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 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.
STANDARD EQUIPMENT

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

• CHEVROLET COMPLETE CARE
• SEE WWW.CHEV.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

Fuel Economy

19 MPG
16 city
23 highway
5.3 gallons per 100 miles

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)

1
Best

Smog Rating (tailpipe only)

1
Best

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.

fueleconomy.gov
Calculate personalized estimates and compare vehicles

Smartphone QR Code

CAUTION

Based on the cor
Should ONLY be

Frontal Crash
Based on the risk
Should ONLY be

Side Crash
Based on the risk

Rollover
Based on the risk

Star ratings ra
Source: fed

2016 TRAVERSE AWD LS
Exhibit B
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)

Visit us at www.chevy.com

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

OPTIONS & PRICING

<table>
<thead>
<tr>
<th>Manufacturer's Suggested Retail Price</th>
<th>Options Installed by the Manufacturer (May Replace Standard Equipment Shown)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STANDARD VEHICLE PRICE</strong></td>
<td><strong>$33,205.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL OPTIONS</strong></td>
<td><strong>$0.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL VEHICLE &amp; OPTIONS</strong></td>
<td><strong>$33,205.00</strong></td>
</tr>
<tr>
<td><strong>DESTINATION CHARGE</strong></td>
<td><strong>895.00</strong></td>
</tr>
<tr>
<td><strong>TOTAL VEHICLE PRICE</strong></td>
<td><strong>$34,100.00</strong></td>
</tr>
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EQUIPMENT 5-STAR SAFETY RATINGS

<table>
<thead>
<tr>
<th>Score</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Ed ratings of frontal, side and rollover. Compared to other vehicles of similar size and weight.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Driver</th>
<th>★★★★★</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury in a frontal impact. Compared to other vehicles of similar size and weight.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Passenger</th>
<th>★★★★★</th>
</tr>
</thead>
</table>

| Front seat | ★★★★★ |
| Rear seat  | ★★★★★ |
| Injury in a side impact. Rollover in a single-vehicle crash. |

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

Equipped with the safety and connectivity of OnStar:
Visit onstar.com for details.

onstar.com/privacy

Order no SW0050 sales code: E
Sales model code: CV14526
Dealer no: 069565
Final assembly: Lansing, MI, U.S.A.
VIN: 1GNKFED2GJ272781
Dealer to whom delivered:
Team Chevrolet Buick GMC Cadillac
905 Brady Ave
Steubenville, OH 43952-1421
2016 Chevy Traverse Pictures.