00

THANKS FOR THE OPPORTUNITY TO EARN YOUR BUSINESS



Michael W. Ballard

This price is pending my Award
letter from the State & Order
Code from Ford by 9-9-22.

M.W.B 9-7-22



State of West Virginia
Agency Master Agreement

Order Date: 2022-08-17

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:	AMA 0612 9113 DPS2300000005 1	Procurement Folder:	1091672
Document Name:	Open End Contract/Police Utility Vehicles/WO Custom Color	Reason for Modification:	
Document Description:	OE Contract/Police Utility Vehicles/WO Custom Color		
Procurement Type:	Agency Master Agreement		
Buyer Name:	Carole Woodyard		
Telephone:	(304) 746-2141		
Email:	carole.a.woodyard@wvsp.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-08-16
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2023-08-15

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000199714	Requestor Name:	Carole Woodyard
STEPHENS AUTO CENTER		Requestor Phone:	(304) 746-2141
PO BOX 278		Requestor Email:	carole.a.woodyard@wvsp.gov
DANVILLE	WV		
US			
Vendor Contact Phone:	999-999-9999	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
WEST VIRGINIA STATE POLICE	WEST VIRGINIA STATE POLICE
4124 KANAWHA TURNPIKE	4124 KANAWHA TURNPIKE
SOUTH CHARLESTON	SOUTH CHARLESTON
WV 25309	WV 25309
US	US

Total Order Amount: Open End

DEPARTMENT AUTHORIZED SIGNATURE

SIGNED BY : Carole Woodyard

DATE: 2022-08-17

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Open End Contract/Police Utility Vehicles WITHOUT Custom Color

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	25101702			EA	\$42443.00
	Service From	Service To			
Commodity Line Description: Police 4 door Utility Vehicles MG Custom Co					

Commodity Line Description: Police,4 door,Utility Vehicles/WO Custom Color

Extended Description:

Police 4 door, Utility Vehicles
WITHOUT Custom Colors

3.3 V6

Bid Form

DPS 23*01		BID OPENING: 8-10-22		
Item #	Description	*Estimated Annual Quantity	Unit Price	Extended Price
1.	2022 Or present model year, Four (4) Door Police Utility Vehicle	150	\$	\$
	Price with Custom Paint for West Virginia State Police (Blue & Gold)		\$	
	Price without Custom Paint		\$ 42,443	
			Total	
Bidder / Vendor Information: Name: <u>Stephens Auto Center</u> Address: <u>PO Box 278</u> <u>Danville, WV 25053</u> Phone #: <u>304-369-2411 Ext. 33</u> Email Address: <u>mballard@stephensauto.com</u>				
Contact Coordinator Information: Name: <u>Mike Ballard</u> Address: <u>PO Box 278</u> <u>Danville, WV 25053</u> Phone #: <u>304-369-2411 Ext. 33</u> Email Address: <u>mballard@stephensauto.com</u>				
*Quantities are estimated annual usage for bidding purposes and bidder's information.				

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia State Police is soliciting bids to establish an open-end contract for 2022, or present model year, Four (4) Door Utility.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in Section 2 of the General Terms and Conditions.
 - 2.1 **“Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.
 - 2.2 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
 - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the West Virginia State Police Purchasing Division.

3. GENERAL REQUIREMENTS:

- 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

3.1.1 2022 or newer, or present model year, Four (4) Door Utility.

- 3.1.1.1 **Standard Equipment Requirements** – The following are mandatory as related to the standard equipment requirements of the vehicle. The requested vehicle must contain the following unless otherwise noted.

- A. All-Wheel-Drive (AWD)
- B. Suspension – Front and Rear Independent, Roll stability control
- C. Brakes – Vendors Heaviest Available 4 Wheel Disc Brakes with Heaviest Available front and rear Calipers
- D. Engine – V-6 (Six Cylinder) pricing for different engine options if available

REQUEST FOR QUOTATION
2022 or newer or current model year, Police Utility Four (4) Door

- E. Alternator – Minimum 220 Amp
- F. Transmission and Oil Cooler – Vendors Heaviest Available
- G. Battery – Minimum 900 Cold Cranking Amps
- H. Transmission – Minimum 10 Speed Transmission, Column Shifted
- I. Cooling System – Vendors Heaviest and Highest Volume Radiator Available
- J. Engine Hour Meter
- K. Fuel Tank – Minimum 19 Gallon
- L. Exterior Key Locks – Driver, Front Passenger and Deck Lid; 4 Keys and Fobs
- M. Mirrors – Power Electric Remote, Manual Fold Away
- N. Wheels – Vendors Heaviest and Strongest Available 18” Steel with Full Size Spare
- O. Flooring – Vendors Heaviest and Strongest Vinyl
- P. Seats – Front, Heaviest Available cloth, with Minimum 6 way power driver seat with manual lumbar and 2 way manual passenger seat. Rear seat vinyl bench 40/20/40 split.
- Q. Minimum 9” space between front Driver and Passenger Seat for Aftermarket Consoles.
- R. Tilt Steering Column
- S. Audio – AM/FM Stereo with ~~Single CD player~~ ^{N/A} with MP3 Capability
- T. Rear View Camera
- U. Reverse Back Up Sensor with Audible Interior Alarm

REQUEST FOR QUOTATION
2022 or newer or current model year, Police Utility Four (4) Door

- V. Power Windows with one-touch up/down Driver's Side with Disable Feature
- W. Windshield Wipers – Two Speed with Intermittent Mode
- X. Cruise Control
- Y. Electric Rear Window Defroster
- Z. Power Trunk Lid Release
- AA. LED Spotlight drivers side
- BB. License Plate Mounts – Front and Rear
- CC. Rear Door Handles Inoperable / Rear Locks Inoperable / Rear Window Switches Inoperable
- DD. Undercarriage Deflector Plate
- EE. Minimum of 52.0 Cubic Feet of available trunk space
- FF. Dark Car Feature (Courtesy Lamps Disable when any Door is Opened)
- GG. Bluetooth Cellular Hands Free Feature
- HH. Pre-wiring for grille LED lights, siren and speaker (60A)
- II. Wiring to support up to six (6) LED lights (engine compartment/grille)
- JJ. Wiring for 10-amp siren/speaker circuit engine cargo area
- KK. Wiring to support up to six (6) rear LED lights in rear cargo compartment
- LL. Any wiring harnesses or connectors to support the above listed police lighting applications (GG, HH, II, and JJ)

REQUEST FOR QUOTATION
2022 or newer or current model year, Police Utility Four (4) Door

MM. Trailer tow wiring harness.

NN. Pricing with Custom Paint for West Virginia State Police

OO. Pricing without Custom Paint

3.1.1.2 2022 or newer or current model year, Four (4) Door Utility will be purchased from available stock colors for the above described model. All bumper coverings and/or body side moldings are to be of the same color.

3.1.1.3 Warranty: The following are mandatory requirements as related to warranty.

A. Basic Comprehensive Warranty coverage – The vendor shall provide the vehicle manufacture's basic whole vehicle warranty. The minimum length of warranty shall be three (3) years/ 36,000 miles and shall cover the entire vehicle bumper to bumper.

B. Basic Corrosion- the vendor shall provide the manufacture's standard Basic Corrosion warranty.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

4.2 Pricing Pages: Vendor should complete the Pricing Pages by filling in the unit price, the extended price, the total and the vendor information. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified
The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document

5. ORDERING AND PAYMENT:

- 5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.
- 5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver standard orders within one hundred twenty (120) calendar days after orders are received. Vendor shall deliver emergency orders within sixty (60) calendar day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

The Vendor will deliver vehicles: Vehicles purchased by the West Virginia State Police will be delivered to 725 Jefferson Road, South Charleston, WV during the hours between: 9:00 AM. EST. and 4:00 PM. EST. excluding State and Federal Holidays. Vehicles will not be accepted until inspected and approved by Agency. All repairs and corrections will be the responsibility of the Vendor. Vendor will provide Vendor's license, insurance (as required for dealer license) and reasonable management assistance for pre-delivery acceptance inspections.

- 6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.
- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense

REQUEST FOR QUOTATION
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and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

- 7.2.1** Immediate cancellation of the Contract.
- 7.2.2** Immediate cancellation of one or more release orders issued under this Contract.

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7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

- 8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 8.3 Inspection of Sample Vehicle(s):** Within three (3) weeks after issuance of a Purchase Order, the successful vendor shall make arrangements to deliver to the West Virginia State Police, 725 Jefferson Road, South Charleston, WV. A sample vehicle having the same general body, chassis, engine and transmission as the vehicle on which the bid was submitted. It will be used as a prototype for determining the methods of attaching various items of police equipment.
- 8.4 Pre-Delivery:** Prior to delivery each new vehicle must be completely serviced in accordance with Manufactures New-Car dealer "make ready" preparation and in accordance with these specifications and the manufactures recommendations. Each vehicle shall contain a pre-delivery check sheet signed by the mechanic(s) or individuals that serviced the same prior to the Agency inspection. Vehicle Owner's manual must be delivered with the vehicle. Upon delivery to the Agency the vehicle must be clean inside and out. No dealer insignia or dealer name is to be attached to the vehicle in any form.
- 8.5 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.6 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

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Contract Manager: Mike Ballard
Telephone Number: 304-369-2411 Ext. 33
Fax Number: 304-369-2490
Email Address: mballard@stephensauto.com

Resolution No. 722-22

Introduced in Council:

September 19, 2022

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

1 Resolution No. 722-22 - Authorizing approval of Amendment No. 3 of the FY 2022-2023 General
2 Fund Budget as indicated on the attached list of accounts.

3

4 Be it Resolved by the Council of the City of Charleston, West Virginia:

5

6 That Amendment No. 3 of the FY 2022-2023 General Fund Budget as indicated on the attached
7 list of accounts is approved.

General Fund FY 2022-2023 Budget Amendment No. 3 - September 19, 2022

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
Net Increase/(Decrease) to Revenues				-	-

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
001 976 00 800 4 459	Capital Outlay - Refuse	Capital Outlay - Equipment	1,611,956	15,000	1,626,956
001 699 00 000 5 598	Contingency	Contingency	214,554	(15,000)	199,554
Net Increase/(Decrease) to Expenditures				-	

Description:

To allow for the purchase of mechanical tipper arms for 2 recycling packer trucks.

Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.