

# MANDATORY VEHICLE VENDOR REQUIREMENTS

## FLEET MANAGEMENT DIVISION

Capitol Complex, Building 17  
2101 Washington Street, East  
PO Box 50121

Charleston, WV 25305-0121

FAX: (304) 558-4119

Toll Free: 1-855-817-1910

EMAIL: [fleet@wv.gov](mailto:fleet@wv.gov)

## INVOICES

All original invoices must be received the same day or before the vehicle is delivered and must be addressed as indicated on the "invoice to" section of the purchase order, release order, or other procurement, acquisition, or leasing agreement used by the agency. If this address is different than Fleet Management Division address listed above, then a copy of the invoice **MUST** be mailed or emailed to the Fleet Management Division address above.

## DOCUMENTATION

**GENERAL:** All documentation (Title Application, Certificate of Origin, Delivery/Odometer Statement, Lease Agreement, etc.) must read: "NAME OF SPENDING UNIT."

## MANDATORY REQUIREMENTS

Please refer to your original contract for **ALL** Mandatory Requirements. Below are a few of the requirements:

- License Plate mounts on both the front and rear bumpers must be pre-drilled with hardware installed before delivery
- Upon delivery, vehicle fuel tank must be full
- A valid WV inspection sticker must be affixed to the windshield. Inspection must be in the month the vehicle is delivered.
- 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.
- Vendor shall deliver standard orders within 120 working days after orders are received.

## DELIVERY

**PRIOR TO DELIVERY:** All vehicle identification numbers (VIN) must be supplied to the Fleet Management Division by email, referencing the purchase order, release order, or other procurement, acquisition, or leasing agreement number, the year, make, model, and color of each vehicle. Please send this information to our email [fleet@wv.gov](mailto:fleet@wv.gov) . This information must be received – **ten (10)** working days **prior** to the delivery of each vehicle.

**ON OR BEFORE DELIVERY:** All documentation (Title Application, Certificate of Origin, Delivery/Odometer Statement, Lease Agreement, etc.) in original form must be mailed or hand carried to:

Department of Administration  
Fleet Management Division  
Capitol Complex, Bldg 17  
2101 Washington Street, East  
P.O. Box 50121  
Charleston, WV 25305-0121

## DELIVERY REQUIREMENTS

### DELIVERIES NOT MADE TO WEST VIRGINIA SURPLUS PROPERTY

All vehicles **MUST** be delivered to the “ship to” section indicated on purchase order, release order, or other procurement, acquisition, or leasing agreement.

Vendors **MUST** contact FMD **BEFORE** vehicles can be delivered by calling the toll-free number listed.

### DELIVERIES MADE TO WEST VIRGINIA SURPLUS PROPERTY

The vendor **MUST** receive prior approval from Surplus Property to deliver vehicles. The delivery request must be made at least – five (5) – working days in advance. Surplus Property will accept a maximum amount of – **20** – vehicles per day and no deliveries will be accepted after 3:30 p.m.

West Virginia Surplus Property Unit  
2700 Charles Avenue  
Dunbar, WV 25064

### SURPLUS PROPERTY CONTACT INFORMATION

Doug Elkins, Vehicle Coordinator  
Telephone: (304) 356-2428