



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Delivery Order

Order Date: 03-06-2025

CORRECT ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES, AND
SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CDO 0216 0216 FLT2500000008 1	Change Order No:	Procurement Folder:	1644524
Document Name:	12, 2025 JEEP GRAND CHEROKEE 4X4 (WLJH74), CLASS 7, GAS		Reason for Modification:	
Document Description:	12, 2025 JEEP GRAND CHEROKEE 4X4 (WLJH74), CLASS 7, GAS			
Procurement Type:	Central Delivery Order			
Buyer Name:	Mark A Atkins			
Telephone:	(304) 558-2307			
Email:	mark.a.atkins@wv.gov			
Shipping Method:	Best Way		Master Agreement Number: CMA 0212 MV25E 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000036341 THORNHILL MOTOR CAR INC 509 DINGESS ST LOGAN WV 25601 US Vendor Contact Phone: 3048558300 Extension: 2244 Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td></td></tr><tr><td>#3</td><td>No</td><td></td><td></td></tr><tr><td>#4</td><td>No</td><td></td><td></td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No			#3	No			#4	No			Requestor Name: Kenneth H Yoakum Requestor Phone: (304) 558-2106 Requestor Email: kenny.h.yoakum@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US	STATE OF WEST VIRGINIA IN CARE OF SURPLUS PROPERTY 2700 CHARLES AVENUE DUNBAR WV 25064 US

Total Order Amount: \$455,088.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark Atkins* 3/11/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Edy Rose* 3-19-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

12, 2025 JEEP GRAND CHEROKEE 4X4, CLASS 7, GAS

5 AB01 WHITE - PW7

4 2529 WHITE - PW7

3 LO01 WHITE - PW7

TO BE FINANCED UNDER CONTRACT SWC # FINANCE 24
RELEASE ORDER - FIN2500000003 APPENDIX 2024-03

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	12.00000	EA	\$37,924.0000	\$455,088.00
Service From	Service To	Manufacturer		Model No	Delivery Date

Commodity Line Description: MV25 - 2025 or LATEST MODEL VEHICLE

Extended Description:

MV25 - 2025 or LATEST MODEL VEHICLE:
See attached pricing page(s) for contract pricing.

12, 2025 JEEP GRAND CHEROKEE 4X4, CLASS 7, GAS

5 AB01 WHITE - PW7

4 2529 WHITE - PW7

3 LO01 WHITE - PW7

TO BE FINANCED UNDER CONTRACT SWC # FINANCE 24
RELEASE ORDER - FIN2500000003 APPENDIX 2024-03

**Class 7 - Automobile
Mid Size Utility**

Vendor Name:

Thornhill CAJR
JEOP

Manufacturer/Brand:

Model Name & Number:

Grand Cherokee WLJH74

Vendor Contact:

Charles Ellis

Phone No.:

304-855-1289

Email: charles.ellis@

thornhillautomotive.com

Vehicle Requirements:

Classification:

Mid Size Utility

Drive:

4 Wheel/All Wheel

Passenger seating:

5 minimum (including driver)

Doors:

4, minimum

Wheelbase:

109 in., minimum

GVWR:

6100 lbs. min, 7300 lbs. max.

Engine:

6 cylinder minimum

Additional Requirements:

Tow Package:

Installed Hitch and Wiring

Slush/All-Weather Mats:

Installed: Driver, Passenger, Cargo area

The vehicle bid shall include the standard equipment requirements as required in section 3. the specification.

Manufacturer's Standard Available Colors

Standard Color Code

Color Description

PWT

Bright White

Vendor Bid Response:

Vehicle fuel type	UNIT PRICE
Gasoline	\$ <u>37924.00</u>
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$ -

FOB Other than Metro Charleston - Per Mile

\$ -

*Note - The above delivery "options" above are not evaluated as part of the award.

MEMORANDUM

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

5 vehicles for ABLA

The Accompanying Request has been reviewed and approved by the following:

Agency Head

2/25/25
Date

Eric Hauschalter
Cabinet Secretary/Department Head

2/26/25
Date

Governor's Office Representative

APPROVED

Date _____



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

☐ Approved

☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Julia M. Jones

DEPARTMENT Revenue

AGENCY/BILL CODE AB01 ALCOHOL BEVERAGE CONTROL ADMINISTRATION RE

E-MAIL Julia.M.Jones@wv.gov

PHONE NO. (304) 356-5510 EXT

DATE

FUND # 7352

DEPT # 0708

UNIT # 0100

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE Vehicle has over 120,000 miles and over 5 years old

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

DATE 2-21-25

VEHICLE PURCHASE

Type of vehicle ☐ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLJH74

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/Includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924.

USED VEHICLE VIN#

Class 7 M U 25 E

DECOMMISSIONED VEHICLE

MAKE CHEVROLET

MODEL EQUINOX

YEAR 2016

MILEAGE 138,304

LICENSE # SA006689

VIN # 2GNFLEKOG6299118

FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/25/25



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

☐ Approved

☐ Declined

Signature _____

Title _____

Date _____

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Julia M. Jones

DEPARTMENT Revenue

AGENCY/BILL CODE AB01 ALCOHOL BEVERAGE CONTROL ADMINISTRATION RE

E-MAIL Julia.M.Jones@wv.gov

PHONE NO. (304) 356-5510 EXT _____

DATE _____

FUND # 7352

DEPT # 0708

UNIT # 0100

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE Vehicle has over 120,000 miles and over 5 years old

Est. # of days per week used _____

Est. # of miles per month used _____

CABINET SECRETARY APPROVAL _____

DATE 2-21-25

VEHICLE PURCHASE

Type of vehicle ☐ New Vehicle ☐ Used Vehicle Used Vehicle Mileage _____

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID _____

MAKE Jeep

Model Grand Cherokee 4X4 WLJH74

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...AWD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924

USED VEHICLE VIN# _____

CLASS 7 MV 25 E

DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL GRAND CHEROKEE

YEAR 2011

MILEAGE 150,658

LICENSE # SA004870

VIN # 1J4RR4GG7BC715585 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD _____

DATE 2/25/25



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Julia M Jones

DEPARTMENT Revenue

AGENCY/BILL CODE AB01 ALCOHOL BEVERAGE CONTROL ADMINISTRATION RE

E-MAIL julia.m.jones@wv.gov

PHONE NO. (304) 356-5510

EXT

DATE 1/3/2025

FUND # 7352

DEPT # 0708

UNIT # 0100

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE Vehicle has over 120,000 miles and is over 5 yrs old (2012); needs \$3,900 worth of repairs

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL [Signature]

DATE 2-21-25

VEHICLE PURCHASE

Type of vehicle ☐ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924

USED VEHICLE VIN# Class 7 4025E

DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL PATRIOT

YEAR 2012

MILEAGE 129,112

LICENSE # 6L7230

VIN # 1C4NJRBB5CD717450 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only



APPROVED



DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 2/25/25



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

☐ Approved

☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Julia M. Jones

DEPARTMENT Revenue

AGENCY/BILL CODE AB01 ALCOHOL BEVERAGE CONTROL ADMINISTRATION RE

E-MAIL Julia.M.Jones@wv.gov

PHONE NO. (304) 356-5510

EXT

DATE

FUND # 7352

DEPT # 0708

UNIT # 0100

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE Vehicle has over 120,000 miles and over 5 years old

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

DATE 2-21-25

VEHICLE PURCHASE

Type of vehicle ☐ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN#

1C4J57 25 15

DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL PATRIOT

YEAR 2014

MILEAGE 123,041

LICENSE # SA004672

VIN # 1C4NJRBB3ED870203

FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/25/25



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

☒ Approved ☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Julia M Jones DEPARTMENT Revenue

AGENCY/BILL CODE AB01 ALCOHOL BEVERAGE CONTROL ADMINISTRATION RE

E-MAIL juli.m.jones@wv.gov

PHONE NO. (304) 356-5510 EXT. DATE 2/3/2025

FUND # 7352 DEPT # 0708 UNIT # 0100

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE Decommissioned early Nov '23 repairs of \$5,195; asked to replace when veh contract avl

Est. # of days per week used 5 Est. # of miles per month used 1,100

CABINET SECRETARY APPROVAL [Signature] DATE 2-21-25

VEHICLE PURCHASE

Type of vehicle ☐ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep Model Grand Cherokee 4X4 WLJH74

YEAR 2025 COLOR WHITE Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN# C1N33 7 MV25 E

DECOMMISSIONED VEHICLE

MAKE Jeep MODEL Patriot

YEAR 2014 MILEAGE 127939 LICENSE # 3A007180

VIN # ED558226 FLT Decem 12/6/23 FD24 X2888

DECOMMISSIONING METHOD DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 2/25/25

MEMORANDUM

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

4 vehicles for Lottery Loo

The Accompanying Request has been reviewed and approved by the following:

Agency Head

Eri Henschultz
Cabinet Secretary/Department Head

Governor's Office Representative

2/25/25

Date _____

2/26/25

Date _____

Date _____

APPROVED



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only
☒ Approved ☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Matthew Farley

DEPARTMENT Revenue

AGENCY/BILL CODE LO01 LOTTERY COMMISSION

RE

E-MAIL MFARLEY@WVLOTTERY.COM

PHONE NO. (304) 558-0500

EXT 1846

DATE 11/7/2024

FUND #

DEPT # 0705

UNIT # 0705

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE To replace a vehicle at least 5 years old with over 120,000

Est. # of days per week used 5

Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL

DATE 2-25-25

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

MODEL CHEROKEE

YEAR 2025

COLOR WHITE

FUEL TYPE Gasoline

7 Mid Size Utility...4WD or AWD, 5 seats, 4 doors, 109" WB, 6 cylid minimum

NEW VEHICLE CLASS/DESCRIPTION

DEALERSHIP Thornhill Motor

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

class 7 MV 25 E

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL EXPLORER

YEAR 2020

MILEAGE 127113

LICENSE # SA005849

VIN # 1FMSK8BB3LGC36178 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/25/25



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

☒ Approved ☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Matthew Farley

DEPARTMENT Revenue

AGENCY/BILL CODE L001 LOTTERY COMMISSION

RE

E-MAIL MFARLEY@WVLOTTERY.COM

PHONE NO. (304) 558-0500

EXT 1846

DATE 11/7/2024

FUND #

DEPT # 0705

UNIT # 0705

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE To replace a vehicle at least 5 years old with over 120,000

Est. # of days per week used 5

Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL

DATE 2-25-25

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

MODEL CHEROKEE

YEAR 2025

COLOR WHITE

FUEL TYPE Gasoline

7 Mid Size Utility...4WD or AWD, 5 seats, 4 doors, 109" WB, 6 cylid minimum

NEW VEHICLE CLASS/DESCRIPTION

DEALERSHIP Thornhill Motor

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

CLASS 7 MUSE

DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL CHEROKEE

YEAR 2019

MILEAGE 120,024

LICENSE # SA003109

VIN # 1C4RJFAG1KC750155 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/25/25



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only
☒ Approved ☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Matthew Farley

DEPARTMENT Revenue

AGENCY/BILL CODE LO01 LOTTERY COMMISSION

RE

E-MAIL MFARLEY@WVLOTTERY.COM

PHONE NO. (304) 558-0500

EXT 1846

DATE 11/7/2024

FUND #

DEPT # 0705

UNIT # 0705

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)

JUSTIFICATION/PURPOSE To replace a vehicle at least 5 years old with over 120,000

Est. # of days per week used 5

Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL

DATE 2-25-25

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

MODEL CHEROKEE

YEAR 2025

COLOR WHITE

FUEL TYPE Gasoline

7 Mid Size Utility...4WD or AWD, 5 seats, 4 doors, 109" WB, 6 cylid minimum

NEW VEHICLE CLASS/DESCRIPTION

DEALERSHIP Thornhill Motor

PURCHASE PRICE \$37,924.00

USED VEHICLE VIN#

61633 7 MV 25 E

DECOMMISSIONED VEHICLE

MAKE CHEVROLET

MODEL IMPALA

YEAR 2012

MILEAGE 133130

LICENSE # SA001592

VIN # 2G1WF5E31C1324150 FLT YY

A-ENV

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 2/25/25

MEMORANDUM

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

И. В. Давыдов (ср. ДННД)

Date _____



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2529 DHHR OPERATIONS KIOSK

DH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/25/2025

FUND # 5362

DEPT # 0506

UNIT # 2529

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE RETIRED AHEAD OF REPLACEMENT

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

DATE

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/Includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924

USED VEHICLE VIN#

Class 7 MU 25 E

DECOMMISSIONED VEHICLE

MAKE DODGE

MODEL GRAND CARAVAN

YEAR 2013

MILEAGE RETIRED

LICENSE # SA003622

VIN # 2C4RDGBGXDR688857

RET Decom

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 3/3/25



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

☒ Approved ☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2529 DHHR OPERATIONS KIOSK

DH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/25/2025

FUND # 5362

DEPT # 0506

UNIT # 2529

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA FOR REPLACEMENT

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

DATE

VEHICLE PURCHASE

Type of vehicle

☒ New Vehicle

☐ Used Vehicle

Used Vehicle Mileage

Who owns this vehicle?

☒ Leased from Fleet

☐ Agency Owned

DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLH74

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C

PURCHASE PRICE \$37,924

USED VEHICLE VIN#

Class 7 MV25E

DECOMMISSIONED VEHICLE

MAKE DODGE

MODEL GRAND CARAVAN

YEAR 2011

MILEAGE 152,929

LICENSE # SA003690

VIN # 2D4RN4DG4BR778904

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

F&T Y4

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Phyllis Parker

DATE

3/3/25



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

☒ Approved

☐ Declined

Signature _____

Title _____

Date _____

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2529 DHHR OPERATIONS KIOSK

DH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/25/2025

FUND # 5362

DEPT # 0506

UNIT # 2529

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA TO REPLACE. REQUEST CLASS UPGRADE. SEE MEMO

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL _____

DATE _____

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage _____

Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID _____

MAKE Jeep

Model Grand Cherokee 4X4 WLJH74

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2017

MILEAGE 138,623

LICENSE # SA002085

VIN # 3FA6POG73HR126265 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED _____

JUSTIFICATION FOR DEFERRED Class 7 MV 35 E

For FMO Office Use Only



APPROVED



DECLINED

EXECUTIVE DIRECTOR, FMD

Thornhill Motor Car, Inc.

DATE

3/3/25



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

☒ Approved ☐ Declined

Signature _____

Title _____

Date _____

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME AMY S GATES DEPARTMENT DHHR
AGENCY/BILL CODE 2529 DHHR OPERATIONS KIOSK DH
E-MAIL AMY.S.GATES@WV.GOV
PHONE NO. (304) 352-3917 EXT 23917 DATE 1/25/2025
FUND # 5362 DEPT # 0506 UNIT # 2529

VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE MEETS CRITERIA FOR REPLACEMENT

Est. # of days per week used 5 Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL _____ DATE _____

VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage _____
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID _____

MAKE Jeep Model Grand Cherokee 4X4 WLH74
YEAR 2025 COLOR WHITE Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD, 5 seats minimum/includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Tow Package, Slush/All Weather Mats

DEALERSHIP Thornhill Motor Car, Inc. dba Thornhill C PURCHASE PRICE \$37,924

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE DODGE MODEL GRAND CARAVAN
YEAR 2014 MILEAGE 122,935 LICENSE # SA003955

VIN # 2C4RDGBG9ER400635 FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

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☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Thornhill

DATE 3/31/25

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Business Organization Detail

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THORNHILL MOTOR CAR, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	7/13/2018		7/13/2018	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)		Capital Stock
			100000.0000
Charter County	Logan		Control Number
			0
Charter State	WV		Excess Acres
At Will Term			Member Managed
At Will Term Years			Par Value
			100.000000
Authorized Shares	1000		Young Entrepreneur
			Not Specified

Addresses	
Type	Address
Local Office Address	509 DINGESS STREET LOGAN, WV, 25601
Mailing Address	PO BOX 2036 LOGAN, WV, 25601
Notice of Process Address	WALLY THORNHILL P O BOX 340 PECKS MILL, WV, 25547
Principal Office Address	509 DINGESS STREET LOGAN, WV, 25601
Type	Address

Officers	
Type	Name/Address
Incorporator	WALLY THORNHILL P O BOX 340 PECKS MILL, WV, 25547
President	WALLY THORNHILL P O BOX 340 PECKS MILL, WV, 25547
Secretary	JAMES DIVITA 3036 MICHAEL AVENUE BELLE, WV, 25015
Treasurer	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Vice-President	SYDNEY BROWN 102 WALL STREET LOGAN, WV, 25601
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
THORNHILL CHRYSLER DODGE JEEP RAM	TRADENAME	4/10/2019	
THORNHILL CHRYSLER DODGE RAM JEEP, INC.	TRADENAME	7/13/2018	7/27/2018
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/14/2019	AMENDMENT FILED- CHANGING ADDRESSES- SEE IMAGE
Date	Amendment

Annual Reports	
Filed For	
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2024	
2023	
2022	
2021	
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2019	
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For more information, please contact the Secretary of State's Office at 804-556-8000.

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