



SUPREME COURT OF APPEALS OF WEST VIRGINIA

Request for Quote ("RFQ")

Administrative Office - Division of Technology Services

RFQ: Ford Transit Cargo Van or Comparable

Release Date: Thursday, May 29, 2025

Deadline to Respond: Thursday, June 5, 2025 at EOB

Ship To: West Virginia Judicial Tower, 4700 MacCorkle Avenue, SE, Charleston, WV 25304

Other Requirements: N/A

Specifications: See next page for detailed specifications

Submit Responses and All Related Correspondence To: DTFS@courtswv.gov

Notice: All RFQ responses must adhere to the [Request for Quote Standards and Requirements](#) available on the RFP/RFQ webpage of the West Virginia Judiciary website. Failure to adhere to these Standards and Requirements and/or failure to provide all requested information contained within this RFQ may result in a response being considered a **"No Bid."**



SUPREME COURT OF APPEALS OF WEST VIRGINIA

Request for Quote ("RFQ") Response Cover Page
Administrative Office - Division of Technology Services

Submit this completed Cover Page along with the RFQ Response and all related information to: DTFS@courtswv.gov

Vendor's Name (registered business name): _____

Vendor's Business Address: _____

Vendor's Business Phone Number: _____

Vendor Representative's Name: _____

Vendor Representative's Contact Email: _____

Vendor Representative's Contact Phone Number: _____

Response Date: _____

Please verify the following. Failure to fully complete this cover page may result in this response being considered a "No Bid."

☐ Vendor is registered to do business with the State of West Virginia. If not, please complete and submit the WV-9 form with your response.

☐ By checking this box, I hereby certify that this submittal contains all documents and information required and I acknowledge that failure to do so may result in rejection of this submittal.

Signature

Date

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Ford Transit Cargo Van or Comparable

Required Specifications: The following are mandatory requirements as related to the specifications of the vehicle.

1. Automatic Transmission
2. AWD
3. Power Steering
4. Power/ABS Brakes
5. Minimum AM/FM radio, hands free/Bluetooth compatible (Apple Car Play/Android Auto preferred)
6. Manufacturer's Standard Tint Glass
7. Exterior power mirrors
8. License plate mounts located on the front and rear bumpers
9. All-Season Tires
10. Manufacturer's standard spare tire with jack
11. Factory installed Air Conditioning
12. Factory installed floor mats, except where vinyl floor covering is present
13. Factory installed front driver and passenger airbags
14. Factory installed power windows and locks
15. Factory installed tilt wheel
16. Factory installed cruise control
17. Factory installed keyless entry
18. Factory installed cargo partition
19. Factory reverse backup camera
20. Long Wheelbase with Medium Roof
21. All standard safety features, required by Federal and State law, shall be included.
22. Vehicle should be gasoline powered.
23. Vehicles shall be free from defects that may impair their operation, safety, emissions, and serviceability, or detract from appearance.
24. The manufacturer shall furnish with the vehicle at least one copy of all warranty information and handbooks for the vehicle and any special equipment furnished with, or as part of, the vehicle. The handbooks shall include as a minimum the vehicle's operators manual, vehicle maintenance handbook, and special equipment handbook.

If your vehicle doesn't meet the full specifications please include pictures and details of your similar inventory.

Pre-delivery inspection: Prior to delivery, all vehicles must be thoroughly inspected and serviced in compliance with the manufacturer's prescribed procedures which includes but is not limited to:

- A. Complete vehicle lubrication.
- B. Confirm oil level, fill crank case as needed, top off all fluids.
- C. Adjust engine to proper operating condition.
- D. Verify tire pressure and corrected as necessary.
- E. Check front end alignment or four-wheel alignment if applicable, perform alignment if needed, and balance all tires.

- F. Wash/Clean interior and exterior of vehicle. Remove all unnecessary tags, stickers (including window stickers), papers, tags etc. (Window stickers need to be removed and placed inside the vehicle).
- G. Include a minimum of one owner's manual.
- H. Upon delivery, the vehicle's fuel tanks shall be full of fuel.
- I. Include temporary license plate and registration.
- J. Affix a valid West Virginia inspection sticker to the windshield. The vehicle must be inspected in the month delivered.
- K. No dealer insignia or other advertising shall be affixed to the vehicle or appear on any accessory such as mud flaps, bumpers, deck lids, etc. Vehicles delivered with such advertising will be rejected.
- L. Perform operational checks which will cover all controls, systems, and devices, doors, windows, accessories, and road testing of the completed vehicle. Vehicle shall be driven at various speeds; brakes tested for dependability, vehicle checked for rattles, squeaks and must follow pre-delivery inspection/servicing procedures and adjust as necessary.

Warranty: The following are mandatory requirements as related to the warranty:

- A. Basic Comprehensive Warranty Coverage – The vendor shall provide the vehicle manufacturer's basic whole vehicle warranty. The minimum length of warranty shall be 3 years/36,000 miles and shall cover the entire vehicle (bumper to bumper).
- B. Basic Corrosion and Powertrain Warranty Coverage – the vendor shall provide the basic manufacturers' standard Basic Corrosion and Powertrain Warranty.
- C. The warranty shall include furnishing, without cost to the agency, (FOB vendors nearest dealer or branch to vehicle's location), of new parts and assemblies to replace any that failed or malfunctioned within the warranty period. The State may elect to have the corrective work performed at the vendor's location, branch, or dealership, or a manufacturer's factory authorized repair facility, or upon the vendor's approval, at a commercial or Government repair facility. The cost of labor involved in the replacement of the failed or malfunctioned part(s) or assemblies shall be borne by the vendor.
- D. Warranty Extensions – If the vendor receives from any supplier, manufacturer, or subcontractor additional warranty coverage overall or any component of the vehicle, in the form of time and/or mileage including any pro rata arrangements, or the vendor generally extends to its commercial customers a greater or extended warranty coverage, the agency shall receive corresponding warranty benefits.