



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: 03-07-2025

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 FLT2500000013 1	Change Order No:	Procurement Folder:	1645507
Document Name:	4, 2025 FORD ESCAPE (U9N), CLASS 5, GAS		Reason for Modification:	
Document Description:	4, 2025 FORD ESCAPE (U9N), CLASS 5, 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 MV25B 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VC0000057321 MATHENY MOTOR TRUCK CO 308 3RD ST ST MARYS WV 26170 US Vendor Contact Phone: 304-684-9625 Extension: 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: \$121,424.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark Atkins* 3/10/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Gary P. ...* 3-19-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:
4, 2025 FORD ESCAPE, CLASS 5, GAS

2 2529 CARBONIZED GRAY - M7

1 2529 VAPOR BLUE - K1

1 2529 SPACE SILVER - A3

TO BE FINANCED UNDER CONTRACT SWC # FINANCE24
RELEASE ORDER - FIN2500000003 APPENDIX 2024-03

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	2.00000	EA	\$30,356.0000	\$60,712.00
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.

2, 2025 FORD ESCAPE, CLASS 5, GAS

2 2529 CARBONIZED GRAY - M7

TO BE FINANCED UNDER CONTRACT SWC # FINANCE24
RELEASE ORDER - FIN2500000003 APPENDIX 2024-03

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	25100000	1.00000	EA	\$30,356.0000	\$30,356.00
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.

1, 2025 FORD ESCAPE, CLASS 5, GAS

1 2529 VAPOR BLUE - K1

TO BE FINANCED UNDER CONTRACT SWC # FINANCE24
RELEASE ORDER - FIN2500000003 APPENDIX 2024-03

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	25100000	1.00000	EA	\$30,356.0000	\$30,356.00
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.

1, 2025 FORD ESCAPE, CLASS 5, GAS

1 2529 SPACE SILVER - A3

TO BE FINANCED UNDER CONTRACT SWC # FINANCE24
RELEASE ORDER - FIN2500000003 APPENDIX 2024-03

**Class 5 - Automobile
Compact Utility**

Vendor Name: MMMTCO DBA MATHENY FORD
 Manufacturer/Brand: FORD
 Model Name & Number: ESCAPE U9N

Vendor Contact: JACOB/STEVE
 Phone No.: 304-485-4418
 Email: JWADE@MATHENYMOTORS.COM/SSTKINNER@MATHENYMOTORS.COM

Vehicle Requirements:		Compact Utility	
Classification:	4 Wheel/All Wheel	Manufacturer's Standard Available Colors	
Drive:	5 (including driver)	Standard Color Code	Color Description
Passenger seating:	4, minimum	UM	AGATE BLACK
Doors:	100 in., minimum	A3	SPACE SILVER
Wheelbase:	4350 lbs. min, 5600 lbs. max.	M7	CARBON GRAY
GVAW:	4 cylinder minimum	K1	VAPOR BLUE
Engine:			
Additional Requirements:			
The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.			

Vendor Bid Response:	
Vehicle fuel type	UNIT PRICE
Gasoline	\$ 30,356.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/LH Fuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$	25.00
\$	0.25

FOB Other than Metro Charleston - Per Mile

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

To: All State Agencies Under Purchasing Division
From: Samantha Willis, Director & General Counsel
WV Purchasing
Date: January 22, 2025
Re: \$100,000 Spending Requests

MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

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.

14 January 2025

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


Agency Head

3/3/25
Date


Cabinet Secretary/Department Head

3/3/25
Date

Governor's Office Representative

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 MEETS CRITERIA TO REPLACE

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 Ford

Model Ford Escape U9N

YEAR 2025

COLOR GRAY

Fuel Type Gasoline

New Vehicle Class/Description Compact Utility...4WD or AWD, 5 seats/includes driver, 4 Doors Minimum, 100" WB, 4 cyl minimum

DEALERSHIP Matheny Motor Truck Company dba Mat

PURCHASE PRICE \$30,356

USED VEHICLE VIN#

Class 5 M025 B

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL ESCAPE

YEAR 2010

MILEAGE 109,990

LICENSE # SA002162

VIN # 1FMCU9DG1AKA93013

A0 Y4

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Theresa Zahn

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 2/7/2025

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 Ford

Model Ford Escape U9N

YEAR 2025

COLOR GRAY

Fuel Type Gasoline

New Vehicle Class/Description Compact Utility...4WD or AWD, 5 seats/includes driver, 4 Doors Minimum, 100" WB, 4 cyl minimum

DEALERSHIP Matheny Motor Truck Company dba Mat

PURCHASE PRICE \$30,356

USED VEHICLE VIN#

C14265 MV2513

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2013

MILEAGE 134,263

LICENSE # SA001520

VIN # 3FA6P0G76DR364735 FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

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☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Matthew Yabun

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 2/7/2025

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 Ford

Model Ford Escape U9N

YEAR 2025

COLOR SILVER

Fuel Type Gasoline

New Vehicle Class/Description Compact Utility...4WD or AWD, 5 seats/includes driver, 4 Doors Minimum, 100" WB, 4 cyl minimum

DEALERSHIP Matheny Motor Truck Company dba Mat

PURCHASE PRICE \$30,356

USED VEHICLE VIN#

Class 5 MV 2513

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2013

MILEAGE 125,740 RETIRED

LICENSE # SA001580

VIN # 3FA6P0G72DR364750

FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED RETIRED AHEAD OF REPLACEMENT

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 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 Ford

Model Ford Escape U9N

YEAR 2025

COLOR BLUE

Fuel Type Gasoline

New Vehicle Class/Description Compact Utility...4WD or AWD, 5 seats/includes driver, 4 Doors Minimum, 100" WB, 4 cyl minimum

DEALERSHIP Matheny Motor Truck Company dba Mat PURCHASE PRICE \$30,356.

USED VEHICLE VIN# Class 5 MV25B

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL FUSION

YEAR 2017

MILEAGE 143,137

LICENSE # SA001974

VIN # 3FA6POG77HR123269 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

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☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

[Signature]

DATE 3/3/25

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Business Organization Detail

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MATHENY FORD LLC

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
LLC Limited Liability Company	1/12/2017		1/12/2017	Domestic	Profit			

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

Addresses	
Type	Address
Designated Office Address	306 3RD STREET SAINT MARYS, WV, 26170
Mailing Address	PO BOX 1304 PARKERSBURG, WV, 26102 USA
Notice of Process Address	MATHENY MOTOR TRUCK COMPANY P O BOX 1304 PARKERSBURG, WV, 26102
Principal Office Address	306 3RD STREET SAINT MARYS, WV, 26170 USA
Type	Address

Officers	
Type	Name/Address
Manager	TIMOTHY MATHENY P O BOX 1304 PARKERSBURG, WV, 26102
Organizer	MATHENY MOTOR TRUCK COMPANY P O BOX 1304 PARKERSBURG, WV, 26102
Type	Name/Address

Annual Reports	
Filed For	
2024	
2023	
2022	
2021	
2020	
2019	
2018	
Date filed	

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For more information, please contact the Secretary of State's Office at 304-558-8000.

Wednesday, March 12, 2025 — 9:37 AM

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"MATHENYFORD LLC"



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