

GENERAL TERMS AND INSTRUCTIONS TO BIDDERS
TERMS AND CONDITIONS OF BID

1. Bids for the purchase of ONE (1) NEW OR USED 4-WHEEL DRIVE SPORT UTILITY VEHICLE WITH SEVEN (7) or EIGHT (8) PASSENGER SEATING for the Eastern Panhandle Regional Planning and Development Council (Region 9) will be received by the Region 9 Executive Director at 226 Pilot Way, Ste. E, Martinsburg, WV 25405. Bids shall be delivered in a sealed envelope to Region 9 and shall be marked on the outside – ONE (1) 4-WHEEL DRIVE SPORT UTILITY VEHICLE. Bids may be emailed, read-receipt requested and time-stamped, to Rachel Miller at rmiller@region9wv.com.
2. Bids must be submitted and time-stamped into the Region 9 office no later than SEPTEMBER 4th, 2026 at 4PM EST. Bids may be emailed, read-receipt requested and time-stamped, to Rachel Miller at rmiller@region9wv.com. Late bids will not be accepted.
3. Each bid must be accompanied by a properly executed Non-Collusion Affidavit certificate.
4. Bid specifications may be found at www.region9wv.com/procurement or at the Region 9 Office, 226 Pilot Way, Ste. E, Martinsburg, WV 25405.
5. Region 9 is exempt from all Federal and State taxes. The bid shall not include a tax for said vehicle.
6. Region 9 shall award the contract or reject all bids within ninety (60) days after they are received, unless each bidder and his surety, by the submission of the bid automatically agree to a thirty (30) day extension.
7. Name brands or named parts cited herein are for the purchase of establishing the level of quality of the equipment, parts or optional equipment. Region 9 will consider all brands and/or models of an equal value and quality.
8. Only one request for payment shall be allowed. Application for payment shall be made on an original invoice accepted in the bid award. The request for payment should be submitted at least twenty (20) working days prior to the expected payment date.
9. Each bidder must furnish Region 9 with a delivery date of the vehicle with the same being shown in the bid proposal.
10. Successful bidder shall supply adequate operation and maintenance manual for the vehicle on the delivery date.
11. Region 9 will also consider State of West Virginia State Purchasing Price for vehicle.

12. Vehicle warranty and service discounts provided will be considered.
13. Region 9 reserves the right to reject any and all bids, waive informalities, and award the bid in the best interest of Region 9.
14. Final payment contingent upon Region 9's inspection and acceptance of the vehicle.
15. Bidder must be an authorized dealer for the make/model bid (for warranty and service network purposes).

INVITATION TO BID – SPORT UTILITY VEHICLE PURCHASE BID SPECIFICATIONS

The Eastern Panhandle Regional Planning and Development Council (Region 9) in Martinsburg, West Virginia is soliciting, by public bid, the purchase of ONE (1) NEW OR USED 4-WHEEL DRIVE SPORT UTILITY VEHICLE WITH SEVEN (7) or EIGHT (8) PASSENGER SEATING. Bidders must meet or exceed all minimum requirements and additional specifications listed below. No specific color or exterior wrapping is required.

1. BASE VEHICLE REQUIREMENT

No older than 2024 model year 4-Wheel Drive Chevrolet Traverse or comparable vehicle.

2. MINIMUM REQUIREMENTS (ESSENTIAL TO BID)

- 7 or 8 passenger seating
- Automatic transmission
- AWD/4-Wheel Drive
- Power steering
- Power brakes
- Power windows
- Power locks
- Full-size spare tire, not temporary inflator kit only
- Keyless Entry
- Bluetooth Compatible Audio System
- Android Auto and/or Apple CarPlay Compatible
- Air conditioning
- Rear passenger air conditioning
- Anti-lock brake system
- Driver and front passenger airbags
- Front-seat airbags
- Third-row seating that folds flat for cargo use
- USB, Type-C, or wireless phone charging
- Serviced, inspected, and delivered to Region 9

3. ADDITIONAL RECOMMENDED SPECIFICATIONS

- Rear backup camera
- Electronic stability control
- Tire pressure monitoring system (TPMS)
- Rear cross-traffic alert
- Third-row side airbags, if available on trim
- Remote start

A Carfax or similar report will be required for all used vehicles.
Vehicle(s) must be available for test drive prior to acceptance of vehicle.

BID SHEET

ONE (1) NEW OR USED 4-WHEEL DRIVE SPORT UTILITY VEHICLE WITH SEVEN (7) OR EIGHT (8) PASSENGER SEATING

Region 9
226 Pilot Way, Ste. E
Martinsburg, WV 25405

I _____, Contractor, hereby declare the s/he is or they are, the only persons, interested in this bid as principal, or principals, and that no other person other than herein above-named has any interest in this proposal or in the contract proposed to be taken; that this bid or proposal is made without any connection with the person or persons making a bid or proposal for the same purchase; that the bid or proposal is in all respects fair and without collusion or fraud, and that no officer nor any person in the employ of said Region 9 is directly or indirectly interested in this bid, or in the supplies or work to which it relates, or in any portion of the profits thereof; the s/he has or they have, examined the General Terms and Instructions to Bidders and Bid Specifications, herein referred to and hereto attached and that s/he proposes and agrees, or they will, contract to provide the specific equipment or they will, accept in full payment therefore, the following sums to wit:

Bid for ONE (1) NEW 4-WHEEL DRIVE SPORT UTILITY VEHICLE WITH SEVEN (7) or EIGHT (8) PASSENGER SEATING as described in the enclosed bid documents and specifications.

Pricing must include all fees/title/registration.
REGION 9 IS A STATE OF WEST VIRGINIA TAX-EXEMPT GOVERNMENT
ORGANIZATION.

List or attach bid(s) here:

Gross Price: \$ _____

Net Cost to Region 9: \$ _____

Delivery Date: _____

Model No.: \$ _____

Model Type: \$ _____

Company Signature

Typed/Printed Name of Signer

Typed/Printed Company Name

Address

Telephone

Date: _____ day of _____ 2026.

NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this ____ day of _____, _____

(Name of Organization)

(Title of Person Signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____)

COUNTY OF _____)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public Signature

My Commission Expires: _____