

**REQUEST FOR BIDS  
SALE OF 2016 CHEVY TRAVERSE**

**VEHICLE INFORMATION**

The WV Higher Education Policy Commission is accepting bids for the sale of a 2016 Chevy Traverse (VIN 1GNKVFED2GJ272781). **VEHICLE SOLD AS IS**

Mileage:            Approximately 67,901 miles  
Avg MPG:         19 (16 city/23 highway)  
Minimum Bid:    \$15,000

Pictures and vehicle information are attached below (Exhibit B).

**GENERAL INFORMATION**

1.1    Schedule of Events:

Release of RFB: February 08, 2022

Proposal Due Date: March 02, 2022

1.2    Bidder's Point of Contact: Questions, clarification and inquiries concerning this Request should be sent to:

Kelley Smith  
Assistant Director of Procurement  
WV Higher Education Policy Commission  
1018 Kanawha Blvd., E, Suite 700  
Charleston, WV 25301  
ATTN: 2016 Chevy Traverse

1.3    Posting of Information: This RFB and any addenda, including answers to questions, will be posted <https://www.wvhepc.edu/resources/purchasing-and-finance/>.

1.4    Bid Submission: Bids may be emailed to: [bid.receipt@wvhepc.edu](mailto:bid.receipt@wvhepc.edu) OR mailed/delivered on or before the date required in Section 1.1.

For email submissions, please see Exhibit A for guidelines

For mailed/delivered submissions, the outside of the envelope should be clearly marked with the RFB name, the bid opening date/time and the Assistant Director of Procurement's name.

**PROPOSALS RECEIVED AFTER THE DUE DATE AND TIME WILL NOT BE CONSIDERED.  
IT IS THE BIDDER'S SOLE RESPONSIBILITY TO ENSURE TIMELY DELIVERY OF THE  
OFFER.**

1.5 Award: Award of sale will be made to the bid that is most advantageous to the Commission. Successful bidder will be notified, and arrangements will be made for payment and transfer of vehicle.

## VENDOR GUIDELINES FOR BID SUBMISSIONS VIA EMAIL

**NOTE:** This document is specific to the competitive solicitation processes, where bid submissions must arrive at the closing location on time.

### 1. Purpose of These Guidelines

The Commission/Council may post opportunities that allow vendors to submit their bids / proposals / responses (known as submissions) electronically via email. This document is intended to assist vendors in understanding:

- the risks associated with submitting an emailed submission; and
- the pitfalls that should be avoided if emailing a submission.

**NOTE:** Vendors who deliver submissions via email do so at their own risk; the Commission/Council does not take any responsibility for any emailed submission that:

- does not arrive on time;
- is rejected; or
- contains corrupted electronic files.

### 2. Risks

Although emails are sent every day without incident, there are a number of risks that could occur and delay the receipt of an email. An email submission is deemed to have been received once it arrives in the Commission/Council's Electronic Mail System. Emailed submissions that arrive late will not be considered, regardless of the reason, and vendors will not have the option to resubmit after the closing date and time.

Following are some of the reasons that may delay an email, or cause an email to be rejected by the Commission/Council's email system:

- i. Delays can occur as an email moves from server to server between the sender and the recipient, meaning that the time when an email is received can be later – and sometimes considerably later – than the time when it was sent. The Commission/Council will consider the time that an email was received by the Commission/Council's email system as the official time for any emailed submission.
- ii. The Commission/Council's email system has technical and security limitations on the size and type of files that will be accepted. Emails containing attachments that exceed 30 MB cannot be accepted.
- iii. The Commission/Council's email system has protocols whereby an email may be investigated as potential spam or containing a virus / malware. Such protocols may result in an email being sent to the recipient's inbox late.

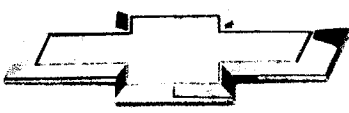
- iv. The Commission/Council's email system has protocols whereby an email may be investigated as having Personally Identifiable Information (PII). An email determined by the system to contain PII or data of a similar appearance of PII will not be delivered.
- v. The Commission/Council's email system is designed to reject any email that is considered spam or that contains a virus or malware. On occasion, an email may be falsely flagged and rejected. Copies of rejected emails are not kept in the email system, and therefore no possibility exists to retrieve an emailed submission that has been rejected.
- vi. In addition, it is possible that one or more attachments to an email to become corrupted and therefore inaccessible to the Commission/Council's email system. Vendor will not have the option to resubmit after closing if the attachments cannot be opened. Further, the Commission/Council cannot open any submission prior to closing to confirm whether or not the files have been corrupted.

### **3. Vendor Guidance for Emailed Submissions**

1. Never assume that a solicitation allows for emailed submissions. Emails should only be used as a delivery mechanism when the opportunity expressly allows for it.
2. Never assume which email address is being used for submissions, when emailed submissions are permitted. Carefully read the instructions and ask questions well in advance of closing if the email address for submissions is not clear. Submissions that are emailed to any address other than the one expressly stated for the purpose may be rejected as missing a mandatory requirement of the solicitation.
3. Avoid using generic subject lines in the emailed submissions that do not clearly identify the solicitation name and / or number as well as the vendor organization name. The subject line of the email should be: BID FOR xxxxxxxxx DUE WEDNESDAY xxxxxxxxxx AT 3:00PM. A sample email subject line for an open bid might be: BID FOR 21001 DUE WEDNESDAY, APRIL 7, 2021 AT 3:00PM.
4. Avoid multiple emails from the same vendor for the same opportunity wherever possible. If multiple emails cannot be avoided (e.g., the collective size of the emails exceeds the maximum size allowed), identify how many emails constitute the full submission and provide clear instructions on how to assemble the submission. Multiple submissions from the same vendor for the same opportunity may result in rejection if these instructions are unclear.
5. Vendors may update, change, or withdraw their submission at any time prior to the closing date and time. If emailing updates or changes, do not submit only the changes that then require collation with the previous submission. Instead, a complete revised package with clear instructions that it replaces the earlier submission should be sent. This will help to avoid any confusion as to what constitutes the complete submission.

6. Avoid emailing submissions in the last 60 minutes that the solicitation is open. Sufficient time should be left prior to closing to ensure that the email was received, and to resubmit before closing if a problem occurs.
7. Do not assume that the email has been received. If a confirmation email is not received shortly after sending the email, contact the named Contact on the solicitation to confirm whether or not their submission was received. In addition, send the emailed submission with a delivery receipt request. If unsure how to send an email with a delivery receipt request, contact the vendor's own system support personnel or search online for instructions specific to the vendor's email system (e.g., Outlook, Gmail, etc.)
8. If the confirmation email is not received, do not resubmit without first contacting the named Contact. Resending a submission should only occur once confirmation is received that the original email was not received, and enough time is left for receipt of the submission prior to the closing date and time.
9. Do not ignore any message from the Commission/Council regarding rejection of an emailed submission. If such a message is received prior to closing, contact the named Contact on the opportunity immediately.
10. If time permits prior to closing, possible remedies for a rejected or missing emailed submission include:
  - i. If the collective size of the emailed attachments exceeds 30 MB, resubmit it over multiple emails, clearly identify how many emails constitute the full submission and how to collate the files.
  - ii. If the emailed submission included zipped or executable files, unzip or remove the executable the files and resubmit over one or more emails (see previous bullet if the files collectively exceed 30 MB).
  - iii. Resend the submission from a different email account.
  - iv. If permitted in the opportunity, use an alternative method to deliver the submission (e.g., mailed or hand delivered).

Note: None of these remedies are applicable after the closing date and time.



CHEVROLET

2016 TRAVERSE AWD LS

Exhibit B

I hereby certify that the items listed hereon have been received and approved for payment.

Signature: [Handwritten Signature] Date: 5/2/16
Name Date

STANDARD EQUIPMENT

ITEMS FEATURED BELOW ARE INCLUDED AT NO EXTRA CHARGE IN THE STANDARD VEHICLE PRICE SHOWN

- CHEVROLET COMPLETE CARE
SEE WWW.CHEVY.COM OR DEALER FOR TERMS, DETAILS & LIMITS
TWO MAINTENANCE VISITS
OIL & FILTER CHANGE
4-WHEEL TIRE ROTATION
27 POINT INSPECTION
3 YR/36,000 MILES BUMPER-TO-BUMPER WARRANTY
5 YR/ 60,000 MILES POWERTRAIN LIMITED WARRANTY
ROADSIDE ASSISTANCE
COURTESY TRANSPORTATION

MECHANICAL

- ENGINE 3.6L, SIDI V6
BRAKE ASSIST, HILL START

SAFETY & SECURITY

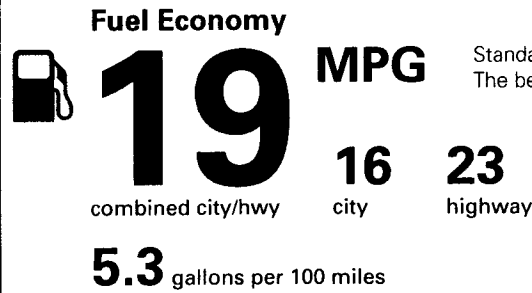
- REMOTE KEYLESS ENTRY, EXTENDED RANGE

- AIR BAGS, FRONTAL AND SIDE-IMPACT FOR DRIVER AND FRONT PASSENGER, HEAD CURTAIN SIDE-IMPACT IN OUTBOARD SEATING POSITIONS
REAR CHILD SECURITY DOOR LOCK
ENGINE IMMOBILIZER THEFT DETERRENT SYSTEM
REAR VISION CAMERA
STABILITRAK - STABILITY CONTROL SYSTEM W/ TRACTION CONTROL
ANTI LOCK BRAKE SYSTEM
TIRE PRESSURE MONITOR SYSTEM (EXCL SPARE TIRE)

EXTERIOR

- BODYSIDE MOLDING, BLACK
DUAL POWER OUTSIDE MIRRORS, POWER ADJUST, MANUAL FOLD
WHEELS, 17" STEEL
SPARE TIRE & WHEEL
REAR LIFTGATE, MANUAL

EPA DOT Fuel Economy and Environment



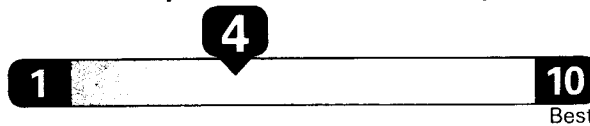
Standard SUVs range from 12 to 92 MPG. The best vehicle rates 119 MPGe.



You spend \$2,750 more in fuel costs over 5 years compared to the average new vehicle.

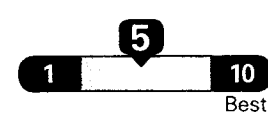
Annual fuel cost \$2,350

Fuel Economy & Greenhouse Gas Rating (tailpipe only)



This vehicle emits 476 grams CO2 per mile. The best emits 0 grams per mile (tailpipe only). Producing and distributing fuel also create emissions; learn more at fueleconomy.gov.

Smog Rating (tailpipe only)



Actual results will vary for many reasons, including driving conditions and how you drive and maintain your vehicle. The average new vehicle gets 25 MPG and costs \$9,000 to fuel over 5 years. Cost estimates are based on 15,000 miles per year at \$3.00 per gallon. MPGe is miles per gasoline gallon equivalent. Vehicle emissions are a significant cause of climate change and smog.

fueleconomy.gov

Calculate personalized estimates and compare vehicles



Smartphone QR Code



GOV

Overall Vehicle

Based on the cost. Should ONLY be used for comparison.

Frontal Crash

Based on the risk. Should ONLY be used for comparison.

Side Crash

Based on the risk.

Rollover

Based on the risk.

Star ratings range from 1 to 5 stars. Source: NHTSA.





**EXTERIOR: SUMMIT WHITE**  
**INTERIOR: TITANIUM**

**ENGINE 3.6L, SIDI V6**  
**TRANSMISSION, 6-SPD AUTOMATIC**

Visit us at [www.chevy.com](http://www.chevy.com)

**INTERIOR**

- 8 PASS SEATING W/ 2ND ROW SMART SLIDE & 2ND & 3RD ROW 60/40 SPLIT BENCH SEATS
- SEAT ADJUSTER DRIVER 4-WAY MANUAL
- AIR CONDITIONING-FRONT & REAR
- CLOTH SEATS
- STEERING COLUMN, TILT & TELESCOPIC
- COMPASS DISPLAY
- 2ND ROW CHARGE ONLY DUAL USB

**CONNECTIVITY FEATURES**

- ONSTAR(R) INCLUDES 5 YR BASIC PLAN PLUS 6 MTH SERVICE W/ AUTOMATIC CRASH RESPONSE, NAVIGATION & MORE (SUBJECT TO TERMS SEE ONSTAR.COM)
- 4G LTE WI-FI(R) HOTSPOT WITH LIMITED DATA TRIAL AND MORE. (SUBJECT TO TERMS SEE ONSTAR.COM)

- COLOR TOUCH RADIO, SIRIUSXM, USB PORT
- XM RADIO + SERVICE SUBSCRIPTION SOLD SEPARATELY BY SIRIUSXM AFTER 3 MTHS
- BLUETOOTH FOR PHONE

**OPTIONS & PRICING**

MANUFACTURER'S SUGGESTED RETAIL PRICE

**STANDARD VEHICLE PRICE \$33,205.00**

OPTIONS INSTALLED BY THE MANUFACTURER (MAY REPLACE STANDARD EQUIPMENT SHOWN)

TOTAL OPTIONS	\$0.00
TOTAL VEHICLE & OPTIONS	\$33,205.00
DESTINATION CHARGE	895.00

**TOTAL VEHICLE PRICE\* \$34,100.00**

RECEIVED BY WVHEPC

MAY 01 2016

FINANCE & FACILITIES

**GOVERNMENT 5-STAR SAFETY RATINGS**

**Score**



Overall safety ratings of frontal, side and rollover. Compared to other vehicles of similar size and weight.

Driver  
Passenger



Occupant injury in a frontal impact. Compared to other vehicles of similar size and weight.

Front seat  
Rear seat



Occupant injury in a side impact.



Rollover in a single-vehicle crash.

Rated from 1 to 5 stars (★★★★★) with 5 being the highest. National Highway Traffic Safety Administration (NHTSA) [www.safercar.gov](http://www.safercar.gov) or 1-888-327-4236

**PARTS CONTENT INFORMATION**

**FOR VEHICLES IN THIS CARLINE:  
U.S./CANADIAN PARTS CONTENT: 80%**

**NOTE: PARTS CONTENT DOES NOT INCLUDE FINAL ASSEMBLY, DISTRIBUTION, OR OTHER NON-PARTS COSTS.**

**FOR THIS VEHICLE:  
FINAL ASSEMBLY POINT:  
LANSING, MI U.S.A.  
COUNTRY OF ORIGIN:  
ENGINE: UNITED STATES  
TRANSMISSION: UNITED STATES**

This label has been applied pursuant to Federal law - Do not remove prior to delivery to the ultimate purchaser. Includes Manufacturer's Recommended Pre-Delivery Service. Does not include dealer installed options and accessories not listed above, local taxes or license fees.

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ORDER NO SWCXX0 SALES CODE E  
SALES MODEL CODE CV14526  
DEALER NO 06885  
FINAL ASSEMBLY:  
LANSING, MI U.S.A.



VIN 1GNKVFED2GJ272781

DEALER TO WHOM DELIVERED  
**TEAM CHEVROLET BUICK GMC CADILLAC**  
905 BRADY AVE  
STEUBENVILLE, OH 43952-1421



**Equipped with the safety and connectivity of OnStar®**

Visit [onstar.com](http://onstar.com) for details.

[onstar.com/privacy](http://onstar.com/privacy)

**DV**

1GA2131367

2016 Chevy Traverse Pictures.















