



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

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Finance Committee, Chair
Parking Committee, Chair
Ordinance and Rules Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, February 3, 2025
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 1-21-2025

II. RESOLUTIONS:

- a. Resolution No. 25-010 - Authorizing the Mayor or City Manager to purchase 1 Ram 2500 Crewcab truck for Parks and Recreation from Stephens Auto Center.
- b. Resolution No. 25-011 - Authorizing the Mayor or City Manager to purchase 1 Ford F-150 Supercab truck for Refuse Department from Matheny Ford.
- c. Resolution No. 25-012 - Authorizing the Mayor or City Manager to purchase 2 Ram 2500 regular cab trucks for Spring Hill Cemetery from Stephens Auto Center.
- d. Resolution No. 25-013 - Authorizing the Mayor or City Manager to purchase 1 Ford F-150 regular cab truck for Street Department from Matheny Ford.
- e. Resolution No. 25-014 - Authorizing the Mayor or City Manager to purchase 2 Ford Rangers for General Services and Traffic Engineering from Stephens Auto Center.
- f. Resolution No. 25-015 - Authorizing the Mayor or City Manager to purchase 3 Ram 2500 regular cab trucks for Parks and Recreation, Traffic Engineering and Equipment Maintenance from Stephens Auto Center.

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

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., JANUARY 21, 2025
AV ROOM #308, CITY HALL

Joseph Jenkins Chair, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., January 21, 2025.

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

Joseph Jenkins, Chair
Brent Burton, Vice Chair
Mary Beth Hoover
Larry Moore
Chad Robinson
Shawn Taylor

Absent:
Becky Ceperley

Other Councilmembers present:
Emmett Pepper
Chelsea Steelhammer
Frank Annie
Joe Solomon
Harper Gardner

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the January 9, 2024 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 25-002 – Approving, pursuant to Municipal Code § 2-553(a), a revised schedule of fees, rates, and charges relating to the use of the Charleston Coliseum & Convention Center and the Municipal Auditorium, as recommended by the Charleston Coliseum and Convention Center/Municipal Auditorium Board, and reflected in Exhibit A attached hereto.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That, pursuant to Municipal Code § 2-553(a), the revised schedule of fees, rates, and charges relating to the use of the Charleston Coliseum & Convention Center and the Municipal Auditorium, as recommended by the Charleston Coliseum and Convention Center/Municipal Auditorium Board, and reflected in Exhibit A attached hereto, is approved.

City Manager Ben Mishoe added that the rates were last changed in 2021.

Councilmember Jenkins confirmed that all Councilmembers had their questions and concerns answered. From the audience, Councilmember Pepper agreed, and thanked them for the extra time to review the changed.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-002 approved.

- b. Resolution No. 25-006 – Authorizing the Mayor or City Manager to purchase a mobile column truck lift system for Equipment Maintenance from NAPA Auto Parts in the amount of \$51,999.00 pursuant to a competitively sourced State contract.

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

That the Mayor or City Manager is authorized to purchase a mobile column truck lift system for Equipment Maintenance from NAPA Auto Parts in the amount of \$51,999.00 pursuant to a competitively sourced State contract.

Mishoe added that the resolution is to authorize the purchase a mobile column truck lift system for Equipment Maintenance. Parts to fix the current set, which was purchased in 2002, are no longer available.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-006 approved.

- c. Resolution No. 25-007 – Authorizing the Finance Director to establish capital projects fund 213 as the Municipal Auditorium Project Fund to be used to account for revenue from transfers from other funds, grants, and contributions and any other available source to be used to assess the feasibility of and fund a major capital project for the Municipal Auditorium.

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

That the Finance Director is authorized to establish capital projects fund 213 as the Municipal Auditorium Project Fund to be used to account for revenue from transfers from other funds, grants, and contributions and any other available source to be used to assess the feasibility of and fund a major capital project for the Municipal Auditorium.

Mishoe added that the resolution will create a new fund to allow the City to deposit funds for the anticipated use of renovation the Municipal Auditorium.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-007 approved.

- d. Resolution No. 25-008 – Authorizing approval of Amendment No. 5 of the FY 2024-2025 General Fund Budget as indicated on the attached list of accounts.

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

That Amendment No. 5 of the FY 2024-2025 General Fund Budget as indicated on the attached list of accounts is approved.

Mishoe added that the amendment will reconcile prepaid insurance with the actual amounts. It recognizes a surcharge related to Municipal Court fees that will be dedicated to Police and Fire Training. The amendment allocates the Unassigned Fund balance to:

- \$180k to continue partnership with Arts Amplified, support City Center Live
- \$250k to expand use of security cameras at P&R facilities and parks
- \$350k to construct a CFD training center at Station 8
- \$1.75M to repair Charleston Coliseum & Convention Center Parking Garages
- \$600k to continue Charleston Land Reuse Agency programs and operations
- \$300k to make improvements to Danner Meadow Park
- \$250 to issue a 2nd set of bunker (fire) gear to CFD members
- \$250k to establish the Hearts of Our Neighborhoods program
- \$1M to establish the Municipal Auditorium Project Fund
- \$700k for architectural, engineering, and design services for the Public Safety Center
- \$100 to Municipal Beautification for city-wide beautification efforts
- \$286k to replenish road salt inventory
- \$25k to upgrade Council Chambers
- \$75k to expand Charleston Urban Works to Kanawha City as part of a pilot program
- \$50k to fund warming and cooling centers

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-008 approved.

III. BILLS:

- a. Bill No. 8049 – A Bill closing, abandoning and discontinuing as a public right-of-way, a 10 foot wide by 120 foot long alley across Block 21 of the JB Walker Addition, adjacent to Tax Map 25 Parcels 288 & 292 Charleston West District, Kanawha County, West Virginia.

BE IT ORDAINED BY THE CITY COUNCIL OF CHARLESTON, WEST VIRGINIA

1. The 10 foot wide by 120 foot long public right located between Lot 7 and Lots 4, 5 and 6 Block 21, J. Brisben Walker Addition, situate in Charleston West District, Kanawha County, West Virginia, as shown on the that certain map entitled "PLAT OF SURVEY SHOWING THE ABANDONMENT OF A PORTION OF AN ALLEY IN THE CITY OF CHARLESTON KNAWHA COUNTY, WEST VIRGINIA" prepared by Victor M. Dawson, P.S. #956, dated June 17, 2024, and attached hereto as Exhibit A. The alley is more particular described as follows:

The northern portion of a 10 foot alley situate between Wyoming Street and Randolph Street and west of Ohio Avenue in the J. Brisben Walker Addition to West Charleston in the City of Charleston, Kanawha County, West Virginia, and being more particularly described as follows:

Beginning at a P-K nail set in the eastern line of a 10 foot alley and in the southern line of Wyoming street, at the northwest corner of Cabin Creek Health Systems, recorded in Deed Book 3117 at Page 616 and designated as Tax Map 25 Parcel 292, from which a P-K nail set at the southwest corner of the Ohio Avenue and Wyoming Street intersection bears S31°54'52"E at 120.00 feet, thence leaving the southern right of way line of Wyoming Street and running with said Cabin Creek Health Systems along the eastern line of said 10 foot alley S58°07'26"W, 120.00 feet to a calculated point, thence crossing through said 10 foot alley N31°54'52"W, 10.00 feet to a P-K nail set in the western line of said 10 foot alley and at the southeast corner of land owned by the aforementioned Cabin Creek Health Systems and designated as Tax Map 25 Parcel 288, thence continuing with the western line of said 10 foot alley and Cabin Creek Health Systems N58°07'26"E, 120.00 feet to a P-K nail set in the southern line of Wyoming Street, thence leaving said Parcel 288 and running with the southern line of Wyoming Street S31°54'52"E, 10.00 feet to the POINT OF BEGINNING, containing 1200 square feet, more or less.

2. The Mayor of the City of Charleston be, and is hereby authorized and directed to execute, acknowledge and deliver a proper deed conveying to Cabin Creek Health Systems, Inc., a West Virginia non-profit corporation, and its successors and assigns, all right, title and interest in and to said real property as described in Section 1

above, for the consideration of Seven Thousand and 00/100 Dollars (\$7,000.00).

3. All prior ordinances, or parts of ordinances, inconsistent with this ordinance are hereby repealed to the extent of such inconsistency.

Mishoe added that the right of way is not accessible to the public and is only used by the Post Office.

Councilmember Hoover added that Planning Commission and Planning Streets and Traffic also approved the bill.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 8049 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 25-010

Introduced in Council:

February 3, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-010 – Authorizing the Mayor or City Manager to purchase one (1) new Ram
2 2500 Crewcab 4x4 truck for Parks and Recreation from Stephens Auto Center in the amount of
3 \$45,440.00 pursuant to a competitively sourced state contract.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase one (1) new Ram 2500 Crewcab 4x4
8 truck for Parks and Recreation from Stephens Auto Center in the amount of \$45,440.00
9 pursuant to a competitively sourced state contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$2,500 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON
Purchase Request
Replacing Parks and Rec. 301

Date: 1-13-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: One New
Ram 2500 crew cab 4x4 off WV State contract through
Stephens Auto Center

Purchase justification: This is Replacing truck 301 that was
totaled in an accident.

If approved, the total purchase price will be: \$45,440.00

(Check One)

☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

☒ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|--|---|
| 1. | <u>Stephens Auto Center</u>
<u>off WV State contract.</u> | Price Quote: \$ <u>45,440.⁰⁰</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

☐ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☒ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Stephens Auto Center because:

This is getting purchased off the WV state contract.

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Ken Oyley Department: Equipment Maintenance

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 27 - Automobile
Large Pick Up Crew Cab**

Vendor Name: Stephens Auto Center
Manufacturer/Brand: Ram 2500
Model Name & Number: DJ7L92

Vendor Contact: Mike Ballard
Phone No.: 804-369-2411 ext33
Email: mballard@stephensauto.com

Vehicle Requirements:

Classification:	Large Pick Up Crew Cab
Drive:	4WD
Passenger seating:	5 minimum (including driver)
Doors:	4 full doors, minimum
Wheelbase:	148 in., minimum
GVM:	8,750 lbs. min, 10,000 lbs. max
Engine:	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel
Tow Package:	Factory Complete: includes integrated electric trailer brake controller, hitch, and wiring
Switches:	Minimum of three (3) Factory Up- Filter Switches.
Bed:	Minimum 8 Ft Bed.
Bedliner:	Installed Spray-In Liner
Additional Requirements	Factory Running Boards/Step Bars, cab length

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
PW7	White

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:	
Vehicle fuel type	Unit Price
Gasoline	\$45,440.00
Flex-fuel	
Diesel	
CNG/LPG	\$ -
Hybrid	\$ -

Options

FOB Dealership (Deduct)

N/A

FOB Other than Metro Charleston - Per Mile

\$2.25

*Note - The above delivery "options" above are not evaluated as part of the award.

Resolution No. 25-011

Introduced in Council:

February 3, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-011 – Authorizing the Mayor or City Manager to purchase one (1) new Ford
2 F-150 Supercab truck for Refuse Department from Matheny Ford in the amount of \$42,780.00
3 pursuant to a competitively sourced state contract.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase one (1) new Ford F-150 Supercab
8 truck for Refuse Department from Matheny Ford in the amount of \$42,780.00 pursuant to a
9 competitively sourced state contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$2,500 or more**. A minimum of 3 quotes is required for this form.

CITY OF CHARLESTON

Purchase Request

Date: 1-13-25

Replacing Refuse Dept.
truck 552

To: CITY MANAGER,

FY-2024-2025 Budget

I request permission to purchase the following materials and/or supplies: 1 New Ford
F-150 supercab XL 4X4 off wv state contract through
Matheny Ford

Purchase justification: This is on it Regular replacement Cycle
off FY-2024-2025 Budget.

If approved, the total purchase price will be: \$42,780.00

(Check One)

- ☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).
- ☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|---|---|
| 1. | <u>MMTCO DBA Matheny Ford</u>
<u>off WV State Contract</u> | Price Quote: \$ <u>42,780.⁰⁰</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

☐ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☒ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with MMTCO DBA Matheny Ford because:

This is getting purchased off the WV State Contract.

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Ken O'Neil Department: Equipment Maintenance

Is this purchase being paid with grant funds? ☐ Yes ☐ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 15 - Automobile
Standard Pick Up Extended Cab**

Vendor Name: MIMCO DBA MATHENY FORD
Manufacturer/Brand: FORD
Model Name & Number: F150 SUPERCAB XL 4X4 (K1L)

Vendor Contact: JACOB/STEVE
Phone No.: 304-485-4418
Email: JWADE@MATHENYMOTORS.COM/SSKINNER@MATHENYMOTORS.COM

Vehicle Requirements: Standard Pick Up Extended Cab
Classification:

Drive:	4 Wheel/All wheel with Hi/Lo Range	Manufacturer's Standard Available Colors	
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	YZ	WHITE
Wheelbase:	140in., minimum	UM	BLACK
GVWR:	6275 lbs. min, 7350 lbs. max.	JS	SILVER
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel	HX	BLUE
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Factory Complete; includes integrated electric trailer brake controller, hitch, and wiring		
Slush/All weather Mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed:	Short, with installed Spray-in liner.		
Sliding rear window:	Not required.		

Additional Requirements:

Factory Running Boards/Step Bars, Cab Length

The vehicle bid shall include the standard equipment requirements as required in section 3.3.3.1 of the specification.

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 42,780.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Liquid	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$	25.00
\$	0.25

FOB Other than Metro Charleston - Per Mile

*Note - The above delivery "options" above are not evaluated as part of the award.

Resolution No. 25-012

Introduced in Council:

February 3, 2025

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

1 Resolution No. 25-012 – Authorizing the Mayor or City Manager to purchase two (2) new Ram
2 2500 regular cab trucks for Spring Hill Cemetery from Stephens Auto Center in the total amount
3 of \$83,980.00 (\$41,990.00 each) pursuant to a competitively sourced state contract.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase two (2) new Ram 2500 regular cab
8 trucks for Spring Hill Cemetery from Stephens Auto Center in the total amount of \$83,980.00
9 pursuant to a competitively sourced state contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$2,500 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON

Purchase Request

Replacing Springhill Cemetery trucks 952/201 and 211

Date: 1-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: 2 New

Ram 2500 Reg. Cab Trucks off WV state contract.

Purchase justification: These are Replacing Springhill Cemetery Trucks

If approved, the total purchase price will be: \$ 41,990.00 x 2 = \$ 83,980.00

(Check One)

☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|-----------------------------|--|
| 1. | <u>Stephens Auto Center</u> | Price Quote: $\frac{41,990.00}{2} = \$83,980.00$ |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

☐ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☒ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Stephens Auto Center because:

These are getting purchased off WV State Contract.

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Den only Department: Equipment Maintenance

Is this purchase being paid with grant funds? ☐ Yes ☐ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 24 - Automobile
Large Pick Up Regular Cab**

Vendor Name: Stephens Auto Center
Manufacturer/Brand: Ram 2500
Model Name & Number: DI7L62

Vendor Contact: Mike Ballard
Phone No.: 804-369-2411 ext33
Email: mballard@stephenseauto.com

Vehicle Requirements:

Classification:	Large Pick Up Reg Cab
Drive:	4 Wheel/All wheel
Passenger seating:	2 minimum (including driver)
Doors:	2, minimum
Wheelbase:	133 in., minimum
GVW:	8650 lbs. min, 10,000 lbs. max.
Engine:	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel engines
Tow Package:	Factory Complete: includes integrated electric trailer brake controller, hitch, and wiring
Bed Length:	Standard length meeting specifications
Switches:	Minimum three (3) Factory installed Up-Fitter switches
Bed Liner:	Installed Spray-In Liner
Additional Requirements	Factory Running Boards/Step Bars, cab length

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
PW7	White

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:	
Vehicle fuel type	Unit Price
Gasoline	\$41,990.00
Flex-fuel	
Diesel	
CNG/LHfuel	\$ -
Hybrid	\$ -

Options:

FOB Dealership: (Deduct)

N/A

FOB Other than Metro Charleston - Per Mile

\$2.25

*Note - The above delivery "options" above are not evaluated as part of the award.

Resolution No. 25-013

Introduced in Council:

February 3, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-013 – Authorizing the Mayor or City Manager to purchase one (1) new Ford
2 F-150 regular cab 4x4 truck for Street Department from Matheny Ford in the amount of
3 \$38,962.00 pursuant to a competitively sourced state contract.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase one (1) new Ford F-150 regular cab
8 4x4 truck for Street Department from Matheny Ford in the amount of \$38,962.00 pursuant to a
9 competitively sourced state contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$2,500 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON

Purchase Request

Replacing Street Dept
truck 11

Date: 1-13-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: 1 new Ford
F-150 Reg. cab 4x4 off WV state Contract through Matheny Ford

Purchase justification: This is on it regular replacement cycle
off FY-2024-2025 Budget

If approved, the total purchase price will be: \$ 38,962.00

(Check One)

- ☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).
- ☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

MMTC ODBA Matheny Ford

Price Quote: \$ 38,962.00

Price Quote: \$ _____

Price Quote: \$ _____

Price Quote: \$ _____

Price Quote: \$ _____

AND

OR

This is getting purchased off WV state contract -

ITEM A (For Sole Source Procurements ONLY)

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Ken Opley Department: Equipment Maintenance

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 14 - Automobile
Standard Pick Up Reg Cab**

Vendor Name: MMTCO DBA MATHENY FORD
Manufacturer/Brand: FORD
Model Name & Number: F150 REG CAB 4X4 (F1L)

Vendor Contact: JACOB/STEVE
Phone No.: 304-485-4418
Email: JWADE@MATHENYMOTORS.COM/SSKINNER@MATHENYMOTORS.COM

Vehicle Requirements: Standard Pick Up Reg Cab
Classification:

Drive:	4 Wheel/All wheel with Hi/Lo Range	Manufacturer's Standard Available Colors	
Passenger seating:	2 minimum (including driver)	Standard Color Code	Color Description
Doors:	2, minimum	YZ	OXFORD WHITE
Wheelbase:	119 in., minimum	UM	BLACK
GVWR:	6000 lbs. min, 6650 lbs. max.	JS	SILVER
Engine:	6 cylinder minimum	HX	BLUE
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring		
Additional Requirements:			
Installed Spray-in bedliner			
Factory Running Boards/Step Bars, Cab Length			
The vehicle bid shall include the standard equipment requirements as required in section 2.1.3.1 of the specification.			

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 38,962.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$	25.00
\$	0.25

FOB Other than Metro Charleston - Per Mile

*Note - The above delivery "options" above are not evaluated as part of the award.

Resolution No. 25-014

Introduced in Council:

February 3, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-014 – Authorizing the Mayor or City Manager to purchase two (2) new Ford
2 Rangers for General Services and Traffic Engineering from Stephens Auto Center in the total
3 amount of \$69,778.00 (\$34,889.00 each) pursuant to a competitively sourced state contract.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase two (2) new Ford Rangers for
8 General Services and Traffic Engineering from Stephens Auto Center in the total amount of
9 \$69,778.00 pursuant to a competitively sourced state contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$2,500 or more**. A minimum of 3 quotes is required for this form.

CITY OF CHARLESTON

Purchase Request

Date: 1-13-25

To: CITY MANAGER,

Replacing General Service 553
and Traffic Eng. 292
FY 2024-2025 Budget

I request permission to purchase the following materials and/or supplies: 2 new
Ford Rangers off WV state Contract

Purchase justification: These are on there regular Replacement
cycle. FY 2024-2025

If approved, the total purchase price will be: \$ 69,778.00

(Check One)

☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|--|--|
| 1. | <u>Stephens Auto Center</u>
<u>(off state contract)</u> | Price Quote: $\$ \overset{34,889.00}{x} \overset{2}{2}$
<u>\$ 69,778.00</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

☐ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☒ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Stephens Auto Center because:

This is getting purchased off the WV State Contract.

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Ken O'Leary Department: Equipment Maintenance

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 11 - Automobile
Mid-Size Pick Up Crew Cab**

Vendor Name: Stephens Auto Center
Manufacturer/Brand: Ford Ranger Crew 4x4
Model Name & Number: R4P

Vendor Contact: Mike Ballard
Phone No.: 304-369-2411 ext33
Email: mballard@stephensauto.com

Vehicle Requirements: Mid-Size Pick Up Crew Cab
Classification:

Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4 full doors, minimum	YZ	White
Wheelbase:	120 in., minimum	E7	Velocity Blue
GVM:	5400 lbs. min, 6250 lbs. max.	G1	Black
Engine:	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Gas: Turbo - 4 cylinder minimum Diesel: 4 cylinder minimum	JS	Silver
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.	M7	Carbonized Gray
Tow Package:	Installed Hitch & Wiring	NE	Cactus Gray
Slush/ all-Weather mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed (Short):	Bed: Length 60" minimum, 65" maximum, with installed spray-in bedliner		
Sliding Rear Window:	Not Required		

Additional Requirements:

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$34,889.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Liquid	\$ -
Hybrid	\$ -

***Options:**

F08 Dealership: (Deduct)

N/A

F08 Other than Metro Charleston - Per Mile

\$2.25

***Note - The above delivery "options" above are not evaluated as part of the award.**

Resolution No. 25-015

Introduced in Council:

February 3, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 25-015 – Authorizing the Mayor or City Manager to purchase three (3) new Ram 2500 regular cab 4x4 trucks for Parks and Recreation, Traffic Engineering and Equipment Maintenance from Stephens Auto Center in the total amount of \$125,970.00 (\$41,990.00 each) pursuant to a competitively sourced state contract.

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

That the Mayor or City Manager is authorized to purchase three (3) new Ram 2500 regular cab 4x4 trucks for Parks and Recreation, Traffic Engineering and Equipment Maintenance from Stephens Auto Center in the total amount of \$125,970.00 pursuant to a competitively sourced state contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$2,500 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON

Purchase Request

Date: 1-13-25

To: CITY MANAGER,

3 New Ram 2500 Reg cab 4x4
for
Parks and Rec
Traffic Eng.
Equipment Maint.

I request permission to purchase the following materials and/or supplies: 3 New

Ram 2500 4x4 Reg. cab Trucks off WV state Contract
through Stephens Auto Center

Purchase justification: These are replacing Parks and Rec. 304,
Traffic Eng. 72 and Equip. Maint. 95

If approved, the total purchase price will be: \$41,990.00 x 3 = \$125,970.00

(Check One)

☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|---|---|
| 1. | <u>Stephens Auto Center</u>
<u>off WV State Contract</u> | Price Quote: \$ <u>41,990.⁰⁰</u>
<u>3</u>
<u>\$125,970.⁰⁰</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: _____

AND

☐ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☒ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Stephens Auto Center because:

These are getting purchase off the WV State Contract.

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) _____

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Ken O'Leary Department: Equipment Maintenance

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**Class 24 - Automobile
Large Pick Up Regular Cab**

Vendor Name: Stephens Auto Center
Manufacturer/Brand: Ram 2500
Model Name & Number: D17L62

Vendor Contact: Mike Ballard
Phone No.: 804-369-2411 ext33
Email: mballard@stephensauto.com

Vehicle Requirements:

Classification:	Large Pick Up Reg Cab
Drive:	4 Wheel/All wheel
Passenger seating:	2 minimum (including driver)
Doors:	2, minimum
Wheelbase:	133 in., minimum
GVWt:	8650 lbs. min, 10,000 lbs. max.
Engine:	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel engines
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring
Bed Length:	Standard length meeting specifications
Switches:	Minimum three (3) Factory installed Up-fitter switches
Bedliner:	Installed Spray-in Liner
Additional Requirements	Factory Running Boards/Step Bars, cab length

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
PW7	White

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

Vendor Bid Response:	
Vehicle fuel type	Unit Price
Gasoline	\$41,990.00
Flex-fuel	
Diesel	
CNG/Liquid	\$ -
Hybrid	\$ -

Options:

FOB Dealership: (Deduct) N/A
 FOB Other than Metro Charleston - Per Mile \$2.25

*Note - The above delivery "options" above are not evaluated as part of the award.