



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, January 5, 2026
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 12-15-2025

II. RESOLUTIONS:

- a. Resolution No. 26-001 – Authorizing the Mayor or City Manager to purchase 1 new Ford pickup truck for Engineering from Thornhill Ford pursuant to a competitively bid statewide contract.
- b. Resolution No. 26-002 - Authorizing the Mayor or City Manager to purchase 1 new Ford pickup truck for General Services from Thornhill Ford pursuant to a competitively bid statewide contract.
- c. Resolution No. 26-003 - Authorizing the Mayor or City Manager to purchase 1 new Ford pickup truck for Parks and Recreation from Thronhill Ford pursuant to a competitively bid statewide contract.
- d. Resolution No. 26-004 - Authorizing the Mayor or City Manager to purchase 1 new Ford pickup truck for the Street Department from Thornhill Ford pursuant to a competitively bid statewide contract.
- e. Resolution No. 26-005 - Authorizing the Mayor or City Manager to purchase 2 new Jeep vehicles for Development Services from Stephens Auto Center pursuant to a competitively bid statewide contract.
- f. Resolution No. 26-006 - Authorizing the Mayor or City Manager to purchase 3 new Jeep vehicles for Parking Systems from Stephens Auto Center pursuant to a competitively bid statewide contract.

- g. Resolution No. 26-007 - Authorizing the Mayor or City Manager to purchase 1 new Chevy van for Parks and Recreation from Stephens Auto Center pursuant to a competitively bid statewide contract.
- h. Resolution No. 26-008 - Authorizing the Mayor or City Manager to purchase a SimMan ALS Manikin with accessories and technical coverage for the Charleston Fire Department from Laerdal Medical Corporation pursuant to a competitively sourced contract.
- i. Resolution No. 26-009 - Authorizing the Mayor or City Manager to purchase 1 new Chevy Express 2500 Cargo Van for the Charleston Police Department from Mid-State Auto pursuant to a competitively bid statewide contract.

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

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., DECEMBER 15, 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., December 15, 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
Becky Ceperley
Mary Beth Hoover
Larry Moore
Chad Robinson
Shawn Taylor

Absent:

Other Councilmembers present:

Frank Annie
Harper Gardner
Beth Kerns
Chelsea Steelhammer
Emmett Pepper

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the November 17, 2025 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

b. The City Manager's report on fuel purchase pursuant to Resolution No. 25-107. City Manager Ben Mishie added that the City received multiple bids. It was decided that a fixed rate price was better than fluctuating prices.

II. RESOLUTIONS:

- a. Resolution No. 25-115 – Authorizing the Mayor or City Manager to enter into an agreement with VBM Buildings and Grounds for mowing and leaf blowing services for Spring Hill Cemetery for calendar year 2026, with optional renewal for two additional years, where the unit price is \$18,000 per mowing service and \$3,000 per leaf blowing service pursuant to a competitive bidding 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 an agreement with VBM Buildings and Grounds for mowing and leaf blowing services for Spring Hill Cemetery for calendar year 2026, with optional renewal for two additional years, where the unit price is \$18,000 per mowing service and \$3,000 per leaf blowing service pursuant to a competitive bidding process.

City Manager Ben Mishoe added that the resolution is a contract for the mowing and leaf blowing services of 100 acres at Spring Hill Cemetery.

Councilmember Robinson asked if there was a reason why City employees weren't being hired for this work. Mishoe replied that prior to having such a contract, the City did make an effort to hire employees but could not keep workers.

Chief of Staff Matt Sutton added that there used to be part-time/ temporary employees, but there was not enough work during the off season and they did not reliably show up. Additionally, the cost of hiring employees would be much higher than the stated contract.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-115 approved.

- b. Resolution No. 25-116 – Authorizing the Mayor or City Manager to purchase three Internationals and one Kenworth dump trucks from Worldwide Equipment for the Street Department in the amount of \$727,376.00 pursuant to a competitively sourced 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 Internationals and one Kenworth dump trucks from Worldwide Equipment for the Street Department in the amount of \$727,376.00 pursuant to a competitively sourced contract.

Mishoe added that the purchases were part of the regular replacement schedule. The cost is under budget.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 25-113 approved.

Councilmember Burton motioned to adjourn the meeting.

Meeting adjourned.

Resolution No. 26-001

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-001 – Authorizing the Mayor or City Manager to purchase one new Ford F-
2 150 crew cab pickup truck for Engineering from Thornhill Ford in the amount of \$44,700.00
3 pursuant to a competitively bid statewide 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 new Ford F-150 crew cab pickup
8 truck for Engineering from Thornhill Ford in the amount of \$44,700.00 pursuant to a
9 competitively bid statewide contract.



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.

CITY OF CHARLESTON

Purchase Request
Replacing City Engineering
420/504

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new
Ford F-150 4x4 crew cab off WV State Contract

Purchase justification: This is replacing City Engineering 420/504
on its regular replacement schedule off the FY-2025-2026 Budget.

If approved, the total purchase price will be: \$ 44,700.00

(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>Thornhill Ford</u> | Price Quote: \$ <u>44,700.⁰⁰</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 Thornhill 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: Alan 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 16 - Automobile
Standard Pick Up Crew Cab**

Vendor Name: Thornhill Ford
 Manufacturer/Brand: FORD
 Model Name & Number: F150 WIL

Vendor Contact: Charles Ellis
 Phone No.: 304-866-1289
 Email: Charles@thornhill.com
ThornhillAutomotive.com

Vehicle Requirements:	Standard Pick Up Crew Cab	
Classification:	Standard Pick Up Crew Cab	
Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors:
Passenger seating:	4 minimum (including driver)	Standard Color Code
Doors:	4 full doors, minimum	Color Description
Wheelbase:	148 in., minimum	<u>35</u>
GVWR:	6800 lbs. min, 7350 lbs. max.	<u>M7</u>
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel	<u>LM</u>
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.	<u>Y2</u>
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring.	<u>White</u>
Slush/All weather Mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.	
Bed:	Long bed with installed Spray-In bedliner	
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 5.1.1.1 of the specification.

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 44,700.00
Flex-fuel	\$ 44,700.00
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

*Options:
 FOB Dealership: (Deduct)
 FOB Other than Metro Charleston - Per Mile

\$ 0
 \$ 0

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



Department of Administration
 Purchasing Division
 2018 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26A 1	Procurement Folder:	1802436
Document Name:	CMA MV26A	Reason for Modification:	
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE	AWARD OF CRFQ 0212 SWC2600000001	
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000111679			Requestor Name:	Mark A Atkins
THORNHILL GROUP INC dba Thornhill Ford				Requestor Phone:	(304) 658-2307
500 FORD FAIRLANE				Requestor Email:	mark.a.atkins@wv.gov
CHAPMANVILLE	WV	25508			
US				<h1>2026</h1> <p>FILE LOCATION _____</p>	
Vendor Contact Phone:	304-855-8300	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

10/15/25 02

Total Order Amount: _____ Open End

Purchasing Division's File Copy

MA 10/01/2025 PURCHASING DIVISION AUTHORIZATION DATE: <i>[Signature]</i> 10/14/25 ELECTRONIC SIGNATURE ON FILE	AT OR E GENERAL APPROVAL AS TO FORM <i>[Signature]</i> DATE: <i>[Signature]</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>[Signature]</i> DATE: 10-20-25 ELECTRONIC SIGNATURE ON FILE
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10/20/2025

Resolution No. 26-002

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-002 – Authorizing the Mayor or City Manager to purchase one new Ford F-
2 150 extended cab pickup truck for General Services from Thornhill Ford in the amount of
3 \$42,396.00 pursuant to a competitively bid statewide 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 new Ford F-150 extended cab
8 pickup truck for General Services from Thornhill Ford in the amount of \$42,396.00 pursuant to
9 a competitively bid statewide contract.



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.

CITY OF CHARLESTON

Purchase Request
Replacing General Services
440/567

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new
Ford F-150 4x4 Extended cab off wv state contract

Purchase justification: This is Replacing General Services 440/567
on its regular replacement schedule off FY-2025-2026 Budget.

If approved, the total purchase price will be: \$ 42,396.00

(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>Thornhill Ford</u> | Price Quote: \$ <u>42,396.⁰⁰</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 Thornhill 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: Wen Ong 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 - Automobiles
Standard Pick Up Extended Cab**

Vendor Name: Thornhill FORD
 Manufacturer/Brand: FORD
 Model Name & Number: F150 XLT

Vendor Contact: CHARLES ELLIOTT
 Phone No.: 389-255-1239
 Email: CHARLES.ELLIOTT@THORNHILLAUTOMOTIVE.COM

Vehicle Requirements:	Standard Pick Up Extended Cab	
Classification:	Standard Pick Up Extended Cab	
Drive:	4 Wheel/All wheel with H/Lo Range	Manufacturer's Standard Available Colors
Passenger seating:	4 minimum (including driver)	Standard Color Code
Doors:	4, minimum	Color Description
Wheelbase:	140in., minimum	TS
GVWR:	6275 lbs. min, 7350 lbs. max.	MP
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel	LM
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.	42
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring.	White
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 windows:	Not required.	

Additional Requirements:
 Factory Running Boards/Step Bars, Cab Length
 The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.3 of the specification.

Vendor Bid Response:	
Vehicle fuel type	UNIT PRICE
Gasoline	\$ 4,239.00
Flex-fuel	\$ 4,239.00
Diesel	\$.
CNG/Bifuel	\$.
Hybrid	\$.

***Options:**

FOB Dealership: (Deduct) \$ 0
 FOB Other than Metro Charleston - Per Mile \$ 0

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



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26A 1	Procurement Folder:	1802436
Document Name:	CMA MV26A	Reason for Modification:	AWARD OF CRFQ 0212 SWC2600000001
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000111679			Requestor Name:	Mark A Atkins
THORNHILL GROUP INC dba Thornhill Ford				Requestor Phone:	(304) 558-2307
500 FORD FAIRLANE				Requestor Email:	mark.a.atkins@wv.gov
CHAPMANVILLE	WV	25508		<div style="font-size: 2em; font-weight: bold;">2026</div> FILE LOCATION _____	
US					
Vendor Contact Phone:	304-855-8300	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

10/15/25 6L

Total Order Amount: _____ Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION DATE: <i>10/20/25</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	APPROVED GENERAL APPROVAL AS TO FORM DATE: <i>10/20/25</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>	ENCUMBRANCE CERTIFICATION DATE: <i>10-20-25</i> ELECTRONIC SIGNATURE ON FILE <i>[Signature]</i>
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Resolution No. 26-003

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-003 – Authorizing the Mayor or City Manager to purchase one new Ford F-
2 150 extended cab pickup truck for Parks and Recreation from Thornhill Ford in the amount of
3 \$42,396.00 pursuant to a competitively bid statewide 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 new Ford F-150 extended cab
8 pickup truck for Parks and Recreation from Thornhill Ford in the amount of \$42,396.00
9 pursuant to a competitively bid statewide contract.



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.

CITY OF CHARLESTON

Purchase Request

Replacing Parks and Rec.
900/311

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new
Ford F-150 4x4 Extended Cab off the WV state contract

Purchase justification: This is replacing Parks and Rec 900/321 on its
regular Replacement Schedule off the FY 2025-2026 Budget.

If approved, the total purchase price will be: \$ 42,396.00

(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>Thornhill Ford</u> | Price Quote: \$ <u>42,396.⁰⁰</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 Thornhill 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 Oxley 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: Thorhill Ford
 Manufacturer/Brand: FORD
 Model Name & Number: F150 XLT

Vendor Contact: Charles Ellis
 Phone No.: 304-856-1259
 Email: CHARLES.ELLIS@ThorhillAuto.com

Vehicle Requirements: Standard Pick Up Extended Cab
 Classification:

Drive:	4 Wheel/All wheel with H/L Range	Manufacturer's Standard Available Colors	
Passenger seating:	4 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	JS	Silver
Wheelbase:	140in., minimum	M?	Black
GVWR:	6275 lbs. min, 7350 lbs. max.	UM	Black
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel	YZ	White
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, side 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 3.1.1.3 of the specification.

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 42,396.00
Flex-Fuel	\$ 42,396.00
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$ 0
 \$ 0

FOB Other than Metro Charleston - Per Mile

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



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 60130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26A 1	Procurement Folder:	1802436
Document Name:	CMA MV26A	Reason for Modification:	AWARD OF CRFQ 0212 SWC260000001
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR			DEPARTMENT CONTACT		
Vendor Customer Code:	000000111679		Requestor Name:	Mark A Atkins	
THORNHILL GROUP INC dba Thornhill Ford			Requestor Phone:	(304) 558-2307	
500 FORD FAIRLANE			Requestor Email:	mark.a.atkins@wv.gov	
CHAPMANVILLE	WV	25508	<div style="font-size: 2em; font-weight: bold;">2026</div> <div style="font-weight: bold;">FILE LOCATION</div>		
US					
Vendor Contact Phone:	304-855-8300	Extension:			
Discount Details:					
	Discount Allowed	Discount Percentage	Discount Days		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ALL STATE AGENCIES	STATE OF WEST VIRGINIA
VARIOUS LOCATIONS AS INDICATED BY ORDER	VARIOUS LOCATIONS AS INDICATED BY ORDER
No City	No City
WV 99999	WV 99999
US	US

10/15/25 60

Total Order Amount: Open End

Purchasing Division's File Copy

<i>MA 10/01/2025</i> PURCHASING DIVISION AUTHORIZATION DATE: <i>10/14/25</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM <i>John S. Gray</i> DATE: <i>10/20/2025</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION <i>Cady Allen</i> DATE: <i>10-20-25</i> ELECTRONIC SIGNATURE ON FILE
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Resolution No. 26-004

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-004 – Authorizing the Mayor or City Manager to purchase one new Ford F-
2 150 regular cab pickup truck for the Street Department from Thornhill Ford in the amount of
3 \$37,968.00 pursuant to a competitively bid statewide 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 new Ford F-150 regular cab
8 pickup truck for the Street Department from Thornhill Ford in the amount of \$37,968.00
9 pursuant to a competitively bid statewide contract.



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.

CITY OF CHARLESTON

Purchase Request

Replacing Street Dept.
750/5

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new
Ford F150 4X4 Reg cab off WV state Contract

Purchase justification: This is replacing Street Dept. truck 750/5
on its regular replacement schedule off FY-2025-2026
Budget year

If approved, the total purchase price will be: \$137,968.00

(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. Thornhill Ford Price Quote: \$ 37,968.00
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 Thornhill 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 Orley 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: Thomhill Ford
 Manufacturer/Brand: Ford
 Model Name & Number: F150 F1L

Vendor Contact: Charles Ellis
 Phone No.: 304-855-1289
 Email: Charles.Ellis@ThomhillAutoDealers.com

Vehicle Requirements: Standard Pick Up Reg Cab
 Classification:

Drive:	4 Wheel/All wheel with H/Lo Range	Manufacturer's Standard Available Colors	
Passenger seating:	2 minimum (including driver)	Standard Color Code	Color Description
Doors:	2, minimum	J5	SILVER
Wheelbase:	119 in., minimum	MM	BLACK
GVWR:	6000 lbs. min, 6650 lbs. max.	M7	GRAY
Engine:	6 cylinder minimum	Y2	WHITE
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 3.1.1.1 of the specification.			

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ 37968.00
Flex-fuel	\$ 37968.00
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

*Options:

F08 Dealership: (Deduct) \$ 0

F08 Other than Metro Charleston - Per Mile \$ 0

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



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 60130
 Charleston, WV 25305-0130

State of West Virginia
Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26A 1	Procurement Folder:	1802436
Document Name:	CMA MV26A	Reason for Modification:	AWARD OF CRFQ 0212 SWC2600000001
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000111679 THORNHILL GROUP INC dba Thomhill Ford 500 FORD FAIRLANE CHAPMANVILLE WV 25508 US Vendor Contact Phone: 304-855-8300 Extension:	Requestor Name: Mark A Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov																				
Discount Details:	<h1>2026</h1> <p>FILE LOCATION _____</p>																				
<table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table>			Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No		
		Discount Allowed	Discount Percentage	Discount Days																	
#1		No	0.0000	0																	
#2		No																			
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

10/15/25 06

Total Order Amount: Open End

Purchasing Division's File Copy

<p>MA 10/01/2025</p> <p>PURCHASING DIVISION AUTHORIZATION</p> <p>DATE: <i>[Signature]</i> 10/14/25</p> <p>ELECTRONIC SIGNATURE ON FILE</p>	<p>ATTORNEY GENERAL APPROVAL AS TO FORM</p> <p>DATE: <i>[Signature]</i></p> <p>ELECTRONIC SIGNATURE ON FILE</p>	<p>ENCUMBRANCE CERTIFICATION</p> <p><i>[Signature]</i></p> <p>DATE: 10-20-25</p> <p>ELECTRONIC SIGNATURE ON FILE</p>
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10/20/2025

Resolution No. 26-005

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-005 – Authorizing the Mayor or City Manager to purchase two new Jeep
2 Compass Trailhawk 4x4 vehicles for Development Services from Stephens Auto Center in the
3 total amount of \$66,258.00 pursuant to a competitively bid statewide 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 new Jeep Compass Trailhawk
8 4x4 vehicles for Development Services from Stephens Auto Center in the total amount of
9 \$66,258.00 pursuant to a competitively bid statewide contract.



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.

CITY OF CHARLESTON

Purchase Request

Replacing Development Services
430/542 and 549

Date: 12-13-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: 2 new
Jeep Compass trailhawk 4X4 of the WV state contract.

Purchase justification: These are replacing 430/542 of FY 2025-2026 Budget
and 430/549 from being totaled in accident.
off WV state contract.

33,129.00
x 2
66,258.00

If approved, the total purchase price will be: 66,258.00

(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 Centry</u> | Price Quote: $\begin{array}{r} 33,129.00 \\ \times 2 \\ \hline 66,258.00 \end{array}$ |
| 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 Centry because:

These are setting 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: How 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 6 - Automobile
Compact Utility**

Vendor Name: STEPHENS AUTO CENTER
Manufacturer/Brand: JEEP COMPASS TRAILHAWK 4X4
Model Name & Number: MPJH74

Vendor Contact: MIKE BALLARD
Phone No.: 304-369-2411
Email: mballard@stephensauto.com

Vehicle Requirements:

Classification:	Compact Utility	Manufacturer's Standard Available Colors	
Drive:	4 Wheel/All Wheel with High & Low Range	Standard Color Code	Color Description
Passenger seating:	5 (Including driver)	PW7	WHITE
Doors:	4, minimum		
Wheelbase:	102 in., minimum		
GVWR:	4350 lbs. min, 5600 lbs. max.		
Engine:	4 cylinder minimum		
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:	Installed Hitch & Wiring		
Slash/All-Weather Mats:	Installed: Driver, Passenger, Cargo Areas		
The vehicle bid shall include the standard equipment requirements as required in section 9.1.1.1 of the specification.			

Vendor Bid Response:

Vehicle fuel type	Unit Price
Gasoline	\$ 33,129.00
Flex-Fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

N/A

FOB Other than Metro Charleston - Per Mile

\$ 2.00

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



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26C 1	Procurement Folder:	1802720
Document Name:	CMA MV26C	Reason for Modification:	AWARD OF CRFQ 0212 SWC2600000001
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR			DEPARTMENT CONTACT	
Vendor Customer Code:	000000199714		Requestor Name:	Mark A Atkins
STEPHENS AUTO CENTER PO BOX 278			Requestor Phone:	(304) 558-2307
DANVILLE WV 25053278 US			Requestor Email:	mark.a.atkins@wv.gov
Vendor Contact Phone:	999-999-9999	Extension:		
Discount Details:				
	Discount Allowed	Discount Percentage	Discount Days	
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

2026
 FILE LOCATION _____

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999 US	No City WV 99999 US

10/15/25 66

Purchasing Division's File Copy

Total Order Amount:	Open End
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PURCHASING DIVISION AUTHORIZATION DATE: 10/14/25 ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM DATE: 10/20/25 ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION DATE: 10-20-25 ELECTRONIC SIGNATURE ON FILE
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Resolution No. 26-006

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-006 – Authorizing the Mayor or City Manager to purchase three new Jeep
2 Compass Trailhawk 4x4 vehicles for Parking Systems from Stephens Auto Center in the total
3 amount of \$99,387.00 pursuant to a competitively bid statewide 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 three new Jeep Compass Trailhawk
8 4x4 vehicles for Parking Systems from Stephens Auto Center in the total amount of \$99,387.00
9 pursuant to a competitively bid statewide contract.



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.

CITY OF CHARLESTON

Purchase Request
Replacing Parking Systems
571/614, 298, 101

Date: 12-15-25

To: CITY MANAGER,

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

Jeep Compass Trailhawk 4x4 off wv state
Contract

Purchase justification: These are replacing parking systems

571/614, 298 and 101 off FY-2025-2026 Budget

These are on the regular replacement schedule.

33,129.⁰⁰
3
99,387.⁰⁰

If approved, the total purchase price will be: \$ 99,387.00

(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: $\begin{array}{r} 33,129.00 \\ \times 3 \\ \hline 99,387.00 \end{array}$ |
| 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:

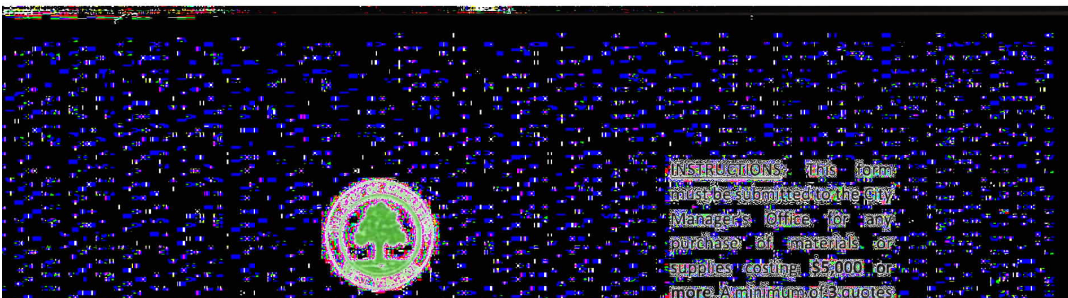
These are setting Purchased off the WV State Contract.

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:



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: Per Orlly 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 6 - Automobile
Compact Utility**

Vendor Name: STEPHENS AUTO CENTER
Manufacturer/Brand: JEEP COMPASS TRAILHAWK 4X4
Model Name & Number: MPJH74

Vendor Contact: MIKE BALLARD
Phone No.: 304-369-2411
Email: mballard@stephensauto.com

Vehicle Requirements:		Compact Utility	
Classification:	Compact Utility		
Drive:	4 Wheel/All Wheel with High & Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	5 (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	PW7	WHITE
Wheelbase:	102 in., minimum		
GVWR:	4350 lbs. min, 5600 lbs. max.		
Engine:	4 cylinder minimum		
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:	Installed Hitch & Wiring		
Slush/All-Weather Mats:	Installed: Driver, Passenger, Cargo Areas		
<small>The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.</small>			

Vendor Bid Response:	
Vehicle fuel type	Unit Price
Gasoline	\$ 33,129.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

N/A
\$ 2.00

FOB Other than Metro Charleston - Per Mile

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



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-01-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MV26C 1	Procurement Folder:	1802720
Document Name:	CMA MV26C	Reason for Modification:	AWARD OF CRFQ 0212 SWC2600000001
Document Description:	MV26 - 2026, OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-10-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-09-30

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000199714	Requestor Name:	Mark A Atkins
STEPHENS AUTO CENTER PO BOX 278		Requestor Phone:	(304) 558-2307
DANVILLE WV 25053278		Requestor Email:	mark.a.atkins@wv.gov
US			
Vendor Contact Phone:	999-999-9999 Extension:		
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

2026
 FILE LOCATION _____

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

10/15/25 60

Total Order Amount: Open End

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
 DATE: *10/14/25*
 ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
John S. Guy
 DATE: *10/20/25*
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
Colby
 DATE: *10-20-25*
 ELECTRONIC SIGNATURE ON FILE

Resolution No. 26-007

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-007 – Authorizing the Mayor or City Manager to purchase one new Chevy
2 Express 15 passenger van for Parks and Recreation from Stephens Auto Center in the amount of
3 \$45,549.00 pursuant to a competitively bid statewide 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 new Chevy Express 15 passenger
8 van for Parks and Recreation from Stephens Auto Center in the amount of \$45,549.00 pursuant
9 to a competitively bid statewide contract.



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.

CITY OF CHARLESTON

Purchase Request

Replacing Parks and Rec.
passenger Van 900/321

Date: 12-15-25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new
Chery Express 15 passenger Van off WV state contract.

Purchase justification: This is Replacing Parks and Rec. 900/321
off FY-2025-2026 Budget Year on its regular replacement
Schedule.

If approved, the total purchase price will be: \$ 45,549.00

(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)

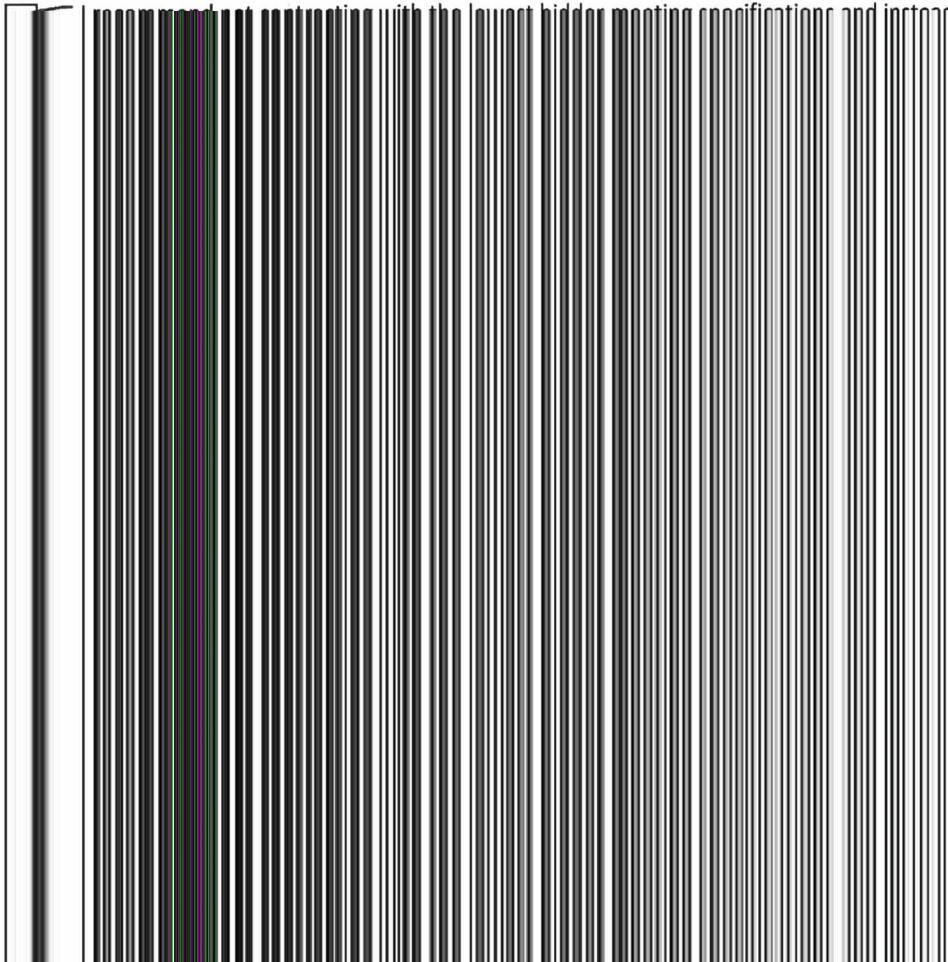
1. Stephens Motor Company Price Quote: \$ 45,549
2. _____ Price Quote: \$ _____
3. _____ Price Quote: \$ _____
4. _____ Price Quote: \$ _____
5. _____ Price Quote: \$ _____

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



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: Her 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 22 - Automobile
Full Size Van**

Vendor Name:
Manufacturer/Brand:
Model Name & Number:

STEPHENS MOTOR COMPANY
CHEVY EXPRESS
CG33706

Vendor Contact: MIKE BALLARD
Phone No.: 304-369-2411
Email: mballard@stephensauto.com

Vehicle Requirements:

Classification: Full Size Van
Drive: Rear Wheel
Passenger seating: 15 minimum (including driver)
Doors: 5, minimum: 1 Left Front, 1 Right Front, 1 Passenger Side Mid Body, 2 Rear Facing.
Wheelbase: 134 in., minimum
GVWR: 6250 lbs. min., 9930 lbs. max.
Engines: 6 cylinder minimum for gasoline engines, 4 cylinder minimum for diesel

Additional Requirements:

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

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
GAZ	WHITE

Vendor Bid Response:

Vehicle fuel type	Unit Price
Gasoline	\$ 45,549.00
Flex-Fuel	\$ -
Diesel	\$ -
CNG/Biofuel	\$ -
Hybrid	\$ -

Options:

FOB Dealership: (Deduct)

FOB Other than Metro Charleston - Per Mile

N/A
\$ 2.00

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



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 60130
 Charleston, WV 25305-0130

State of West Virginia Master Agreement

Order Date: 10-27-2025

CORRECT ORDER NUMBER MUST
 APPEAR ON ALL PACKAGES, INVOICES,
 AND SHIPPING PAPERS. QUESTIONS
 CONCERNING THIS ORDER SHOULD BE
 DIRECTED TO THE DEPARTMENT
 CONTACT.

Order Number:	CMA 0212 0212 MVTRUCK26D 1	Procurement Folder:	1823706
Document Name:	CMA MVTRUCK26D	Reason for Modification:	AWARD OF CRFQ 0212 SWC2600000002
Document Description:	MVTRUCK26 - 2026 OR LATEST MODEL VEHICLE		
Procurement Type:	Statewide MA (Open End)		
Buyer Name:			
Telephone:			
Email:			
Shipping Method:	Best Way	Effective Start Date:	2025-11-15
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2026-11-14

VENDOR	DEPARTMENT CONTACT															
Vendor Customer Code: VC0000136862 STEPHENS MOTOR COMPANY LLC 1508 MAIN STREET E OAK HILL WV 25901 US Vendor Contact Phone: 3043692411 Extension:	Requestor Name: Mark A Atkins Requestor Phone: (304) 558-2307 Requestor Email: mark.a.atkins@wv.gov															
Discount Details:	<h1>2026</h1> FILE LOCATION _____															
<table border="1" style="width: 100%;"><thead><tr><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1 No</td><td>0.0000</td><td>0</td></tr><tr><td>#2 No</td><td></td><td></td></tr><tr><td>#3 No</td><td></td><td></td></tr><tr><td>#4 No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1 No	0.0000	0	#2 No			#3 No			#4 No		
Discount Allowed		Discount Percentage	Discount Days													
#1 No		0.0000	0													
#2 No																
#3 No																
#4 No																

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

CR 11-10-25

Total Order Amount:	Open End
---------------------	----------

Purchasing Division's File Copy

MA 10/28/2025

PURCHASING DIVISION AUTHORIZATION
DATE: <i>11/10/25</i>
ELECTRONIC SIGNATURE ON FILE

ATTORNEY GENERAL APPROVAL AS TO FORM
DATE: <i>11/13/2025</i>
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: <i>11-13-25</i>
ELECTRONIC SIGNATURE ON FILE

Resolution No. 26-008

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-008 – Authorizing the Mayor or City Manager to purchase a SimMan ALS
2 Manikin with tablet, accessories and technical coverage for the Charleston Fire Department
3 from Laerdal Medical Corporation in the amount of \$51,133.95 pursuant to a competitively
4 sourced contract.

5

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

7

8 That the Mayor or City Manager is authorized to purchase a SimMan ALS Manikin with tablet,
9 accessories and technical coverage for the Charleston Fire Department from Laerdal Medical
10 Corporation in the amount of \$51,133.95 pursuant to a competitively sourced contract.



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.

CITY OF CHARLESTON
Purchase Request

Date: _____

To: CITY MANAGER,

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

Purchase justification: _____

If approved, the total purchase price will be: _____

(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. _____ Price Quote: \$ _____
- 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. Outside 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: _____ Department: _____

Bernice Aguiar

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

**CITY OF CHARLESTON, WV
Charleston Fire Department
Purchase Request Form**

Date: 12/11/2025 **Purchase Order #:** _____

Vendor: Laerdal Medical Corp V13344 **Phone #:** 845-249-8462

Contact: Rebecca Letourneau **Fax:** _____

Address: rebecca.letourneau@laerdal.com
(Street, City, State, Zip)

Quantity	Description	Unit Price	Total Price
1	SimMan ALS Manikin with controller tablet and accessories and 24 moth pro tech coverage	50,223.95	50,223.95
1	Shipping	910.00	910.00
TOTAL			51,133.95

Requested By: Cody Smoot **Date:** 12/11/2025

Purpose of Request: Interactive training prop for assessment, administration and stabilization of medical and trauma patients, Providing realistic patient presentations in a controlled learning environment.

Operations Chief:
 Denied Approved _____ **Date:** _____

Deputy/Administrative Chief:
 Denied Approved [Signature] _____ **Date:** 12-11-25

Fire Chief:
 Denied Approved [Signature] _____ **Date:** 11-Dec-25

976011 645900

Quote Q-1225198

Laerdal Medical Corporation

167 Myers Corners Road
 Wappingers Falls, NY 12590
 Order to: 877-LAERDAL
 Fax Order To: (800) 227-1143
 Email: customerservice@laerdal.com



Laerdal[®]
 helping save lives

Senior Pre-Hospital National Account
 Manager

Rebecca Letourneau
 (845) 249-8462
 rebecca.letourneau@laerdal.com

Instructions

To prevent any delays in processing your purchase, please include your quote # when ordering.

DATE: 12-01-2025

ATTN: Cody Smoot
 +13049325659
 cody.smoot@charlestonfire.com

QUOTE NUMBER: Q-1225198
 CREDIT TERMS: 30 days
 EXPIRATION DATE: 12-31-2025
 PO NUMBER:

BILL TO: 00120597
 CHARLESTON FIRE DEPT
 808 VIRGINIA ST WEST
 CHARLESTON WV 25302

SHIP TO:
 Cody Smoot
 808 VIRGINIA ST WEST
 CHARLESTON WV 25302

Sourcewell Contract 011822-LAE Applied
 Sourcewell Member ID 2150

SimMan ALS Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	235-02150 SimMan ALS Medium Includes SimMan ALS Manikin, Torso Skin w/LS Tags, SimPad PLUS link box, Li-Ion Battery, Consumables, Clothing, 1 Year Manufacturer's Warranty.	\$26,039.00			\$24,476.66	\$24,476.66
	Additional terms: P					
1	260305 Power Cord 110V (US)	\$0.00			\$0.00	\$0.00
	Additional terms: P					
1	400-09201 Tablet For use with LLEAP, Ultrasound, or as a Patient Monitor.	\$2,572.00			\$2,417.68	\$2,417.68
	Additional terms: P					

6%

6%

SimMan ALS Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	400-93050 Mobile Router Can accommodate up to 3 simulators being used simultaneously on one router. Battery-powered and ideal for mobile simulations. For optional internet access, SIM Card (not included) must be purchased by the customer. Additional terms: P	\$260.00			\$244.40	\$244.40
1	204-00133 SimPad PLUS 2 IE Includes: SimPad PLUS 2 remote, AC Adapter and Power Cord, USB Cable, SimPad PLUS Sleeve, Wrist Strap, SimPad PLUS Nametags, and Quick Start Guide. 204-50150 LLEAP for SimPad PLUS software license required for operation Additional terms: P	\$1,102.00			\$969.76	\$969.76
1	204-50150 LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application. Additional terms: SL	\$3,569.00			\$3,354.86	\$3,354.86
1	260305 Power Cord 110V (US) Additional terms: P	\$0.00			\$0.00	\$0.00
1	185-10050 ShockLink System Additional terms: TPP	\$776.00			\$682.88	\$682.88
1	185-50050 Physio/Mindray ShockLink Training Adapter Additional terms: TPP	\$102.00			\$95.88	\$95.88
1	198-80150 ShockLink Training Pads Additional terms: TPP	\$40.00			\$37.60	\$37.60
1	212-13850 Arm; Right Humeral IO/IV Additional terms: P	\$818.00			\$768.92	\$768.92

6%

12%

6%

12%

6%

6%

6%

SimMan ALS Medium

Qty	Description	List Price	Term	Billing Freq.	Unit Price	Total
1	235-EDGS100 SimMan ALS Course Getting Started 1 day on customer site for up to 8 participants. Course gives participants knowledge of the simulator and Instructor device operations, operating modes, and system features. Hands-on activities familiarize faculty with simulator and its applications	\$4,409.00		One Time	\$4,144.46	\$4,144.46
	Additional terms: S					
1	235-B-ProTech-SALS SimMan ALS ProTech Coverage Complete technical coverage for simulator, patient monitor, instructor laptop and or SimPad against defects, including loaner coverage, updates and modifications to products. ProTech also includes the following value add items: installs for new manikin, 1 periodic maintenance per year as requested, and Premium Tech Support.	\$23,305.00	24	One Time	\$13,030.85	\$13,030.85
	Additional terms: S Start Date: 12-01-2025					
					TOTAL:	\$50,223.95

ITEM TOTAL:	\$50,223.95
SHIPPING/HANDLING:	\$910.00
ADDITIONAL CHARGE/CREDIT:	
TAX:	\$0.00
TOTAL:	\$51,133.95

A. This Quote includes Laerdal's **General Terms and Conditions (GTC)** which apply to the sale of all Laerdal products and **Additional Terms** which apply only to specific Laerdal items, as indicated by the abbreviations in the table above and incorporated in the table below.

Terms		
GTC	General Terms and Conditions	Here
P	Additional Terms Products	Here
S	Additional Terms Services	Here
SL	Additional Terms Software License	Here

B. In the event of any conflict between the documents comprising the Quote, the following order of precedence shall apply:
 1. **This Quote**

2. **Additional Terms** – These apply specifically to the sale or supply of the LAERDAL item identified by the corresponding abbreviation in the tables above.

3. **General Terms and Conditions** – These apply to all LAERDAL items and are subordinate to any applicable Additional Terms.

This hierarchy shall apply solely for the purpose of resolving any such conflict.

Changes to Standard Terms:

Confidential

Laerdal Medical Corp #011822-LAE

Pricing for contract #011822-LAE offers Sourcewell participating agencies a discount range of 6-12% off standard list price.

Resolution No. 26-009

Introduced in Council:

Adopted by Council:

January 5, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-009 – Authorizing the Mayor or City Manager to purchase one new Chevy
2 Express 2500 Cargo Van for the Charleston Police Department from Mid-State Auto in the
3 amount of \$38,747.00 pursuant to a competitively bid statewide 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 new Chevy Express 2500 Cargo
8 Van for the Charleston Police Department from Mid-State Auto in the amount of \$38,747.00
9 pursuant to a competitively bid statewide contract.



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.

CITY OF CHARLESTON
Purchase Request

Date: 12/31/2025

To: CITY MANAGER,

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

2026 Chevy Express 2500 Cargo Van

Purchase justification: Budgeted rotation for vehicles.

Purchase via statewide contract.

If approved, the total purchase price will be: \$38,747.00

(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. Mid-State Chevrolet Price Quote: \$ 38,747.00
- 2. _____ Price Quote: \$ _____
- 3. _____ Price Quote: \$ _____
- 4. _____ Price Quote: \$ _____
- 5. _____ Price Quote: \$ _____

The apparent low-bid vendor *meeting specifications* is: Mid-State Chevrolet

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. Outside 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 CPD Department: City Manager's Office

Bernice Freas

Is this purchase being paid with grant funds? Yes No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: 976C10 645900

City Manager Approval: _____ Date: _____



Mid-State Chevrolet

26 Days Drive - Sutton, WV 26601
at the Flatwoods exit of I-79



Phone: 304-765-3988 • Fax: 304-765-5269 • Toll Free: 800-439-4093

BUYER		CO-BUYER		Deal #:	169050
CHARLESTON POLICE DEPARTMENT 501 VIRGINIA STREET EAST CHARLESTON, WV 25301 Cell #: (304) 421-0818 Email: ROBERT.HENDERSON@CHARLESTONWVPO...				Deal Type: Retail	Deal Date: 12/30/2025
				Print Time: 02:51pm	
VEHICLE					
New <input checked="" type="checkbox"/> Used <input type="checkbox"/> Demo <input type="checkbox"/>	Stock #: ORDER	Description: 2026 CHEVROLET EXPRESS 2500 CARGO	VIN:	Mileage:	
TRADE					
AFTERMARKETS			MSRP:	\$	0.00
Total Aftermarkets: \$ 0.00			Sale Price:	\$	38,741.00
			Total Financed Aftermarkets:	\$	0.00
			Total Trade Allowance:	\$	0.00
			Trade Difference:	\$	38,741.00
			Doc Fee:	\$	0.00
			State & Local Taxes:	\$	0.00
			Total License and Fees:	\$	6.00
			Total Cash Price:	\$	38,747.00
			Total Trade Payoff:	\$	0.00
			Delivered Price:	\$	38,747.00
			Cash Down Payment + Deposit:	\$	0.00
			Sub Total:	\$	38,747.00
Rate: Amount Financed:	\$	38,747.00	Service Agreement:	\$	0.00
			Maintenance Agreement:	\$	0.00
			GAP Insurance:	\$	0.00
			Credit Life, Accident & Health:	\$	0.00
			Other:	\$	0.00
			Amount Financed:	\$	38,747.00
THE PRICING REFLECTS PAYMENTS BY CASH OR CHECK. THERE IS A 3% PROCESSING FEE ON ALL CREDIT CARD BUT NOT GREATER THAN OUR COST OF ACCEPTANCE. THERE IS NO PROCESSING FEE FOR NON CREDIT CARD TRANSACTIONS.					

Temp Tag



X _____
CUSTOMER SIGNS:

X _____

✓ **Class 23 - Automobile**
Cargo Van ✓

Vendor Name:
Manufacturer/Brand:
Model Name & Number:

Mid State Chevrolet
2026 Chevrolet Express Cargo
0623405

Vendor Contact: Gary Gilbert
Phone No.: 804-618-0007
Email: gilbert@midstatechevy.com

Vehicle Requirements:

Classification:	Cargo Van
Drive:	2 wheel, rear wheel, or front wheel
Passenger seating:	2 minimum (including driver)
Doors:	3, minimum
Wheelbase:	118 in., minimum
GVMR:	6250 lbs. min., 9930 lbs. max.
Engine:	6 cylinder minimum for gasoline engine, 4 cylinder minimum for diesel
Additional Requirements:	Rear door windows

The vehicle bid shall include the standard equipment requirements as required in section 2.1.3.1 of the specification.

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
Black	G8A
Red Hot	G7C
Summit White	G8Z
Silver (a Metallic)	G8N

Vendor Bid Response:

Vehicle fuel type	Unit Price
Gasoline	\$ 88,741.00 ✓
Flex-fuel	\$
Diesel	\$
CNG/LP/LNG	\$
Hybrid	\$

Options:

FOB Destination (Deduct)

\$ _____

FOB Other than Metro Charleston - Per Mile

\$ _____

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