



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
Ordinance and Rules Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, April 7, 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 3-17-2025

II. RESOLUTIONS:

- a. Resolution No. 25-028 – Authorizing the Finance Director to amend the 2024 CDBG budget and the 2022 and 2023 Community Development Block Grant budgets.
- b. Resolution No. 25-029 - Authorizing the Mayor or City Manager to purchase a 2025 Ford F450 truck from Nation Auto Fleet Group for the Charleston Fire Department.
- c. Resolution No. 25-030 - Authorizing the Mayor or City Manager to enter into a contract with Meadow Ridge Ranch Construction for the purchase and installation of new backstop netting and additional foul ball netting at Go-Mart Ballpark.
- d. Resolution No. 25-031 - Authorizing the Mayor or City Manager to enter a change order to the existing concrete paving contract with McClanahan Construction Company, LLC for a stormwater installation and repair at the intersection of Ferry and Thayer Streets.
- e. Resolution No. 25-032 - Authorizing the Mayor or City Manager to enter into a contract with Davey Resource Group, Inc. for the first two phases of a City of Charleston Tree Inventory, and for additional phases as may be needed
- f. Resolution No. 25-033 - Authorizing the Mayor or City Manager to enter into a contract with Thaxton Construction Company, Inc. for installation of pile retaining walls at Gordon Drive and Mayflower Drive.

III. THE AGENDA WAS AMENDED ON 4-3-2025

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



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I. DISCUSSION:

- a. Approval of Previous Minutes 3-17-2025

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- a. Resolution No. 25-028 – Authorizing the Finance Director to amend the 2024 CDBG budget and the 2022 and 2023 Community Development Block Grant budgets.
- b. Resolution No. 25-029 - Authorizing the Mayor or City Manager to purchase a 2025 Ford F450 truck from Nation Auto Fleet Group for the Charleston Fire Department.
- c. Resolution No. 25-030 - Authorizing the Mayor or City Manager to enter into a contract with Meadow Ridge Ranch Construction for the purchase and installation of new backstop netting and additional foul ball netting at Go-Mart Ballpark.

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

Resolution No. 25-028

Introduced in Council:

April 7, 2025

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance Committee

Resolution No. 25-028 - Authorizing the Finance Director to amend the 2024 CDBG budget and the 2022 and 2023 Community Development Block Grant budgets as indicated on the accounts listed below.

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

That the Finance Director is hereby authorized and directed to amend the 2024 CDBG budget and the 2022 and 2023 Community Development Block Grant budgets as indicated on the accounts listed below:

Funds moved from completed/cancelled projects:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
2009-10-42100-000-000-556850	Recovery Point	(\$70,274.00)
Cdbg2022-Fund-UNPR-	Contingencies	(\$54,980.07)
Cdbg2023-Fund-UNPR-	Contingencies	(\$31,251.22)

Funds transferred to other projects to cover additional costs:

<u>Account Number</u>	<u>Description</u>	<u>Amount</u>
CDBG24-FUND-UNPR	Contingencies	\$70,274.00
Cdbg2024-003L-CENG-	ADA Ramps	\$156,505.29

The City proposes to cancel funding for Recovery Point and move funds from Contingencies to provide additional funds to ADA Accessible Ramps and Sidewalks.

Resolution No. 25-029

Introduced in Council:

April 7, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-029 – Authorizing the Mayor or City Manager to purchase a 2025 Ford F450
2 truck from Nation Auto Fleet Group for the Charleston Fire Department in the amount of
3 \$80,665.72 pursuant to a competitively source 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 a 2025 Ford F450 truck from Nation
8 Auto Fleet Group for the Charleston Fire Department in the amount of \$80,665.72 pursuant to
9 a competitively source contract.



CITY OF CHARLESTON
Purchase Request

INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$5,000 or more**. A minimum of **3** quotes is required for this form.

Date: 3/17/2025

To: CITY MANAGER,

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

2025 Ford F450

Purchase justification: _____

Replacement tow vehicle. Purchasing with Sourcewell contract 091521-NAF.

If approved, the total purchase price will be: \$80,665.72

(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>National Auto Fleet Group</u> | Price Quote: \$ <u>80,665.72</u> |
| 2. | _____ | Price Quote: \$ _____ |
| 3. | _____ | Price Quote: \$ _____ |
| 4. | _____ | Price Quote: \$ _____ |
| 5. | _____ | Price Quote: \$ _____ |

The apparent low-bid vendor *meeting specifications* is: National Auto Fleet Group

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. Vendor outside of city limits.

OR

- ☐ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with _____ because:

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) _____

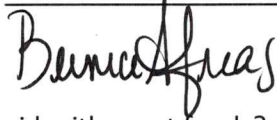
REQUESTOR'S DECLARATION

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: Bernice A. Freas for CFD Department: City Manager's Office



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

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: 976C11 645900 Budgeted FY2025

City Manager Approval: _____ Date: _____

CITY OF CHARLESTON, West Virginia
Purchase Order Request Form
CHARLESTON FIRE DEPARTMENT

Purchase Order #: _____

Date: 03/17/25 Account Number#: _____

Vendor: National Auto Fleet Group V11850 Phone: 855-289-6572

Contact: Jesse Cooper _____

Address: 490 Auto Center Dr., Watsonville, CA 95076
(Street, City, State, Zip)

Quantity	Description	Unit Price	Total Price
1	2025 Ford F450		80,665.72
TOTAL			80,665.72

Requested By: Matt Nicholson

Purpose of Request: Replacement tow vehicle

Quote ID - 39249

Sourcewell contract 091521-NAF

Operations Chief:

☐ Denied ☒ Approved

Matt Nicholson

Date: 3/17/2025

Administrative Chief:

☐ Denied ☐ Approved

Date: _____

Fire Chief:

☐ Denied ☐ Approved

Date: _____

976011 645900 FY25



National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

3/17/2025

Quote ID: **39249**

Order Cut Off Date: **TBA**

Matthew Nicholson
Charleston fire dept.
Fire

808 virginia st W

Charleston, West Virginia, 25302

Dear Matthew Nicholson,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.

One (1) New/Unused (2025 Ford Super Duty F-450 DRW (W4D) XLT 4WD Crew Cab 8' Box 176" WB,) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Total Savings
Contract Price	\$83,425.00	\$80,365.72	3.667 %	\$3,059.28
1 Additional Key(s)		\$300.00		
Tax (0.0000 %)		\$0.00		
Tire fee		\$0.00		
Total		\$80,665.72		

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF** . Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Jesse Cooper
Account Manager
Email: Fleet@NationalAutoFleetGroup.com
Office: (855) 289-6572
Fax: (831) 480-8497



Purchase Order Instructions & Resources

In order to finalize your purchase please submit this purchase packet to your governing body for a purchase order approval and submit your purchase order in the following way:

Email: Fleet@NationalAutoFleetGroup.com

Fax: (831) 480-8497

Mail: National Auto Fleet Group

490 Auto Center Drive

Watsonville, CA 95076

We will send a courtesy confirmation for your order and a W-9 if needed.

Additional Resources

Learn how to track your vehicle: www.NAFGETA.com

Use the upfitter of your choice: www.NAFGpartner.com

Vehicle Status: ETA@NationalAutoFleetGroup.com

General Inquiries: Fleet@NationalAutoFleetGroup.com

For general questions or assistance please contact our main office at:

1-855-289-6572

Vehicle Configuration Options

ENGINE

Code	Description
99M	Engine: 6.7L High Output Power Stroke V8 Diesel, -inc: Turbo diesel B20, manual push-button engine-exhaust braking and Operator Commanded Regeneration (OCR)

TRANSMISSION

Code	Description
44G	Transmission: TorqShift 10-Speed Automatic, (STD)

TIRES

Code	Description
TGL	Tires: 225/70Rx19.5G BSW Traction, (STD)

PRIMARY PAINT

Code	Description
PQ	Race Red

SEAT TYPE

Code	Description
3S	Medium Dark Slate, Cloth 40/20/40 Split Bench Seat, -inc: 20% locking center under-seat storage, center armrest, cupholder, storage, 8-way power driver (includes power lumbar) and 2-way adjustable driver/passenger headrests

ADDITIONAL EQUIPMENT

Code	Description
874	360-Degree Camera Package, -inc: wired auxiliary trailer camera compatibility, Rear Parking Sensors, reverse brake assist, LED Center High-Mounted Stop Lamp (CHMSL) Camera, LED center high-mounted stop lamp (CHMSL), 360-Degree Camera, picture in picture capability, BLIS w/Cross-Traffic Alert, trailer coverage
17X	FX4 Off-Road Package, -inc: Hill Descent Control, Off-Road Specifically Tuned Shock Absorbers, front/rear, Transfer Case & Fuel Tank Skid Plates, Unique FX4 Off-Road Box Decal
62R	Transmission Power Take-Off Provision, -inc: transmission mounted live drive and stationary mode PTO
41H	Engine Block Heater, -inc: grille cover
67B	410 Amp Dual Alternators, -inc: 250 Amp + 160 Amp
91D	Onboard Scales & Smart Hitch
67H	Heavy-Service Front Suspension Package, -inc: heavy-service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen, Not included if maximum springs have been computer selected as standard equipment), Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty

	winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR), Note 1: Vehicle ride height will increase w/the addition of this package, Note 2: May result in deterioration of ride quality when vehicle is not equipped w/front end utility attachment
54F	PowerScope Trailer Tow Mirrors w/Heat, -inc: power-folding w/Autofold, telescoping, power glass, turn signal, high intensity LED security approach lamps and utility lighting system (LED side-mirror spotlights)
43B	Defrost w/Fixed & Privacy Glass
435	Power-Sliding Rear-Window w/Defrost, -inc: Defrost w/Fixed & Privacy Glass
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others
85S	Tough Bed Spray-In Bedliner, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts
18C	6" Angular Bright Anodized Step Bars
66L	LED Box Lighting, -inc: LED Center High-Mounted Stop Lamp (CHMSL)
61L	Front Wheel Well Liners (Pre-Installed)
76S	Remote Start System
41A	Rapid-Heat Supplemental Cab Heater, -inc: 410 Amp Dual Alternators, 250 Amp + 160 Amp
166	Carpet Delete, -inc: Replaced w/black vinyl flooring
85G	Tailgate Step & Handle
66S	Upfitter Switches (6), -inc: Located in overhead console
76C	Exterior Backup Alarm (Pre-Installed)
18A	Vehicle Integration System 2.0, -inc: programmable and connected vehicle integration system, Recommended for snowplows and trucks that will utilize upfit aftermarket equipment
43K	Pro Power Onboard - 2kW, -inc: dual alternators 12V 250 Amp + 24V 150 Amp
OPTION PACKAGE	
Code	Description
673A	Order Code 673A

2025 Fleet/Non-Retail Ford Super Duty F-450 DRW XLT 4WD Crew Cab 8' Box 176" WB

WINDOW STICKER

2025 Ford Super Duty F-450 DRW XLT 4WD Crew Cab 8' Box 176" WB		
CODE	MODEL	MSRP
W4D	2025 Ford Super Duty F-450 DRW XLT 4WD Crew Cab 8' Box 176" WB	\$70,535.00
OPTIONS		
99M	Engine: 6.7L High Output Power Stroke V8 Diesel, -inc: Turbo diesel B20, manual push-button engine-exhaust braking and Operator Commanded Regeneration (OCR)	\$3,000.00
44G	Transmission: TorqShift 10-Speed Automatic, (STD)	\$0.00
TGL	Tires: 225/70Rx19.5G BSW Traction, (STD)	\$0.00
PQ	Race Red	\$0.00
3S	Medium Dark Slate, Cloth 40/20/40 Split Bench Seat, -inc: 20% locking center under-seat storage, center armrest, cupholder, storage, 8-way power driver (includes power lumbar) and 2-way adjustable driver/passenger headrests	\$0.00
874	360-Degree Camera Package, -inc: wired auxiliary trailer camera compatibility, Rear Parking Sensors, reverse brake assist, LED Center High-Mounted Stop Lamp (CHMSL) Camera, LED center high-mounted stop lamp (CHMSL), 360-Degree Camera, picture in picture capability, BLIS w/Cross-Traffic Alert, trailer coverage	\$1,150.00
17X	FX4 Off-Road Package, -inc: Hill Descent Control, Off-Road Specifically Tuned Shock Absorbers, front/rear, Transfer Case & Fuel Tank Skid Plates, Unique FX4 Off-Road Box Decal	\$550.00
62R	Transmission Power Take-Off Provision, -inc: transmission mounted live drive and stationary mode PTO	\$280.00
41H	Engine Block Heater, -inc: grille cover	\$190.00
67B	410 Amp Dual Alternators, -inc: 250 Amp + 160 Amp	INC
91D	Onboard Scales & Smart Hitch	\$650.00
67H	Heavy-Service Front Suspension Package, -inc: heavy-service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen, Not included if maximum springs have been computer selected as standard equipment), Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR), Note 1: Vehicle ride height will increase w/the addition of this package, Note 2: May result in deterioration of ride quality when vehicle is not equipped w/front end utility attachment	\$125.00
54F	PowerScope Trailer Tow Mirrors w/Heat, -inc: power-folding w/Autofold, telescoping, power glass, turn signal, high intensity LED security approach lamps and utility lighting system (LED side-mirror spotlights)	\$280.00
43B	Defrost w/Fixed & Privacy Glass	INC
435	Power-Sliding Rear-Window w/Defrost, -inc: Defrost w/Fixed & Privacy Glass	\$405.00
153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others	\$0.00
85S	Tough Bed Spray-In Bedliner, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts	\$595.00
18C	6" Angular Bright Anodized Step Bars	\$570.00
66L		\$60.00

	LED Box Lighting, -inc: LED Center High-Mounted Stop Lamp (CHMSL)	
61L	Front Wheel Well Liners (Pre-Installed)	\$180.00
76S	Remote Start System	\$250.00
41A	Rapid-Heat Supplemental Cab Heater, -inc: 410 Amp Dual Alternators, 250 Amp + 160 Amp	\$350.00
166	Carpet Delete, -inc: Replaced w/black vinyl flooring	(\$50.00)
85G	Tailgate Step & Handle	\$375.00
66S	Upfitter Switches (6), -inc: Located in overhead console	\$230.00
76C	Exterior Backup Alarm (Pre-Installed)	\$220.00
18A	Vehicle Integration System 2.0, -inc: programmable and connected vehicle integration system, Recommended for snowplows and trucks that will utilize upfit aftermarket equipment	\$400.00
43K	Pro Power Onboard - 2kW, -inc: dual alternators 12V 250 Amp + 24V 150 Amp	\$985.00
673A	Order Code 673A	\$0.00

Please note selected options override standard equipment

SUBTOTAL	\$81,330.00
Advert/ Adjustments	\$0.00
Manufacturer Destination Charge	\$2,095.00
TOTAL PRICE	\$83,425.00

Est City: N/A MPG
Est Highway: N/A MPG
Est Highway Cruising Range: N/A mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

Notes

Standard Equipment

MECHANICAL

Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20 -inc: manual push-button engine-exhaust braking and Operator Commanded Regeneration (OCR) (STD)

Transmission: TorqShift 10-Speed Automatic -inc: SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road (STD)

EXTERIOR

Tires: 225/70Rx19.5G BSW Traction -inc: Spare may not be the same as road tire (STD)

ADDITIONAL EQUIPMENT

50-State Emissions System
Electronic Transfer Case
Part-Time Four-Wheel Drive
Limited Slip w/4.30 Axle Ratio
68-Amp/Hr 750CCA Maintenance-Free Battery w/Run Down Protection
HD 190 Amp Alternator
Trailer Wiring Harness
Class V Towing Equipment -inc: Hitch, Brake Controller and Trailer Sway Control
5336# Maximum Payload
GVWR: 14,000 lb Payload Package
HD Shock Absorbers
Front And Rear Anti-Roll Bars
Firm Suspension
Hydraulic Power-Assist Steering
Single Stainless Steel Exhaust
48 Gal. Fuel Tank
Dual Rear Wheels
Auto Locking Hubs
Front Suspension w/Coil Springs
Solid Axle Rear Suspension w/Leaf Springs
4-Wheel Disc Brakes w/4-Wheel ABS, Front And Rear Vented Discs, Brake Assist and Hill Hold Control
Regular Box Style
Wheels: 19.5" Forged Polished Aluminum -inc: bright hub covers/center ornaments (4 aluminum outer and 2 steel inner)
Steel Spare Wheel
Full-Size Spare Tire Stored Underbody w/Crankdown

Clearcoat Paint
Chrome Front Bumper w/Body-Colored Rub Strip/Fascia Accent and 2 Tow Hooks
Chrome Rear Step Bumper
Black Side Windows Trim and Black Front Windshield Trim
Black Door Handles
Black Power Heated Side Mirrors w/Convex Spotter, Manual Folding and Turn Signal Indicator
Manual Extendable Trailer Style Mirrors
Fixed Rear Window
Variable Intermittent Wipers
Privacy Glass
Aluminum Panels
Chrome Grille
Tailgate Rear Cargo Access
Tailgate/Rear Door Lock Included w/Power Door Locks
Boxside Steps
Cargo Lamp w/High Mount Stop Light
Cab Clearance Lights
Perimeter/Approach Lights
Autolamp Auto On/Off Reflector Halogen Auto High-Beam Daytime Running Lights Preference Setting
Headlamps w/Delay-Off
Front Fog Lamps
Headlights-Automatic Highbeams
Radio w/Seek-Scan, Clock and Speed Compensated Volume Control
Radio: AM/FM Stereo w/MP3 Player -inc: 6 speakers
Fixed Antenna
SYNC 4 -inc: 8" LCD capacitive touchscreen w/swipe capability, wireless phone connection, cloud connected, AppLink w/app catalog, 911 Assist, Apple CarPlay and Android Auto compatibility and digital owner's manual
2 LCD Monitors In The Front
6-Way Power Driver Seat -inc: Power Recline, Height Adjustment and Fore/Aft Movement
4-Way Passenger Seat -inc: Manual Recline and Fore/Aft Movement
60-40 Folding Split-Bench Front Facing Fold-Up Cushion Rear Seat
Manual Tilt/Telescoping Steering Column
Gauges -inc: Speedometer, Odometer, Engine Coolant Temp, Tachometer, Turbo/Supercharger Boost, Transmission Fluid Temp, Engine Hour Meter, Trip Odometer and Trip Computer
Power Rear Windows
FordPass Connect 5G Mobile Hotspot Internet Access
Rear Cupholder
3 12V DC Power Outlets
Compass
Remote Keyless Entry w/Integrated Key Transmitter, Illuminated Entry and Panic Button

Cruise Control w/Steering Wheel Controls
Manual Air Conditioning
HVAC -inc: Underseat Ducts
Illuminated Locking Glove Box
Full Cloth Headliner
Urethane Gear Shifter Material
Interior Trim -inc: Metal-Look Instrument Panel Insert and Chrome Interior Accents
Cloth 40/20/40 Split Bench Seat -inc: 20% locking center under-seat storage, center armrest, cupholder, storage, 8-way power driver (includes power lumbar) and 2-way adjustable driver/passenger headrests
Day-Night Rearview Mirror
Driver And Passenger Visor Vanity Mirrors
Full Overhead Console w/Storage, 3 12V DC Power Outlets and 1 120V AC Power Outlet
Fade-To-Off Interior Lighting
Front And Rear Map Lights
Full Carpet Floor Covering -inc: Carpet Front And Rear Floor Mats
Pickup Cargo Box Lights
Smart Device Remote Engine Start
Instrument Panel Covered Bin, Dashboard Storage, Driver / Passenger And Rear Door Bins
Power 1st Row Windows w/Driver And Passenger 1-Touch Up/Down
Delayed Accessory Power
Power Door Locks w/Autolock Feature
Driver Information Center
Trip Computer
Outside Temp Gauge
Digital/Analog Appearance
Seats w/Cloth Back Material
Manual Adjustable Rear Head Restraints
2 Seatback Storage Pockets
Perimeter Alarm
Securilock Anti-Theft Ignition (pats) Immobilizer
Air Filtration
3 12V DC Power Outlets and 1 120V AC Power Outlet
AdvanceTrac w/Roll Stability Control Electronic Stability Control (ESC) And Roll Stability Control (RSC)
ABS And Driveline Traction Control
Side Impact Beams
Dual Stage Driver And Passenger Seat-Mounted Side Airbags
Pre-Collision Assist with Automatic Emergency Braking (AEB)
Collision Mitigation-Front
Dual Stage Driver And Passenger Front Airbags
Safety Canopy System Curtain 1st And 2nd Row Airbags

Rear Child Safety Locks
Outboard Front Lap And Shoulder Safety Belts -inc: Rear Center 3 Point and Height Adjusters
Back-Up Camera

Freas, Bernice

From: Nicholson, Matthew
Sent: Monday, March 17, 2025 1:25 PM
To: Freas, Bernice
Cc: Dunbar Jr. Jesse
Subject: F450 Quote and PO
Attachments: F450 Quote.pdf; F450 PO request.pdf

Good afternoon Bernice,

Attached are the PO request and updated quote for the F450 Sourcewell purchase. If you have any questions or need anything else, just let me know.

Thank you!

Matt Nicholson
Chief of Fire Operations
Office:304-348-8099
Cell: 304-389-2003

Freas, Bernice

From: Mishoe, Benjamin
Sent: Friday, March 14, 2025 12:34 PM
To: Freas, Bernice
Cc: Nicholson, Matthew; Wood, Andy; Hancock, Billie; Dunbar Jr. Jesse
Subject: RE: Truck Purchase

It is true we discussed bidding this out rather than purchasing via Sourcewell. I spoke with Dunbar and Nicholson today, and with Billie, and have a better understanding of the specific need for this specific truck.

We are all on the same page at this point and plan to go forward with the Sourcewell purchase rather than bidding it out.

With that in mind, we'll need confirmation that the Sourcewell price will be honored and will then need the purchase request entered into the ERP. At that time we can get it on Council's agenda for approval.

Thanks,

- Ben



Ben Mishoe

City of Charleston
City Manager
501 Virginia Street East
Charleston, WV 25301
Phone: 304-348-8014

From: Freas, Bernice <bernice.freas@cityofcharleston.org>
Sent: Thursday, March 13, 2025 3:06 PM
To: Mishoe, Benjamin <ben.mishoe@cityofcharleston.org>
Cc: Nicholson, Matthew <matthew.nicholson@charlestonfire.com>; Mishoe, Benjamin <ben.mishoe@cityofcharleston.org>; Wood, Andy <andy.wood@cityofcharleston.org>; Hancock, Billie <billie.hancock@cityofcharleston.org>; Dunbar Jr. Jesse <jesse.dunbar@charlestonfire.com>
Subject: RE: Truck Purchase

Jesse just called me and indicated that Ben had specified this was to be bid out. Is that true?

Bernice A. Freas
Budget Officer-Public Safety
City of Charleston, WV
501 Virginia Street East
Charleston, WV 25301
(304) 348-6870 ext. 172

From: Hancock, Billie <billie.hancock@cityofcharleston.org>
Sent: Thursday, March 13, 2025 12:04 PM

To: Freas, Bernice <bernice.freas@cityofcharleston.org>; Dunbar Jr. Jesse <jesse.dunbar@charlestonfire.com>
Cc: Nicholson, Matthew <matthew.nicholson@charlestonfire.com>; Mishoe, Benjamin <ben.mishoe@cityofcharleston.org>; Wood, Andy <andy.wood@cityofcharleston.org>
Subject: Re: Truck Purchase

This will work the same way as the dive helmets. We can purchase from the Sourcewell contract, but we will need to get Council approval first. Please enter the information in the ERP system.

Thank you,

Billie S. Hancock

City of Charleston



Purchasing Director
501 Virginia Street East

Charleston, WV 25301

Phone: 304-348-8000
Extension: 176

From: Freas, Bernice <bernice.freas@cityofcharleston.org>
Sent: Thursday, March 13, 2025 10:14 AM
To: Dunbar Jr. Jesse <jesse.dunbar@charlestonfire.com>
Cc: Nicholson, Matthew <matthew.nicholson@charlestonfire.com>; Hancock, Billie <billie.hancock@cityofcharleston.org>; Mishoe, Benjamin <ben.mishoe@cityofcharleston.org>; Wood, Andy <andy.wood@cityofcharleston.org>
Subject: RE: Truck Purchase

No action has been taken. I forwarded to Ben/Andy when received.

I am copying Billie on this email, as this is a Sourcewell contract.

Ben/Andy/Billie, if I need to prepare anything here, ie council approval form, PO requisition, etc., please let me know.

Bernice A. Freas
Budget Officer-Public Safety
City of Charleston, WV
501 Virginia Street East
Charleston, WV 25301
(304) 348-6870 ext. 172

From: Dunbar Jr. Jesse <jesse.dunbar@charlestonfire.com>
Sent: Thursday, March 13, 2025 10:07 AM
To: Freas, Bernice <bernice.freas@cityofcharleston.org>

Cc: Nicholson, Matthew <matthew.nicholson@charlestonfire.com>

Subject: Truck Purchase

Bernice, Chief Nicholson had emailed some specs on a pick-up truck we want to purchase a few weeks ago. Could you advise if getting it out to bid is in motion or should we communicate with Billie directly on this?

Fred Dunbar

Deputy Chief

Charleston Fire Department

808 Virginia Street West

Charleston, WV 25302

304-932-6240 (cell)

Jesse.Dunbar@charlestonfire.com



Original Quote



1-855-289-6572
Fax 1-831-480-8497
Fleet@NationalAutoFleetGroup.com

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Step 5 of 8

Please select all your desired Options

This is only a Quote, in order for us to place an order, we must receive your purchase order.

[Build Your Vehicle](#) > [2025 Ford](#) > [Super Duty F-450 DRW](#) > XLT 4WD Crew Cab 8' Box 176" WB



2025 Ford Super Duty F-450 DRW XLT 4WD Crew Cab 8' Box 176" WB

[Click here to view General Info](#)

[Click here to view Technical Specifications](#)

[Click here to view Standards](#)

[Hide Options](#)

[Click here to view Configuration Checklist](#)

[Click here to view Colors](#)

OPTIONS

ENGINE

State	Code	Description	MSRP
☐	99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20, (STD)	\$0
☒	99M	Engine: 6.7L High Output Power Stroke V8 Diesel, -inc: Turbo diesel B20, manual push-button engine-exhaust braking, Operator Commanded Regeneration (OCR) and intelligent oil-life monitor	\$3000

TRANSMISSION

State	Code	Description	MSRP
☒	44G	Transmission: TorqShift 10-Speed Automatic, (STD)	\$0

TIRES

State	Code	Description	MSRP
☒	TGL	Tires: 225/70R19.5G BSW Traction, (STD)	\$0

PRIMARY PAINT

State	Code	Description	MSRP
☐	UM	Agate Black Metallic	\$0
☐	HX	Antimatter Blue Metallic	\$0

☐	DR	Avalanche	\$0
☐	M7	Carbonized Gray Metallic	\$0
☐	Z1	Oxford White	\$0
☒	PQ	Race Red	\$0
☐	RR	Ruby Red Metallic Tinted Clearcoat	\$495
☐	LJ	Darkened Bronze Metallic	\$495

SEAT TYPE

State	Code	Description	MSRP
☒	3S	Medium Dark Slate, Cloth 40/20/40 Split Bench Seat, -inc: 20% locking center under-seat storage, center armrest, cupholder, storage, 8-way power driver (includes power lumbar) and 2-way adjustable driver/passenger headrests	\$0
☐	3J	Baja, Cloth 40/20/40 Split Bench Seat, -inc: 20% locking center under-seat storage, center armrest, cupholder, storage, 8-way power driver (includes power lumbar) and 2-way adjustable driver/passenger headrests	\$0
☐	2S	Medium Dark Slate, Cloth 40/Console/40 Front Seats, -inc: 8-way power driver (includes power lumbar) and 2-way adjustable driver/passenger headrests, Flow-Through Console, 120V/400W outlet in rear	\$300
☐	2J	Baja, Cloth 40/Console/40 Front Seats, -inc: 8-way power driver (includes power lumbar) and 2-way adjustable driver/passenger headrests, Flow-Through Console, 120V/400W outlet in rear	\$300

ADDITIONAL EQUIPMENT

State	Code	Description	MSRP
☒	874	360-Degree Camera Package, -inc: wired auxiliary trailer camera compatibility, Rear Parking Sensors, reverse brake assist, LED Center High-Mounted Stop Lamp (CHMSL) Camera, LED center high-mounted stop lamp (CHMSL), 360-Degree Camera, picture in picture capability, BLIS w/Cross-Traffic Alert, trailer coverage	\$1150
☒	47B	Snow Plow/Camper Package, -inc: computer selected springs for snowplow application and slide-in camper certification, Note 1: Salesperson's source book or Ford RV trailer towing guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability, Restrictions apply; see Supplemental Reference or Body Builders Layout Book for details, Expect firmer ride when vehicle is not equipped w/snowplow and/or camper, Note 2: May result in deterioration of ride quality when vehicle is not equipped w/snowplow and/or camper, Note 3: Dual battery (86M) recommended w/6.8L or 7.3L gasoline engines; see Body Builders Layout Book for details, Rear Stabilizer Bar & Auxiliary Springs	\$305
☒	17X	FX4 Off-Road Package, -inc: Hill Descent Control, Off-Road Specifically Tuned Shock Absorbers, front/rear, Transfer Case & Fuel Tank Skid Plates, Unique FX4 Off-Road Box Decal	\$495
☒	62R	Transmission Power Take-Off Provision, -inc: transmission mounted live drive and stationary mode PTO	\$280
☐	86K	Programmable Engine Idle Shutdown Timer, -inc: Selection of this option enables the driver to select a time period between 1 to 30 minutes before the engine will shut off after idling. There will not be an option to override this timing. Customers needing to idle their vehicles for longer periods should not select this option	\$250
☒	41H	Engine Block Heater, -inc: grille cover	\$190
☒	67B	410 Amp Dual Alternators, -inc: 250 Amp + 160 Amp	\$115
☒	91D	Onboard Scales & Smart Hitch	\$650
☐	15E	Gooseneck Dual Hitch Kit (Pre-Installed), -inc: (1) 2-5/16" gooseneck ball, (1) 3" gooseneck ball and (2) safety chain tie-down bars	\$525
☐	15K	35K 5th Wheel Hitch Kit (Pre-Installed)	\$1745
☒	67H	Heavy-Service Front Suspension Package, -inc: heavy-service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen, Not included if maximum springs have been computer selected as standard equipment), Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR), Note 1: Vehicle ride height will increase w/the addition of this package, Note 2: May result in deterioration of ride quality when vehicle is not equipped w/front end utility attachment	\$125
☒	473	Snow Plow Prep Package, -inc: computer selected springs for snowplow application, Note restrictions apply; see supplemental reference or body builders layout book for details, May result in deterioration of ride quality when vehicle is not equipped w/snowplow, See body builders layout book for details, Rapid-Heat Supplemental Cab Heater, 410 Amp Dual Alternators, 250 Amp + 160 Amp	\$250
☐	471	Camper Package, -inc: heavy service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen, Not included if maximum springs have been computer selected as standard equipment), rear auxiliary springs and slide-in camper certification, Note 1: Salesperson's source book or Ford RV trailer towing guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability, Note 2: May result in deterioration of ride quality when vehicle is not equipped w/camper, Rear Stabilizer Bar & Auxiliary Springs	\$160
☒	54F	PowerScope Trailer Tow Mirrors w/Heat, -inc: power-folding w/Autofold, telescoping, power glass, turn signal, high intensity LED security approach lamps and utility lighting system (LED side-mirror spotlights)	\$280

☒	43B	Defrost w/Fixed & Privacy Glass	\$60
☐	435	Power-Sliding Rear-Window w/Defrost, -inc: Defrost w/Fixed & Privacy Glass	\$405
☐	153	Front License Plate Bracket, -inc: Standard in states requiring 2 license plates and optional to all others	\$0
☒	85S	Tough Bed Spray-In Bedliner, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts	\$595
☐	87S	Retractable Bed Side-Step (Pre-Installed)	\$780
☒	62S	Rear Splash Guards/Mud Flaps (Pre-Installed)	\$0
☒	18B	Platform Running Boards	\$445
☐	18C	6" Angular Bright Anodized Step Bars	\$570
☐	66L	LED Box Lighting, -inc: LED Center High-Mounted Stop Lamp (CHMSL)	\$60
☐	91S	Amber 360 Degree LED Warn Strobes (Pre-Installed), -inc: dual beacon	\$650
☐	91G	Amber-Whit 360 Deg LED Warn Strobes (Pre-Installed), -inc: dual beacon	\$650
☐	61L	Front Wheel Well Liners (Pre-Installed)	\$180
☐	19J	Matte Black Aluminum Crossbed Toolbox (Pre-Installed), -inc: Weather Guard Defender Series	\$1000
☐	19K	Bright Premium Aluminum Crossbed Toolbox (Pre-Installed), -inc: Weather Guard model #127-0-02	\$1000
☐	76S	Remote Start System	\$250
☒	41A	Rapid-Heat Supplemental Cab Heater, -inc: 410 Amp Dual Alternators, 250 Amp + 160 Amp	\$250
☐	52S	Interior Work Surface	\$140
☒	166	Carpet Delete, -inc: Replaced w/black vinyl flooring	\$-50
☒	16T	All-Weather Floor Mats, -inc: Doesn't include carpet floor mats	\$130
☐	85G	Tailgate Step & Handle	\$375
☐	19H	Pickup Box Bed Side Storage	\$1695
☐	21D	Soft Folding Tonneau Pickup Box Cover (Pre-Installed)	\$590
☐	21E	Hard Folding Tonneau Pickup Box Cover (Pre-Installed)	\$1200
☐	21J	Retractable Tonneau Pickup Box Cover (Pre-Installed)	\$2200
☐	66S	Upfitter Switches (6), -inc: Located in overhead console	\$165
☐	76C	Exterior Backup Alarm (Pre-Installed)	\$220
☐	18A	Vehicle Integration System 2.0, -inc: programmable and connected vehicle integration system, Recommended for snowplows and trucks that will utilize upfit aftermarket equipment	\$400
☒	43K	Pro Power Onboard - 2kW, -inc: dual alternators 12V 250 Amp + 24V 150 Amp	\$985
☒	21X	Vehicle Safe by Console Vault (Pre-Installed)	\$350

OPTION PACKAGE (Must Pick One)

State	Code	Description	MSRP
☒	673A	Order Code 673A	\$0

Once you complete your build, an advisor will contact you to review your request

PRICING SUMMARY

	MSRP
Base Price	\$70535
Manufacturer Destination Charge	\$1995
Total Options Price	\$8585
Total Price	\$81115  MSRP only. Not your Sourcewell member price.

[View the Sourcewell Price Report](#)

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Welcome **Matthew Nicholson**

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This is only a Quote, in order for us to place an order, we must receive your purchase order.

Step 6 of 8

Please click to view your quotation

Sourcewell Price

Exclusive Sourcewell Price

Configured Total MSRP Price	\$81,115.00
Sourcewell Price (Price does NOT include any additional keys and/or service manuals referenced below)	\$78,214.50
Total Savings	\$2,900.50
Total % Savings	3.576 %



[View Your Sourcewell Quote](#)

Estimated Lease Options Per Unit

36 Months	\$2,369.90
48 Months	\$1,806.75
60 Months	\$1,478.25



[Click to View Lease Options](#)

MAKE/MODEL DETAIL

Model Year	2025
Model Name	Super Duty F-450 DRW
Manufacturer Model Code	W4D
Series/Sub-Model Name	XLT 4WD Crew Cab 8' Box 176" WB
Body Style	Crew Cab Pickup - Long Bed

Vehicle Configuration Options

ENGINE

Code	Description
99M	Engine: 6.7L High Output Power Stroke V8 Diesel, -inc: Turbo diesel B20, manual push-button engine-exhaust braking, Operator Commanded Regeneration (OCR) and intelligent oil-life monitor

TRANSMISSION

Code	Description
44G	Transmission: TorqShift 10-Speed Automatic, (STD)

TIRES

Code	Description
TGL	Tires: 225/70Rx19.5G BSW Traction, (STD)

PRIMARY PAINT

Code	Description
PQ	Race Red

SEAT TYPE

Code	Description
3S	Medium Dark Slate, Cloth 40/20/40 Split Bench Seat, -inc: 20% locking center under-seat storage, center armrest, cupholder, storage, 8-way power driver (includes power lumbar) and 2-way adjustable driver/passenger headrests

ADDITIONAL EQUIPMENT

Code	Description
874	360-Degree Camera Package, -inc: wired auxiliary trailer camera compatibility, Rear Parking Sensors, reverse brake assist, LED Center High-Mounted Stop Lamp (CHMSL) Camera, LED center high-mounted stop lamp (CHMSL), 360-Degree Camera, picture in picture capability, BLIS w/Cross-Traffic Alert, trailer coverage
17X	FX4 Off-Road Package, -inc: Hill Descent Control, Off-Road Specifically Tuned Shock Absorbers, front/rear, Transfer Case & Fuel Tank Skid Plates, Unique FX4 Off-Road Box Decal
62R	Transmission Power Take-Off Provision, -inc: transmission mounted live drive and stationary mode PTO
41H	Engine Block Heater, -inc: grille cover
67B	410 Amp Dual Alternators, -inc: 250 Amp + 160 Amp
91D	Onboard Scales & Smart Hitch
67H	Heavy-Service Front Suspension Package, -inc: heavy-service front springs (1 up upgrade above the spring computer selected as a consequence of options chosen, Not included if maximum springs have been computer selected as standard equipment), Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR), Note 1: Vehicle ride height will increase w/the addition of this package, Note 2: May result in deterioration of ride quality when vehicle is not equipped w/front end utility attachment
54F	PowerScope Trailer Tow Mirrors w/Heat, -inc: power-folding w/Autofold, telescoping, power glass, turn signal, high intensity LED security approach lamps and utility lighting system (LED side-mirror spotlights)
43B	Defrost w/Fixed & Privacy Glass
85S	Tough Bed Spray-In Bedliner, -inc: tailgate-guard, black box bed tie-down hooks and black bed attachment bolts
62S	Rear Splash Guards/Mud Flaps (Pre-Installed)
18B	Platform Running Boards
41A	Rapid-Heat Supplemental Cab Heater, -inc: 410 Amp Dual Alternators, 250 Amp + 160 Amp
166	Carpet Delete, -inc: Replaced w/black vinyl flooring
16T	All-Weather Floor Mats, -inc: Doesn't include carpet floor mats
43K	Pro Power Onboard - 2kW, -inc: dual alternators 12V 250 Amp + 24V 150 Amp

OPTION PACKAGE

Code	Description
673A	Order Code 673A

Base Price	\$70535
Manufacturer Destination Charge	\$1995
Total Options Price	\$8585
Total Price	MSRP only. Not your Sourcewell member price.  \$81115

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Resolution No. 25-030

Introduced in Council:

April 7, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 25-030 – Authorizing the Mayor or City Manager to enter into a contract with Meadow Ridge Ranch Construction in the amount of \$189,000.00 for the purchase and installation of new backstop netting and additional foul ball netting at Go-Mart Ballpark pursuant to a competitive bid process.

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 contract with Meadow Ridge Ranch Construction in the amount of \$189,000.00 for the purchase and installation of new backstop netting and additional foul ball netting at Go-Mart Ballpark pursuant to a competitive bid process.

2025-06 Suspended Backstop Netting System			
Vendor	Bid Opening	Bid Total	Local Vendor Preference
Meadow Ridge Ranch Construction	3/21/2025 2:00pm	\$189,000.00	4% = \$181,440.00

<u>2025-06 Suspended Backstop Netting System</u>	-
<u>Vendor</u>	Meadow Ridge Ranch Construction
<u>Vendor's Bid Product</u>	
3.1. Suspended Backstop Netting System	Yes
3.2 Installation	Yes
3.3 Warranty	Yes
3.4 License	Yes
<u>OVERALL TOTAL BID:</u>	\$ 189,000.00

Resolution No. 25-031

Introduced in Council:

April 7, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

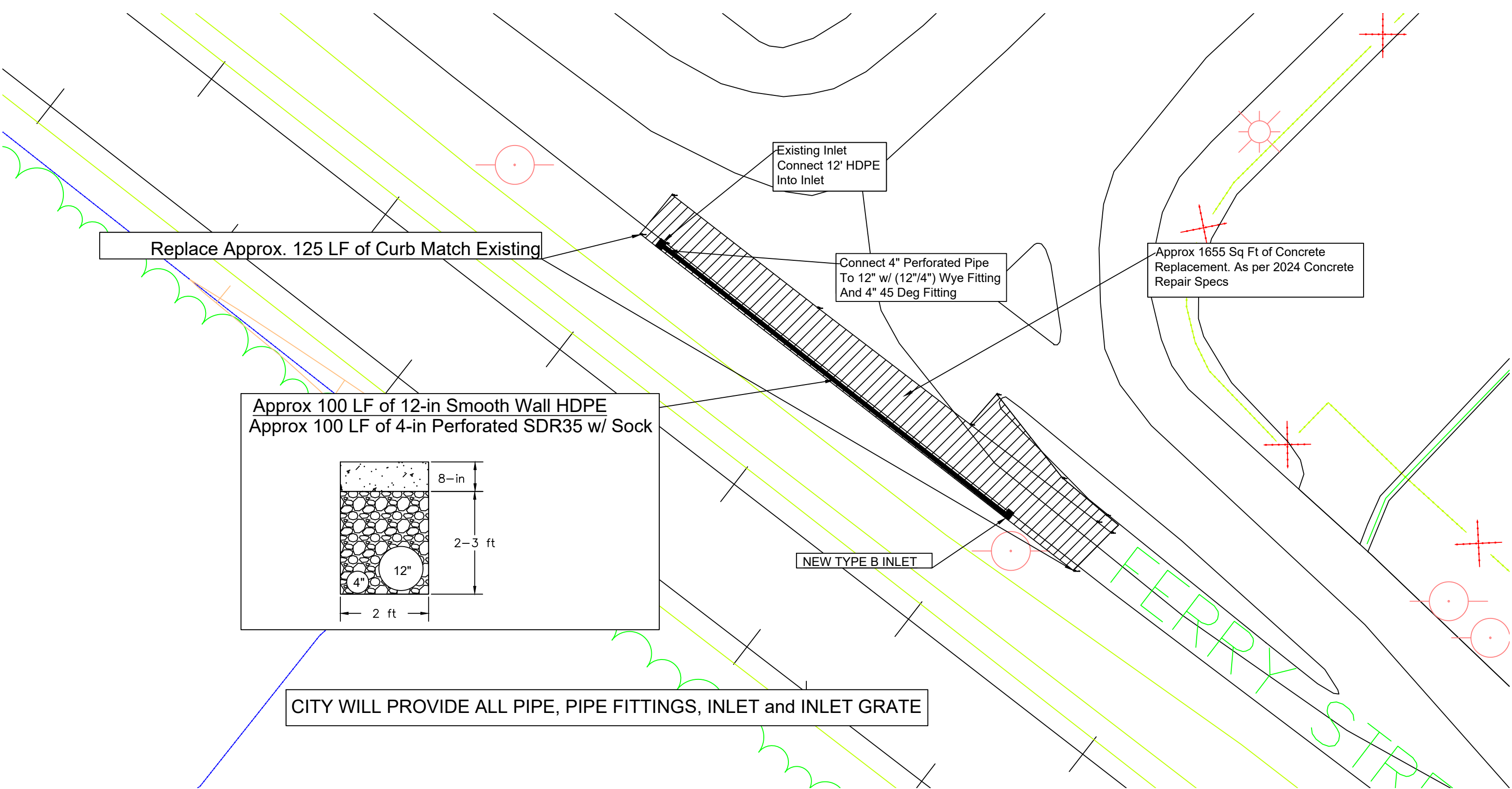
Referred to:

Finance

Resolution No. 25-031 – Authorizing the Mayor or City Manager to enter a change order to the existing concrete paving contract with McClanahan Construction Company, LLC in the amount of \$42,471.00 for a stormwater installation and repair occurring at the intersection of Ferry Street and Thayer Street.

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

That the Mayor or City Manager is authorized to enter a change order to the existing concrete paving contract with McClanahan Construction Company, LLC in the amount of \$42,471.00 for a stormwater installation and repair occurring at the intersection of Ferry Street and Thayer Street.



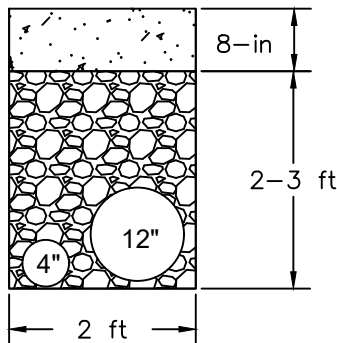
Replace Approx. 125 LF of Curb Match Existing

Existing Inlet
Connect 12' HDPE
Into Inlet

Connect 4" Perforated Pipe
To 12" w/ (12"/4") Wye Fitting
And 4" 45 Deg Fitting

Approx 1655 Sq Ft of Concrete
Replacement. As per 2024 Concrete
Repair Specs

Approx 100 LF of 12-in Smooth Wall HDPE
Approx 100 LF of 4-in Perforated SDR35 w/ Sock



NEW TYPE B INLET

CITY WILL PROVIDE ALL PIPE, PIPE FITTINGS, INLET and INLET GRATE



April 1, 2025

Mr. Aaron Morris, Assistant City Engineer
City of Charleston Engineering Department
114 Dickinson Street
Charleston, WV 25301

RE: REVISED Ferry Storm Concrete Change Order Plan

Dear Mr. Morris:

Provided is the cost for the above subject project.

• Pipe Aggregate – to be provided by the City of Charleston	\$ 0.00
• Labor and equipment to install pipe, inlet, and connections (includes Bond and B&O Taxes)	\$ 9,500.00
• 125 LF of Curb @ 2024 Contract price (\$15.00/LF)	\$ 1,875.00
• 1,655 SF (184 SY) of Concrete Street replacement @ 2024 Contract price (\$169.00/SY)	\$31,096.00
TOTAL CHANGE ORDER PRICE	\$42,471.00

NOTE: City to provide all materials, as listed on attached drawing, along with necessary Traffic Control Permit and devices, if required.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Bruce D. McClanahan'.

Bruce D. McClanahan
Managing Member

744 Poca River Road North ▪ Poca, WV 25159
304.776.3355 ▪ Fax 304-776-6121
www.mcclanahanconstruction.com
WVCL. # 004165

Resolution No. 25-032

Introduced in Council:

April 7, 2025

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 25-032 – Authorizing the Mayor or City Manager to enter into a contract with Davey Resource Group, Inc. in the amount of \$97,470.00 for the first two phases of a City of Charleston Tree Inventory, and for additional phases as may be needed, provided adequate grant funding is received and the total amount for all phases does not exceed \$150,000.00. This procurement is the result of a competitive selection and scoring process involving the Municipal Beautification Committee and the Department of Public Grounds, with the funding provided by a grant from the West Virginia Division of Forestry.

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 contract with Davey Resource Group, Inc. in the amount of \$97,470.00 for the first two phases of a City of Charleston Tree Inventory, and for additional phases as may be needed, provided adequate grant funding is received and the total amount for all phases does not exceed \$150,000.00.



Corporate Headquarters
295 S. Water Street, Suite 300
Kent, OH 44240
800-828-8312

April 2, 2025

Ben Mishoe
City Manager
City Manager's Office
501 Virginia Street East
Charleston, West Virginia 25301

RE: Revised Fees for the City of Charleston Tree Inventory

Dear Mr. Mishoe,

Davey Resource Group, Inc. (DRG) is honored to have been selected by the City of Charleston for the Tree Inventory project. Following your request, we have adjusted our fees by increasing the trees collected per phase and reducing anticipated travel costs. We also maintained our staff qualifications to RFP specifications by assigning ISA Certified Arborists to the project.

Enclosed please find our revised fee sheet. You will note that we modified its format slightly to demonstrate cost by phase.

We appreciate this opportunity to work with the City of Charleston. We are genuinely enthusiastic about contributing to this project. Should you have any questions regarding our updated fees, please do not hesitate to contact me.

Sincerely,

Shirley Vaughn
Business Developer, Davey Resource Group, Inc.
330.639.8274
shirley.vaughn@davey.com

Section Five: Fee Sheet

The prices, terms and conditions, and warranty are hereby accepted. I am authorized to bind and authorize Davey Resource Group, Inc. to perform the specified work. I am familiar with and agree to the terms and conditions appended to this proposal. I understand that once accepted, this proposal constitutes a binding contract. This proposal is based on an estimated number of trees/sites to be inventoried. Davey Resource Group, Inc. reserves the right to renegotiate the price based on the timing of the award, scheduling of fieldwork, the final methodology chosen by the client, and availability, completeness, and quality of maps and GIS information.

City of Charleston Tree Inventory

Description of Service	Price	Approved
Phase One		
TASK ONE: TREE INVENTORY		
Includes project management and grant reporting		
Phase 1: Computerized inventory data collection of up to 5,300 existing trees	\$39,485	
TASK TWO: TREEKEEPER® SOFTWARE		
Annual subscription	\$3,600	
TASK THREE: EIGHT-HOUR TRAINING SESSION		
Tree and TreeKeeper® Training - In-person 8 hours (Phase 1)	\$3,300	
TASK FOUR: SUMMARY REPORT # 1		
Ten- to fifteen-page summary with tree benefits.	\$3,200	
Phase One SubTotal	\$49,585.00	☐
Phase Two		
YEAR 2 TREE INVENTORY (CONT.) Computerized inventory data collection of up to 5,300 existing trees	\$41,085	
YEAR 2: TREEKEEPER® annual subscription renewal	\$3,600	
YEAR 2: SUMMARY REPORT #2	\$3,200	
Phase Two Subtotal	\$47,885.00	☐
Phase Three		
YEAR 3: TREE INVENTORY (CONT.) Additional inventory data collection in either area above 10,700 trees	\$TBD based on # of trees	
YEAR 3: TREEKEEPER annual subscription renewal	\$3,600	
TASK FOUR: TREE MANAGEMENT PLAN		
Sixty- to seventy-page plan with tree benefits (2 drafts and one final)	\$16,000	
Option 1	\$4,000	☐
Option 2	\$4,000	☐
Option 3	\$4,000	☐
Overall Pest Section (not geographical)	\$3,500	☐
Phase Three Subtotal	TBD	
Three-Year Project Total	\$_____	

Resolution No. 25-033

Introduced in Council:

April 7, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

Resolution No. 25-033 – Authorizing the Mayor or City Manager to enter into a contract with Thaxton Construction Company, Inc. for installation of drilled soldier pile retaining walls with concrete lagging to correct roadway embankment slips at Gordon Drive and Mayflower Drive in the amount of \$197,435.00 pursuant to a competitive bid process.

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 contract with Thaxton Construction Company, Inc. for installation of drilled soldier pile retaining walls with concrete lagging to correct roadway embankment slips at Gordon Drive and Mayflower Drive in the amount of \$197,435.00 pursuant to a competitive bid process.

2024-11 Pile and Lagging Retaining Wall			
Business	Opened at	Bid Total	Local Vendor Preference
OHIO WEST VIRGINIA EXC	4/2/2025 2pm	\$ 403,050.00	N/A
RK Construction, Inc	4/2/2025 2pm	\$ 339,567.85	4% = \$325,985.14
Thaxton Construction Company, Inc.	4/2/2025 2pm	\$ 197,435.00	4% = \$187,537.60

2025-11 Pile and Lagging Retaining Wall			
	OHIO WEST VIRGINIA EXC	RK Construction, Inc	Thaxton Construction Company, Inc.
Mandatory Requirement			
Item 3.2 - Mobilization (5% Max)	Yes	Yes	Yes
Item 3.3 - Predrilled Soldier Piles HP10x42	Yes	Yes	Yes
Items 3.4 - Predrilled Soldier Piles HP12x53	Yes	Yes	Yes
Item 3.5 - HP6x28 Steel Waler	Yes	Yes	Yes
Item 3.6 - 8x24x69 inch Lagging	Yes	Yes	Yes
Item 4 - Allowances	Yes	Yes	Yes
Attended Pre-Bid	Yes	Yes	Yes
Required Documents	Yes	Yes	Yes
WV Contractors License	Yes	Yes	Yes
Grand Total	\$ 403,050.00	\$ 339,567.85	\$ 197,435.00



CITY OF CHARLESTON
RECOMMENDATION TO AWARD

DATE: April 2, 2025

SUBJECT: Recommendation for Award

Solicitation Number: 2025-11 Pile and Lagging Retaining Wall

Bid Information: Thaxton Construction Company, Inc. - \$197,435.00

Award Recommendation: Check the appropriate box below.

☒ **Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to Thaxton Construction Company, Inc. in the amount of \$197,435.00 as the lowest responsible bidder meeting the required specifications.

☐ **Multiple Award:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to multiple bidders meeting the required specifications. Those bidders receiving an award are identified as follows: _____.

☐ **Other Than Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to _____ as the lowest responsible bidder meeting the required specifications. Award to the lowest bid was not made due to disqualifications described in more detail below:

Vendors bidding but not awarded were:

Ohio West Virginia EXC - \$403,050.00

RK Construction, Inc. - \$339,567.85

Signature 

Date 4/3/25

AARON MORRIS ASSISTANT CITY ENGINEER
Printed Name and Title