

Purchasing Tires for your State of WV Vehicle

Per the State of WV Purchasing Division, all state agencies are required to use the **NTIRE21 Goodyear Tire contract** (unless you are exempt from Purchasing's rules and regulations).

Helpful Links

Goodyear Tire Pricing list:

https://www.state.wv.us/admin/purchase/swc/NTIRE21_Goodyear%20Pricing.pdf

Authorized Goodyear Vendors that must adhere to the Goodyear Pricing list:

https://www.state.wv.us/admin/purchase/swc/NTIRE21_AuthorizedDealerList.pdf

Tire Purchasing Direction:

1. Review the Authorized Goodyear Vendors list to ensure that you are utilizing one of these vendors for your tire purchase (link provided above).
2. Call the vendor ahead of time to ensure that they have the tires in stock or determine if the vendor needs to order them.
3. Take your vehicle to the approved Goodyear Tire vendor shown on the list for servicing.
4. The vendor will issue the PO to Holman for your agency's approval (*Approval is required by your agency for all tire purchases no matter the amount).
5. Holman will send an email to all Maintenance Approvers listed for the vehicle with a link that will allow them to approve the PO. **It is the job of the approver (not Holman) to ensure that the amount being billed by the Vendor matches the amount shown on the Goodyear Tire Pricing List (link to the Pricing List is shown above).** If the amount is incorrect, contact Holman at 1-800-CAR-CARE to discuss the discrepancy and correct the error.
6. Holman will bill the agency for maintenance events that have been submitted to them by the vendors, at the end of every month. From that invoice, you will generate your ADO (Agency Delivery Order) in Oasis. **(NOTE: When tires are present on your Holman invoice, you are required to write the tire product code (which can be found on your Goodyear Tire Pricing List) on your invoice prior to submitting it to the Auditor's Office for payment).**