



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: 04-03-2025

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 FLT2500000023 1	Change Order No:	0	Procurement Folder:	1664634
Document Name:	4 - 2025 FORD F150 CREW CAB W1L, CLASS 16			Reason for Modification:	
Document Description:	4 - 2025 FORD F150 CREW CAB W1L, CLASS 16				
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 MV25A 1	
Free on Board:	FOB Dest, Freight Prepaid				

VENDOR	DEPARTMENT CONTACT																				
<b>Vendor Customer Code:</b> 000000111679 THORNHILL GROUP INC 500 FORD FAIRLANE  CHAPMANVILLE WV 25508 US <b>Vendor Contact Phone:</b> 304-855-8300 <b>Extension:</b>  <b>Discount Details:</b> <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			<b>Requestor Name:</b> Kenneth H Yoakum <b>Requestor Phone:</b> (304) 558-2106 <b>Requestor Email:</b> kenny.h.yoakum@wv.gov  <div>2025 FILE LOCATION</div>
	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: \$175,664.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION

DATE: *Mark A Atkins - 4/07/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION

DATE: *2025-04-07*  
ELECTRONIC SIGNATURE ON FILE

Extended Description:

4 - 2025 FORD F150 CREW CAB W1L, CLASS 16

MV25 -2025 or Latest Model Vehicle:  
See attached pricing page(s) for contract pricing.

SWC# MV25A  
CLASS 16  
COLOR:  
1 - EP03 - YZ OXFORD WHITE  
1 - EP04 - YZ OXFORD WHITE  
1 - AJ03 - YZ OXFORD WHITE

FUEL: GAS  
  
1 - CO16 - M7 CARBONIZED GRAY

FUEL: FLEX-FUEL

To be financed under contract SWC # FINANCE24  
Release Order - FIN2500000004 Appendix 2024-04.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	3.00000	EA	\$43,916.0000	\$131,748.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: MVTRUCK - 2025 OR LATEST MODEL VEHICLE

Extended Description:

MV25 -2025 or Latest Model Vehicle:  
See attached pricing page(s) for contract pricing.

3 - 2025 FORD F150 CREW CAB W1L

SWC# MV25A  
CLASS 16  
COLOR:  
1 - EP03 - YZ OXFORD WHITE  
1 - EP04 - YZ OXFORD WHITE  
1 - AJ03 - YZ OXFORD WHITE

FUEL: GAS

To be financed under contract SWC # FINANCE24  
Release Order - FIN2500000004 Appendix 2024-04.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	25100000	1.00000	EA	\$43,916.0000	\$43,916.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: MVTRUCK - 2025 OR LATEST MODEL VEHICLE - FLEX-FUEL

Extended Description:  
MVTRUCK25 -2025 or Latest Model Vehicle:  
See attached pricing page(s) for contract pricing.

1 - 2025 FORD F150 CREW CAB W1L, CLASS 16, FLEX-FUEL

SWC# MV25A  
CLASS 16  
COLOR:  
1 - CO16 - M7 CARBONIZED GRAY

FUEL: FLEX-FUEL

To be financed under contract SWC # FINANCE24  
Release Order - FIN2500000004 Appendix 2024-04.

**Class 16 - Automobile  
Standard Pick Up Crew Cab**

Vendor Name:  
Manufacturer/Brand:  
Model Name & Number:

Thornhill Ford  
FORD  
F150 Wild o/c

Vendor Contact: Charles Ellis

Phone No.: 304-855-1289

Email: Charles.Ellis@ThornhillAutomotive.com

Vehicle Requirements:  
Classification: Standard Pick Up Crew Cab

Drive: 4 Wheel/All Wheel with High & Low Range  
Passenger seating: 4 minimum (including driver)  
Doors: 4 full doors, minimum  
Wheelbase: 149 in., minimum  
GVWR: 6800 lbs. min, 7350 lbs. max.  
Engine: Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel  
Off Road Package: Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.  
Tow Package: Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring  
Slush/All weather Mats: Installed on driver and passenger front and second row, except where vinyl floor covering is present.  
Bed: Long bed with installed Spray-In bedliner  
Sliding Rear Window: Not Required

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
B3	Atias Blue
4X	Antimac Blue
25	Loonie Silver
M7	Camden Gray
UM	Agate Black
Y2	Oxford White

Additional Requirements:

Factory Running Boards/Step Bars, Cab Length

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	\$ 43916.00
Flex-fuel	\$ 43914.00
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.

**Re: \$100,000 Spending Requests**

# MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrissey 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.**

2P velatus Per. DEF

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

**Agency Head**

Date \_\_\_\_\_

**Cabinet Secretary/Department Head**

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 STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EP03 DEP ABANDONED MINE LANDS EN  
E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/7/2025  
FUND # 8708 DEPT # 0313 UNIT # 9158

### 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 MECHANICAL REPAIRS LOW HIGH AND MEETS CRITERIA TO REPLACE

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

CABINET SECRETARY APPROVAL [Signature] DATE 3-10-2025

### 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 F150 Crew Cab W1L  
YEAR 2025 COLOR WHITE YZ Fuel Type Gasoline

New Vehicle Class/Description 16 - Standard Pick Up Crew Cab...4WD/AWD with High & Low Range, 4 Seats Minimum/Includes Driver, 4 Full Doors Minimum, 149" WB, Minimum Acceptable Engines: Gas- 8 cyl, Diesel- 6 cyl, Off Road Package, Tow Package, Slush/All

DEALERSHIP Thornhill Group Car, Inc. dba Thornhill Fo PURCHASE PRICE \$43,916

USED VEHICLE VIN# [Signature]

### DECOMMISSIONED VEHICLE

MAKE JEEP MODEL CHEROKEE  
YEAR 2014 MILEAGE 154,960 LICENSE # SA001783  
VIN # 1CARJFAGXEC178670 FLT YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED  
JUSTIFICATION FOR DEFERRED

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☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature] DATE 3/11/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME STEVE BRIGHTWELL DEPARTMENT Environmental  
AGENCY/BILL CODE EP04 DEP OIL & GAS EN  
E-MAIL MICHAEL.S.BRIGHTWELL@WV.GOV  
PHONE NO. (304) 926-0499 EXT 41138 DATE 3/7/2025  
FUND # 3323 DEPT # 0313 UNIT # 9280

### 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 MECHANICAL REPAIRS LOV HIGH AND MEETS CRITERIA TO REPLACE

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

CABINET SECRETARY APPROVAL

DATE 3/11/25

### VEHICLE PURCHASE

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

MAKE Ford Model F150 Crew Cab W11  
YEAR 2025 COLOR WHITE Y2 Fuel Type Gasoline

New Vehicle Class/Description 16 - Standard Pick Up Crew Cab...4WD/AWD with High & Low Range, 4 Seats Minimum/Includes Driver, 4 Full Doors  
Minimum 149" WB, Minimum Acceptable Engines: Gas- 8 cyl, Diesel- 6 cyl, Off Road Package, Tow Package, Slush/All

DEALERSHIP Thornhill Group Car, Inc. dba Thornhill Fo PURCHASE PRICE \$43,916.00

USED VEHICLE VIN# MV25A

### DECOMMISSIONED VEHICLE

MAKE CHEVROLET MODEL SILVERADO 1500 PICK UP  
YEAR 2019 MILEAGE 124,150 LICENSE # SA004669  
VIN # 1GCRYAEFKZ329225 FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 3/11/25

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 Morrissey 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.

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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.

*S. Willis* Assistant General

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

*[Signature]*  
Agency Head

3/28/25  
Date

*[Signature]*  
Cabinet Secretary/Department Head

3/28/25  
Date

Governor's Office Representative

A503 FLT

- Sent to Cab Sec 3/28/25
- approved & sent email to agency 3/28/25
- update RT
- follow up





West Virginia  
Department of Administration  
Fleet Management

## Vehicle Request

For Governors Office Use Only

☐ Approved ☐ Declined

Signature

Title

Date

### AGENCY INFORMATION

COORDINATOR NAME Lori Sutton DEPARTMENT Electoral Functions  
AGENCY/BILL CODE AJ03 ADJUTANT GENERAL MA  
E-MAIL lori.a.sutton6.nfg@army.mil  
PHONE NO. (304) 561-6670 EXT        DATE 12/16/2024  
FUND # 6061 DEPT # 0603 UNIT # 5410

### VEHICLE MISSION

What type of request is this? ☒ Replacement vehicle (go to next section) ☐ Increase to fleet (fill in this section)  
JUSTIFICATION/PURPOSE Jobs and Hope needs additional truck due to program expansion to southern part of the state.

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL [Signature]

DATE 24 MAR 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 FORD

MODEL F150 PICK UP

YEAR 2024

COLOR WHITE

FUEL TYPE Gasoline

NEW VEHICLE CLASS/DESCRIPTION       

DEALERSHIP Thornhill Group

PURCHASE PRICE \$43,916.00

USED VEHICLE VIN# 1G4R4G9BC115572

### DECOMMISSIONED VEHICLE

MAKE Jeep

MODEL Grand Cherokee

YEAR 2011

MILEAGE 142,219

LICENSE # SA001238

VIN # 1J4RR4G9BC115572

PLT YY

DECOMMISSIONING METHOD Surplus Prop.

DEFERRED       

JUSTIFICATION FOR DEFERRED       

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☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD [Signature]

DATE 3/28/25

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

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14 Homeland Security

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

\_\_\_\_\_  
Agency Head

3/27/25  
Date

\_\_\_\_\_  
Cabinet Secretary/Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Governor's Office Representative

\_\_\_\_\_  
Date

Approved  
Eli Hirschfelder 3/27/25  
Cabinet Secretary  
West Virginia Department of Administration

LJ

Lance Yedley  
approved via  
email 2/18/25



West Virginia  
Department of Administration  
Fleet Management

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☐ Approved ☐ Declined

Signature

Title

Date

#11

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME REGGIE SMITH DEPARTMENT ~~MA~~ HS- Homeland Security  
AGENCY/BILL CODE CO16 ANTHONY CORRECTIONAL CENTER MA  
E-MAIL REGGIE.M.SMITH@WV.GOV  
PHONE NO. (304) 352-0205 EXT DATE 3/26/2025  
FUND # 0450 DEPT # 0608 UNIT # 8380

### 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

Est. # of days per week used

Est. # of miles per month used

CABINET SECRETARY APPROVAL

*[Signature]*

DATE 3-26-2025

### 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

YEAR 2025

COLOR ~~GRAY~~ Carbonized (M7)

Model F150 Crew Cab W1L

Fuel Type Flex-fuel

New Vehicle Class/Description 16 - Standard Pick Up Crew Cab...4WD/AWD with High & Low Range, 4 Seats Minimum/Includes Driver, 4 Full Doors  
Minimum 149" WB, Minimum Acceptable Engines: Gas- 8 cyl, Diesel- 6 cyl, Off Road Package, Tow Package, Slush/All

DEALERSHIP Thornhill Group Car, Inc. dba Thornhill Fo PURCHASE PRICE \$43,916.00

USED VEHICLE VIN#

MV 25A

### DECOMMISSIONED VEHICLE

MAKE DODGE

YEAR 2014

MILEAGE 169,617

MODEL RAM 2500 PICK UP

LICENSE # SA003963

VIN # 3C6TR5CTXEG281658

FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

0450 0000 0608 8380 50400

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

*[Signature]*

DATE 3/27/25

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### Business Organization Detail

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THORNHILL GROUP, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Geo Type	Termination Date	Termination Reason
C ) Corporation	11/9/2004		11/9/2004	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	Capital Stock	5000 0000
Charter County	Boone	Control Number	71304
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	50 000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	500 FORD FAIRLANE CHAPMANVILLE, WV 25509
Mailing Address	GEORGE R NISBET JR. RT 119 SOUTH CORRIDOR Q CHAPMANVILLE, WV 25508 USA
Mailing Address	P.O. BOX 1449 CHAPMANVILLE, WV 25508 USA
Notice of Process Address	WALLY THORNHILL 500 FORD FAIRLANE RT 119 NO CHAPMANVILLE, WV 25505
Principal Office Address	500 FORD FAIRLANE RT 119 NORTH CHAPMANVILLE, WV 25509 USA
Type	Address

Officers	
Type	Name/Address
Director	WALLY THORNHILL PO BOX 340 PECKS MILL, WV 25547
Director	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV 25547
Incorporator	WALLY L THORNHILL PO BOX 340 PECKS MILL, WV 25547 USA
President	WALLY L THORNHILL PO BOX 1449 CHAPMANVILLE, WV 25509
Secretary	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV 25547
Treasurer	JAMES B DIVITA 3038 MICHAEL AVENUE BELLE, WV 25015
Vice-President	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV 25547
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
THORNHILL FACTORY OUTLET OF DANVILLE	TRADENAME	4/17/2015	11/2/2020
THORNHILL FORD	TRADENAME	8/1/2018	
THORNHILL FORD LINCOLN	TRADENAME	10/7/2010	
THORNHILL FORD LINCOLN-MERCURY	TRADENAME	8/19/2005	10/7/2010
THORNHILL LINCOLN	TRADENAME	7/24/2018	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/12/2024	BWV Other Change: The 25 shares owned by George R. Nisbet, Jr. have been converted to treasury shares. The said George R. Nisbet, Jr. no longer owns any shares of the corporation.
7/18/2017	WALLY L THORNHILL WILL HAVE A TOTAL OF 75 SHARES. GEORGE R. NISBET WILL HAVE A TOTAL OF 25 SHARES.
Date	Amendment

Annual Reports	
Filed For	
2025	
2024	
2023	
2022	
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For more information, please contact the Secretary of State's Office at 804-558-8000.

Monday, April 7, 2025 — 10:33 AM

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"TMCORHILL GROUP INC"



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