



COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES & SUPPLY (DPS)
 1111 East Broad Street, Richmond, Virginia 23219

Contract Number CTR017836
Vehicle BOC Paratransit ADA Accessible Bus

CONTRACT PERIOD	September 27, 2023 through September 26, 2025
CONTRACT TYPE	Mandatory Statewide
RENEWALS REMAINING	3 of 3 one year
AUTHORIZED USERS	Commonwealth of Virginia state agencies, institutions of higher education & other public bodies as authorized and defined in the Code of Virginia §2.2-1110, 2.2-1120, and 2.2-4301
CONTRACTOR & eVA ID #	Sonny Merryman SUP100057
CONTRACTOR(S) POINT OF CONTACT	Jordan Wray 5120 Wards Road Evington VA 24550 434-485-8905 (O) 757-675-0022 (C) jordan@sonnymerryman.com
BUILD OUT/FACTORY CUT OFF DATE	TBD
MINIMUM ORDER	N/A
PAYMENT TERMS	Net 30
DELIVERY	30 after receipt manufacturer/180 Manufacturer's Calendar Days ARO
DPS CONTRACT OFFICER	Pamela Copeland 804-786-4068 Pamela.copeland@dgs.virginia.gov
COMMODITY CODE(S)	07192
LAST UPDATE & PURPOSE	September 27, 2023 Award

INFORMATION:

- Fleet Numbers:** All ordering entities are required to have a Fleet Number prior to placing a Vehicle order. If you do not have a Fleet Number, or are unsure if you have one, please contact the Dealer/Vendor directly. The Dealer can verify if you have an existing number and/or can provide you with the contact information to obtain a new one. Dealers cannot place your order with a Manufacturer until you have a Fleet Number.

NOTE: Fleet number requirement only applies to Ford body on chassis (not applicable to Chevrolet)

- For State Agencies Only:** Prior to purchasing any motor vehicle, **all State Agencies** must submit a completed OFMS Form 1 to the DGS Office of Fleet Management (OFMS) for their approval, (**Code of Virginia 2.2-1176**). The [OFMS Form 1](#) must be sent to the fax or email address listed on the form. **Once you have a fully approved OFMS Form 1**, please review the Punch Out Ordering Guide Note: All purchase orders must be issued through eVA.

Questions or assistance with the OFMS form? - Contact Office of Fleet Management, Beth Cooley at 804-367-6549.

This document is provided only as a summary of the Contract. A complete and official copy of the Contract and any associated changes are available on the eVA State Contracts webpage OR at the offices of the Division of Purchases and Supply.

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3. **For All Other Authorized Users:** Prior to purchasing any motor vehicle from a DPS Vehicle Contract, the ordering entity must be registered in eVA. To register and set up your entity's eVA account, go to the [eVA Local Government site](#). Once you are eVA registered, please review the [eVA Ordering Instructions for Vehicles](#) For eVA Training and other resources, go to: [eVA On Demand Training Center](#) Note: All purchase orders must be issued through eVA. .

Questions or assistance with the OFMS form? - Contact Office of Fleet Management, Beth Cooley at 804-367-6549.

ORDERING INSTRUCTIONS

4. **Ordering Method:** Unless otherwise instructed or exempted by DPS, all Authorized Users placing orders against this Contract must place purchase orders through eVA.
5. **Non-Catalog Purchase Order Information:** Click on Other Actions from Contract → Select Create Requisition from Contract → Select appropriate line/\$/item(s) → Click the Create Requisition from Contract Items → Update Header Information where applicable → Create additional lines as needed in the following format (Contract Number – Contract Description – Description of time or service being procurement) → Complete other information required and submit requisition. NOTE: options and / delivery can be added as a separate line item, as applicable
6. **Authorized User Acceptance:** Inspection and acceptance upon delivery and approval of Contractor's invoice is the responsibility of the receiving Authorized User.

OVERVIEW: Statewide term contract to provide Vehicles: BOC Paratransit ADA Accessible Buses

A. AUTHORIZED USERS

This contract is the result of a competitive solicitation and its use is Mandatory to all Commonwealth of Virginia agencies, Institutions of Higher Education, or public bodies and entities (collectively "Authorized Users/Owners") as defined in the Code of Virginia § 2.2- 1110, § 2.2-1120, and § 2.2-4301 according to the terms, conditions and specifications provide, and in the purchase of any commodity listed herein.

B. MINIMUM ORDER

There is NO *minimum* order. FOB destination to the ordering agency and your quoted prices on this contract shall include all costs for transportation and delivery. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.

C. PERIOD FOR PERFORMANCE OF PURCHASE ORDERS

To be valid, a purchase order issued under this Contract must be issued during the term of the Contract. The period specified for performance of the purchase order may extend past the term of the Contract. If a notice terminating this Contract is issued, the notice shall be construed as applying only to the Contract and not to any existing purchase order, unless the notice expressly states the intent to terminate the purchase order.

PRICING AND ORDERING PRIORITY

See the attached document entitled "Pricing Schedule" for contract pricing and options.

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