

CHARLESTON CITY COUNCIL

Regular Meeting

February 3, 2025

at 7:00 PM



THIS MEETING WILL TAKE PLACE IN PERSON AND CAN BE VIEWED LIVE VIA

<https://charlestonwv.civicclerk.com/web/home.aspx>

Council Chambers, Third Floor
City Hall, 501 Virginia St. E.
Charleston, WV

AGENDA

CALL TO ORDER BY THE MAYOR

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC SPEAKERS AND CLAIMS

1. **INTERESTED PUBLIC SPEAKERS MUST REGISTER AT THE CLERK'S HALLWAY TABLE IN PERSON NO EARLIER THAN 15 MINUTES BEFORE THE MEETING STARTS. FIVE (5) SPEAKERS WILL BE PERMITTED (RULE NO. 22 (B)).**
2. Claims 2-3-2025

PROCLAMATIONS

1. 2-3-2025

COMMUNICATIONS

1. 2-3-2025

REPORTS OF STANDING COMMITTEES

FINANCE

1. 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.
2. Resolution No. 25-011 - Authorizing the Mayor or City Manager to purchase 1 Ford F-150 Supercab truck for Refuse Department from Matheny Ford.

3. 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.
4. 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.
5. 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.
6. 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.

REPORTS OF OFFICERS

1. 2-3-2025

NEW BILLS

1. 2-3-2025

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE FEBRUARY 18, 2025 AT 7:00 PM.

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

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/Low 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:

FOS Dealership: (Deduct)

N/A

FOS 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

- off WV State Contract

This is getting purchased off WV state contract -

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'By 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
GWR:	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'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 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.



CHARLESTON GREEN TEAM STRATEGIC PLAN EXECUTIVE SUMMARY



STRATEGIC PLAN

The Green Team has developed six broad goals for achieving its vision. These include three operational goals that will allow the Green Team to become more effective, plus three implementation goals related to climate resilience, transportation and land use, and waste.



In early 2024, the Green Team engaged Downstream Strategies to facilitate a strategic planning process, which ultimately led to this strategic plan.

Downstream Strategies is an environmental and economic development consulting firm that strengthens economies, sustains healthy environments, and builds resilient communities.

GREEN TEAM VISION

We envision a connected, vibrant, and sustainable Charleston that is the climate resilience leader in West Virginia, where all citizens can thrive.





OPERATIONAL GOALS

MAP AND FORMALIZE THE GREEN TEAM'S PROCEDURES AND ACTIONS

- Develop procedures for communicating with City Council, Administration, and staff ★
- Develop process for presenting quarterly and annual reports
- Organize at least 1 meeting a year with Mayor, E & R Chair, and Green Team members
- Formalize internal procedures: proxies, committees, task groups, sharing information

INCREASE AND RETAIN GREEN TEAM PARTICIPATION

- Create committees, such as an Ordinance Review Committee, and task groups ★
- Expand advisory membership, which is authorized in Green Team bylaws
- Formalize nominating process for Green Team membership

ENGAGE THE COMMUNITY

- Create marketing materials ★
- Organize annual forum to exchange ideas
- Provide recognition; create an annual award program
- Launch education & awareness events
- Research possible city designations (such as Tree City USA)
- Create lists of qualified practitioners

IMPLEMENTATION GOALS

INCREASE ENERGY EFFICIENCY AND CLIMATE RESILIENCE

- Promote adoption of solar and encourage energy efficiency upgrades at residences, businesses, nonprofits, and City buildings ★
- Encourage the use of electric vehicles ★
- Support conversion from natural gas to clean electricity

IMPROVE TRANSPORTATION CONNECTIONS AND LAND USE

- Identify policy barriers to a connected transportation system ★
- Research and provide education on a Complete Streets Policy ★
- Implement the East-West Bikeway Connector Project ★
- Increase access to greenspace, including the riverfront ★
- Identify and prioritize needs in areas of disinvestment ★
- Promote walkability and pedestrian safety ★
- Research feasibility of expanded micromobility programs
- Partner with the Municipal Beautification Commission to protect/enhance tree canopy

REDUCE WASTE

- Improve Recycling Options ★
- Promote waste reduction at events ★
- Raise public awareness on composting and recycling ★

Please note that items marked with ★ indicates high priority projects.



**SCAN QR CODE TO DOWNLOAD
FULL STRATEGIC PLAN**

www.charlestonwv.gov/government/greenteam



2024 Charleston Green Team Report to Mayor Amy Goodwin

Happy New Year! As part of our implementation of our new strategic plan, the Green Team will report to the Mayor each quarter, including a written annual recap of our work. The Charleston Green Team is pleased to report our 2024 accomplishments and look forward to hearing feedback from the Mayor and her team, along with Charleston City Council, on this report as well as how to best collaborate during 2025. Thank you!

2024 Green Team Accomplishments:

Strategic Plan: The highlight of 2024 was our work on our first-ever strategic plan. Thanks to funding from the City to provide consultation help from Downstream Strategies, we drafted and finalized a comprehensive plan to guide us through the next several years. The plan is separated into six different goals and how to achieve them. It also places them into different levels of urgency so we can best prioritize our work. This work included development and design of a one-page summary of the Strategic Plan.

Updated Bylaws: This year was time to update our bylaws with some minor but important changes, including formalizing our committees and how we nominate new advisory committee members.

Reusable PODA cups: Working with City Manager Mishoe, we helped pave the way for reusable PODA cups by assisting with discussions with the Kanawha/Charleston Health Department to overcome concerns and potential roadblocks.

Distribution of Blue Recycle Bins: Our Communications Committee worked with Public Works Director Brent Webster to continue outreach to get blue recycle bins out to city residents.

What to Do With Stuff: We compiled a directory of businesses and drop-off locations to help people figure out where to take a multitude of materials when emptying out a house or business. This directory is posted on the Green Team's website and will be further distributed in 2025.

Sustainability Recommendations for Capital Sports Complex Development Association Committee: In July, we worked with Committee member Nancy Bruns to compile a comprehensive list of recommendations shared with the Mayor.

Op-Ed in Charleston Gazette-Mail: To mark our third anniversary, we submitted an op-ed to the Charleston Gazette-Mail to re-introduce citizens to the Green Team, timed this to coordinate with Earth Day.

Social Media/Tabling: We increased our social media outreach via Facebook. We also tabled at our first public event - Environmental Day at the State Capitol.

We are excited to begin work on our 2025 plans and goals to expand our efforts to promote sustainability in the great city of Charleston, while implementing our brand new vision:

We envision a connected, vibrant, and sustainable Charleston that is the climate resilience leader in West Virginia, where all citizens can thrive.