



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: 04-17-2025

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 FLT2500000031 1	Change Order No:	Procurement Folder:	1676929
Document Name:	3, 2025 JEEP GRAND CHEROKEE, CLASS 8, GASOLINE		Reason for Modification:	
Document Description:	3, 2025 JEEP GRAND CHEROKEE, CLASS 8, GASOLINE			
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 MV25C 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000199714 STEPHENS AUTO CENTER PO BOX 278 DANVILLE WV 25053278 US Vendor Contact Phone: 999-999-9999 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: \$131,208.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *Mark Atkins* 4/17/2025
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *Edy P* 4-17-25
ELECTRONIC SIGNATURE ON FILE

Extended Description:

3, 2025 JEEP GRAND CHEROKEE, CLASS 8, GASOLINE

3 IN01 WHITE - PW7

PURCHASING WITH CASH.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	3.00000	EA	\$43,736.0000	\$131,208.00
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.

3, 2025 JEEP GRAND CHEROKEE, CLASS 8, GASOLINE

3 IN01 WHITE - PW7

PURCHASING WITH CASH.

**Class 8 - Automobile
Mid Size Utility**

Vendor Name: Stephens Auto Center
Manufacturer/Brand: Jeep Grand Cherokee 4x4
Model Name & Number: WLJP74

Vendor Contact: Mike Ballard
Phone No.: 304-369-2411 ext33
Email: mballard@stephensauto.com

Vehicle Requirements:	Mid Size Utility		
Classification:			
Drive:	4 Wheel/All Wheel with High and Low Range	Manufacturer's Standard Available Colors	
Passenger seating:	5 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	PW7	White
Wheelbase:	109 in., minimum		
GVWR:	6100 lbs. min, 7300 lbs. max.		
Engine:	6 cylinder, Minimum		
Off Road Package:	Includes but not limited to: Limited Slip rear, axle traction lock differential, heavy duty engine cooling, skid plates, gas shocks, tow hooks and all terrain tires.		
Tow Package:	Installed Hitch & Wiring		
Slush/All-Weather Mats:	Installed: Driver, Passenger, Cargo Areas		
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	\$43,736.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

* Tow Hook Requirement is Waived

*Options:

FOB Dealership: (Deduct)

FOB Other than Metro Charleston - Per Mile

N/A
\$2.25

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



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only
☐ Approved ☐ Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Stuart E. Ellis

DEPARTMENT Revenue

AGENCY/BILL CODE IN01 INSURANCE COMMISSION

RE

E-MAIL stuart.e.ellis@wy.gov

PHONE NO. (681) 341-1957

EXT

DATE 2/13/2025

FUND # 7152

DEPT # 0704

UNIT # 7881

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 (please see attached)

Est. # of days per week used 5

Est. # of miles per month used 1,200

CABINET SECRETARY APPROVAL

DATE 4-15-25

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 WLJP74

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description 4 Wheel drive mid size SUV

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$43,736.00

USED VEHICLE VIN#

Class 8 MV25C

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL EXPLORER

YEAR 2017

MILEAGE 122,326

LICENSE # A89447

VIN # 1FM5K8B81HGA89447

FLT 44

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 4/14/25

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 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.

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


Agency Head

4/14/25
Date


Cabinet Secretary/Department Head

4/14/25
Date

Governor's Office Representative

Date

**Atkins, Mark A** <mark.a.atkins@wv.gov>**Cash CDO FLT25*31**

1 message

Fleet Coordinator, FMD <fmdfleetcoordinator@wv.gov>

Thu, Apr 17, 2025 at 9:28 AM

To: Mark A Atkins <mark.a.atkins@wv.gov>, Cody E Rose <cody.e.rose@wv.gov>, Kathryn I Bell <kathryn.i.bell@wv.gov>, Gregory C Clay <gregory.c.clay@wv.gov>
Cc: Kenny H Yoakum <kenny.h.yoakum@wv.gov>, Beth A Redden <beth.a.redden@wv.gov>

Good morning all,

I have submitted CDO FLT25*31 for Fleet Management that is ready to be fully processed and approved. Fleet Management is purchasing these vehicles with CASH, so they are not part of a Finance Package. If you have any questions or need additional information, please let me know.

Thank you and have a great day!

Hannah Elgin

Procurement Specialist

WV Dept. of Administration

Fleet Management Division

2310 Kanawha Blvd E

Charleston, WV 25311

304-352-6079 Office**304-558-2614 Office****Website: fleet.wv.gov**

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Business Organization Detail

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BOONE MOTOR SALES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	4/17/1954		4/17/2024	Domestic	Pub			

Organization Information			
Business Purpose	6411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (New, Used)	Capital Stock	5000.0000
Charter County	Boone	Control Number	0
Charter State	WV	Excess Acres	0
At Will Term		Member Managed	
At Will Term Years		Par Value	0.200000
Authorized Shares	25000	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Mailing Address	P.O. BOX 278 DANVILLE, WV, 25803 USA
Notice of Process Address	RICHARD STEPHENS PO BOX 278 DANVILLE, WV, 25803
Principal Office Address	104 STEPHENS DRIVE DANVILLE, WV, 25803 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	HARRY HARTFIELD MADISON, WV, 25130 USA
Incorporator	O. L. WALLING MADISON, WV, 25130 USA
President	RICHARD STEPHENS 116 POTTERFIELD DR CHARLESTON, WV, 25304
Secretary	PAULA BALLARD 148 FRANKLIN AVENUE MADISON, WV, 25130
Treasurer	MICHAEL STEPHENS 258 HOLLIST WYHAE MADISON, WV, 25130
Vice-President	SHIRLEY BALLARD 65 ROCKY HOLLOW DRIVE MADISON, WV, 25130
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
AUTO BUYERS	TRADENAME	4/1/1953	
AUTO BUYERS OF BECKLEY	TRADENAME	4/1/1953	
AUTO BUYERS OF SOUTHERN WEST VIRGINIA	TRADENAME	4/1/1953	
AUTO BUYERS OF SOUTHERN WV	TRADENAME	4/1/1953	
AUTO BUYERS OF WEST VIRGINIA	TRADENAME	5/6/1950	
AUTO BUYERS OF WV	TRADENAME	4/1/1953	
BECKLEY AUTO BUYERS	TRADENAME	4/1/1953	
BECKLEY BUYERS AUTO	TRADENAME	4/1/1953	
BUYERS AUTO	TRADENAME	4/1/1953	
BUYERS AUTO OF BECKLEY	TRADENAME	4/1/1953	
BUYERS AUTO OF SOUTHERN WEST VIRGINIA	TRADENAME	4/1/1953	
BUYERS AUTO OF SOUTHERN WV	TRADENAME	4/1/1953	
BUYERS AUTO OF WEST VIRGINIA	TRADENAME	4/1/1953	
BUYERS AUTO OF WV	TRADENAME	4/1/1953	
BUYERS OF BECKLEY	TRADENAME	4/1/1953	
BUYERS OF SOUTHERN WV	TRADENAME	4/1/1953	
STEPHENS AUTO CENTER	TRADENAME	8/12/1989	
STEPHENS AUTOMOTIVE GROUP	TRADENAME	4/6/1952	
STEPHENS PRE-OWNED OF HETRO	TRADENAME	8/5/2004	
WEST VIRGINIA AUTO BUYERS	TRADENAME	4/1/1953	
WV AUTO BUYERS	TRADENAME	4/1/1953	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
6/23/2020	UPDATED CAPITAL STOCK
Date	Amendment

Annual Reports	
Filed For	
2024	
2023	
2022	
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Monday, April 7, 2025 — 11:17 AM

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"STEPHENS AUTO CENTER"



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