



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: 03-17-2025

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 0305 0305 FOR2500000004 1	Change Order No:	Procurement Folder:	1651544
Document Name:	FORD F-250 (W2B)	Reason for Modification:		
Document Description:	FORD F-250 (W2B)			
Procurement Type:	Central Delivery Order			
Buyer Name:	Brandon L Barr			
Telephone:	304-558-2652			
Email:	brandon.l.barr@wv.gov			
Shipping Method:	Best Way	Master Agreement Number: CMA 0212 MVTRUCK25B 1		
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000111679 THORNHILL GROUP INC 500 FORD FAIRLANE  CHAPMANVILLE WV 25508 US Vendor Contact Phone: 304-855-8300 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: Harry Anthony Evans Requestor Phone: (304) 792-7005 Requestor Email: h.tony.evans@wv.gov  <b>2025</b> FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
ACCOUNTING FORESTRY DIVISION OF 7 PLAYERS CLUB DRIVE DIVISION OF FORESTRY CHARLESTON WV 25311 US	RECEIVING FORESTRY DIVISION OF 1ST FLOOR 7 PLAYERS CLUB DR CHARLESTON WV 25311 US

Purchasing Division's File Copy

Total Order Amount: \$48,632.00

PURCHASING DIVISION AUTHORIZATION  
DATE: *March 18, 2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *3-18-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

SWC MVTRUCK25B  
Class 28 Large PK/Crew Cab 4WD/AWD Off Road Package Tow Package  
Ford F-250 W2B  
Color: White  
Color Code: Z1  
Fuel: Flex-Fuel

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$48,632.0000	\$48,632.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2025-03-17	

**Commodity Line Description:** MVTRUCK25  
FORD F-250 (W2B)

**Extended Description:**

MVTRUCK25 - 2025 or latest model vehicle:

Note: See attached Exhibit\_A Pricing Page(s) for Contract pricing.  
If vendor is submitting a bid online, Vendor should enter \$0.00 in the Oasis commodity line.

SWC MVTRUCK25B  
Class 28 Large PK/Crew Cab 4WD/AWD Off Road Package Tow Package  
Ford F-250 W2B  
Color: White  
Color Code: Z1  
Fuel: Flex-Fuel

**Class 28 - Automobile  
Large Pick Up Crew Cab**

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

Therrell Ford  
FORD  
F250 W2B

**Vendor Contact:** Charles Ellis  
**Phone No.:** 304-855-1289  
**Email:** charles.ellis@TherrellAutomotive.com

**Vehicle Requirements:**

<b>Classification:</b>	Large Pick Up Crew Cab
<b>Drive:</b>	4 Wheel/All Wheel with High and Low Range
<b>Passenger seating:</b>	5 minimum (including driver)
<b>Doors:</b>	4 full doors, minimum
<b>Wheelbase:</b>	148 in., minimum
<b>GVWR:</b>	8,800 lbs. min, 10,000. lbs. max
<b>Engine:</b>	8 cylinder minimum for gasoline engines, 6 cylinder minimum for diesel
<b>Off Road Package:</b>	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.
<b>Tow Package:</b>	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring
<b>Switches:</b>	Minimum of three (3) Factory Up-Fitter Switches.
<b>Bed:</b>	Short bed
<b>Bedliner:</b>	Installed Spray-In Liner

**Slush/All-weather mats** Installed on driver and passenger front and second row, except where vinyl floor covering is present.

**Sliding Rear Window:** Not Required  
**Additional Requirements:** Factory Running Boards/Step Bars, cab length

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

**Vendor Bid Response:**

Vehicle fuel type	Unit Price
Gasoline	<del>48632.00</del> -
Flex-fuel	\$ 48632.00 -
Diesel	<del>48632.00</del> -
CNG/Biofuel	\$ -
Hybrid	\$ -

**Options:**

FOB Dealership: (Deduct)

FOB Other than Metro Charleston - Per Mile

Manufacturer's Standard Available Colors	
Standard Color Code	Color Description
LM	BLACK
HX	Blue metallic
M7	GRAY
DR	AVANCHED
Z1	White
PQ	RACE RED

\$ \_\_\_\_\_  
\$ \_\_\_\_\_

\*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 ANTHONY EVANS

DEPARTMENT Commerce

AGENCY/BILL CODE FT01 FORESTRY

CO

E-MAIL H.TONY.EVANS@WV.GOV

PHONE NO. (304) 352-4875

EXT

DATE 1/6/2025

FUND # 0250 App. 34100

DEPT # 0305

UNIT # 7224

### 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 WAS APPROVED FOR DISPOSAL BY KENNY YOAKUM ON 1/7/25

Est. # of days per week used 5

Est. # of miles per month used 1000

CABINET SECRETARY APPROVAL

DATE 3/6/25

### 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 F-250 (W28)

YEAR 2025

COLOR WHITE

Fuel Type Flex-Fuel

New Vehicle Class/Description 28 Large Pick Up Crew Cab...AWD/AWD w/ High & Low Range, 5 Seats Minimum/Includes Driver, 4 Full Doors Minimum, 148" WB Min., Minimum Acceptable Engines: Gas- 8 cyl., Diesel- 6 cyl., Off Road Package: Includes but not limited to:

DEALERSHIP Thornhill Ford

PURCHASE PRICE \$48,632.00

USED VEHICLE VIN#

### DECOMMISSIONED VEHICLE

MAKE FORD

MODEL EXPLORER

YEAR 2016

MILEAGE 122233

LICENSE # SA006818

VIN # 1FM5K8B85GGD31770 AO retired

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

DATE 3/6/25

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.

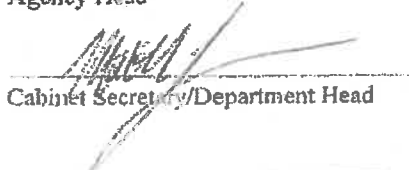
Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

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

03/06/2025  
Date


  
Cabinet Secretary/Department Head

3/6/25  
Date

  
Governor's Office Representative

                      
Date

Approved:

 3/6/25  
Cabinet Secretary  
West Virginia Department of Administration

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Online Data Services Help

### Business Organization Detail

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#### THORNHILL GROUP, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C I 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, 25508
Mailing Address	P.O. BOX 1449 CHAPMANVILLE, WV, 25508 USA
Mailing Address	GEORGE R NISBET JR. RT 119 SOUTH CORRIDOR G CHAPMANVILLE, WV, 25508 USA
Notice of Process Address	WALLY THORNHILL 500 FORD FAIRLANE RT 119 NO CHAPMANVILLE, WV, 25508
Principal Office Address	500 FORD FAIRLANE RT 119 NORTH CHAPMANVILLE, WV, 25508 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 P.O. BOX 340 PECKS MILL, WV, 25547 USA
President	WALLY L THORNHILL PO BOX 1449 CHAPMANVILLE, WV, 25508
Secretary	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Treasurer	JAMES B DIVITA 3036 MICHAEL AVENUE BELLE, WV, 26316
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	B4WV 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	

2021
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2007
Date filed



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