



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: 11-09-2021

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

<b>Order Number:</b>	CDO 0216 0216 FLT2200000002 1	<b>Procurement Folder:</b>	965047
<b>Document Name:</b>	3-2022 FORD EXPLORER, CLASS 7, FLEX	<b>Reason for Modification:</b>	
<b>Document Description:</b>	3-2022 FORD EXPLORER, CLASS 7, FLEX		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Mark A Atkins		
<b>Telephone:</b>	(304) 558-2307		
<b>Email:</b>	mark.a.atkins@wv.gov		
<b>Shipping Method:</b>	Best Way	<b>Master Agreement Number:</b> CMA 0212 MV22A 1	
<b>Free on Board:</b>	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
<b>Vendor Customer Code:</b>	000000199714	<b>Requestor Name:</b>	Kenneth H Yoakum	
STEPHENS AUTO CENTER PO BOX 278		<b>Requestor Phone:</b>	(304) 558-2106	
DANVILLE WV 25053278		<b>Requestor Email:</b>	kenny.h.yoakum@wv.gov	
US		<div style="font-size: 48px; font-weight: bold;">22</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION _____</div>		
<b>Vendor Contact Phone:</b>	999-999-9999			<b>Extension:</b>
<b>Discount Details:</b>				
<b>#1</b>	No	0.0000	0	
<b>#2</b>	No			
<b>#3</b>	No			
<b>#4</b>	No			

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION	STATE OF WEST VIRGINIA
FLEET MANAGEMENT OFFICE	IN CARE OF SURPLUS PROPERTY
2101 WASHINGTON ST E	2700 CHARLES AVENUE
CHARLESTON WV 25305	DUNBAR WV 25064
US	US

11-12-21  
 SA

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$88,899.00
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ENTERED

MA 11/10/2021  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Tara H* 11/10/2021  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *Beverly Tolar* 12-13-21  
 ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

3-2022 FORD EXPLORER, CLASS 7, FLEX

SWC# MV22A  
CLASS 7  
3 FORD EXPLORER  
COLOR:  
3 DL01 CARBONIZED GRAY(M7)  
FUEL: FLEX

To be financed under contract SWC # FINANCE21.  
Release Order - FIN2200000003 Appendix 2021-09.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	3.00000	EA	\$29,633.0000	\$88,899.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

**Commodity Line Description:** MV22 - 2022 or LATEST MODEL VEHICLE

**Extended Description:**

MV22 - 2022 or LATEST MODEL VEHICLE:  
See attached pricing page(s) for contract pricing.

SWC# MV22A  
CLASS 7  
3 FORD EXPLORER  
COLOR: CARBONIZED GRAY(M7)  
FUEL: FLEX

To be financed under contract SWC # FINANCE21.  
Release Order - FIN2200000003 Appendix 2021-09.

**Class 7 - Automobile  
Mid Size Utility**

**Vendor Name:** STEPHENS AUTO CENTER  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** EXPLORER K88

**Vendor Contact:** Mike Ballard  
**Phone No.:** 304-369-2411 EXT. 33  
**Email:** mballard@stephensauto.com

**Vehicle Requirements:**

<b>Classification:</b>	Mid Size Utility	<b>Manufacturer's Standard Available Colors</b>	
<b>Drive:</b>	4 Wheel/All Wheel	<b>Standard Color Code</b>	<b>Color Description</b>
<b>Passenger seating:</b>	5 minimum (Including driver)		
<b>Doors:</b>	4, minimum	B3	ATLAS BLUE
<b>Wheelbase:</b>	109 in., minimum	JS	ICONIC SILVER
<b>GVWR:</b>	6100 lbs. min, 7300 lbs. max.	L9	FORGED GREEN
<b>Engine:</b>	6 cylinder minimum	M7	CARBONIZED GRAY
<b>Additional Requirements:</b>		UM	AGATE BLACK
<b>Tow Package:</b>	Installed Hitch and Wiring	YZ	OXFORD WHITE
<b>Slush/All-Weather Mats:</b>	Installed: Driver, Passenger, Cargo area		

The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.1 of the specification.

<b>Vendor Bid Response:</b>				
<b>Vehicle fuel type</b>	<b>EPA HIGHWAY MPG Rating</b>	<b>EPA CITY MPG Rating</b>	<b>Unit Price</b>	<b>Total Life Cycle Cost</b>
Gasoline	23	16	\$29,633.00	\$42,897.27
Flex-fuel	15	11	\$29,633.00	\$49,633.00
Diesel				
CNG/Bifuel				
Hybrid				

**\*Options:**

FOB Dealership: (Deduct) N/A  
 FOB Other than Metro Charleston - Per Mile \$ 2.00

\*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

*Ami Vincent Young*  
*DCOS* *11/9/21*

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME Amanda D Scarberry DEPARTMENT Commerce  
 AGENCY/BILL CODE Division of Labor/ DL01  
 E-MAIL laborfleet@wv.gov  
 PHONE NO. 304-380-9525 EXT. \_\_\_\_\_ DATE November 3, 2021  
 FUND # 0260 DEPT # 0308 UNIT # 8206

### VEHICLE MISSION

What type of request is this?  Replacement vehicle  Increase to fleet  
 Reassignment

JUSTIFICATION Vehicle VIN 3FAHP0GA0BR337774 was totaled in July and our replacement was rejected b/c of a missed buildout date

Est. # of days per week used 5 Est. # of miles per month used 1,200

CABINET SECRETARY APPROVAL *Colin Wood* DATE 11/9/21

### VEHICLE PURCHASE

Type of vehicle:  New Vehicle  Used Vehicle Used Vehicle Mileage \_\_\_\_\_  
 Who owns this vehicle?  Leased from Fleet  Agency Owned DOC ID FL22202  
 MAKE Ford MODEL Explorer K8B  
 YEAR 2021/2022 COLOR Carbonized Gray (M7) FUEL TYPE Flex

NEW VEHICLE CLASS/DESCRIPTION Class 7- Order Number MV22A  
 DEALERSHIP Stephen's Auto Center PURCHASE PRICE 29,633.00

VEHICLE PURPOSE: Assigned

USED VEHICLE VIN# \_\_\_\_\_

### DECOMMISSIONED VEHICLE

MAKE Ford MODEL Fusion  
 YEAR 2013 MILEAGE 113,513 LICENSE # SA 001612  
 VIN # \*BR33774 FLT

DECOMMISSIONING METHOD DEFERRED  
 JUSTIFICATION FOR DEFERRED \*\*\*SEE PREVIOUS VEHICLE REQUEST SUBMITTED 7/7/2021\*\*\*  
Total Loss

For FMO Office Use Only

APPROVED  DECLINED

EXECUTIVE DIRECTOR, FMD *Smith Yuhon* DATE 11/9/21



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

Approved  Declined

Signature

Title

Date

*Ann Vincent Worley*  
*DCO5*  
*11/9/21*

# Vehicle Request

**AGENCY INFORMATION**

COORDINATOR NAME Amanda D Scarberry DEPARTMENT Commerce  
 AGENCY/BILL CODE Division of Labor/ DL01  
 E-MAIL laborfleet@wv.gov  
 PHONE NO. 304-380-9525 EXT. \_\_\_\_\_ DATE November 3, 2021  
 FUND # 0260 DEPT # 0308 UNIT # 8206

**VEHICLE MISSION**

What type of request is this?  Replacement vehicle  Increase to fleet  
 Reassignment

JUSTIFICATION Replace 2011 Jeep Compass that has 121,044 miles VIN 1J4NF1FB0BD302543

Est. # of days per week used 5 Est. # of miles per month used 1,100- 1,200

**CABINET SECRETARY APPROVAL**

*Edward J. Devine* DATE 11/8/21

**VEHICLE PURCHASE**

Type of vehicle:  New Vehicle  Used Vehicle Used Vehicle Mileage \_\_\_\_\_

Who owns this vehicle?  Leased from Fleet  Agency Owned DOC ID FLT22#02

MAKE Ford MODEL Explorer K88  
 YEAR 2021/2022 COLOR Carbonized Gray (M7) FUEL TYPE Flex

**NEW VEHICLE CLASS/DESCRIPTION** Class 7- Order Number MV22A

DEALERSHIP Stephen's Auto Center PURCHASE PRICE 29,633.00

**VEHICLE PURPOSE:**

Assigned

**USED VEHICLE VIN#**

**DECOMMISSIONED VEHICLE**

MAKE Jeep MODEL Compass  
 YEAR 2011 MILEAGE 121,044 LICENSE # SA001167

VIN # 1J4NF1FB0BD302543 FLT

DECOMMISSIONING METHOD Surplus DEFERRED \_\_\_\_\_

**JUSTIFICATION FOR DEFERRED**

For FMO Office Use Only

APPROVED  DECLINED

EXECUTIVE DIRECTOR, FMD

*Shirley Fisher*

DATE 11/9/21



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

Approved  Declined

Signature

Title

Date

*Clara Pincus*  
DCoS  
11/9/21

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME Amanda D Scarberry

DEPARTMENT Commerce

AGENCY/BILL CODE Division of Labor DL01

E-MAIL laborfleet@wv.gov

PHONE NO. 304-380-9525

EXT \_\_\_\_\_

DATE November 3, 2021

FUND # 0260

DEPT # 0308

UNIT # 8206

### VEHICLE MISSION

What type of request is this?  Replacement vehicle  Reassignment

Increase to fleet

JUSTIFICATION Replace 2014 Jeep Patriot that has 125,282 miles. VIN 1C4NJRBB8ED558233

Est. # of days per week used 5

Est. # of miles per month used 1,500-1,600

CABINET SECRETARY APPROVAL *C. G. ...*

DATE 11/5/21

### VEHICLE PURCHASE

Type of vehicle:  New Vehicle  Used Vehicle Used Vehicle Mileage

Who owns this vehicle?  Leased from Fleet  Agency Owned DOC ID FLT 22-02

MAKE Ford

MODEL Explorer K8B

YEAR 2021/2022

COLOR Carbonized Gray (M7)

FUEL TYPE Flex

NEW VEHICLE CLASS/DESCRIPTION Class 7- Order Number MV22A

DEALERSHIP Stephen's Auto Center

PURCHASE PRICE 29,833.00

### VEHICLE PURPOSE:

Assigned

USED VEHICLE VIN# \_\_\_\_\_

### DECOMMISSIONED VEHICLE

MAKE Jeep

MODEL Patriot

YEAR 2014

MILEAGE 125,282

LICENSE # SA001883

VIN # 1C4NJRBB8ED558233

FLT

DECOMMISSIONING METHOD Surplus

DEFERRED

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

For FMO Office Use Only

APPROVED  DECLINED

EXECUTIVE DIRECTOR, FMD *Theresa ...*

DATE 11/9/21

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## West Virginia Secretary of State — Online Data Services

### Business and Licensing

Online Data Services Help

### Business Organization Detail

*NOTICE: The West Virginia Secretary of State's Office makes every reasonable effort to ensure the accuracy of information. However, we make no representation or warranty as to the correctness or completeness of the information. If information is missing from this page, it is not in the The West Virginia Secretary of State's database.*

**BOONE MOTOR SALES, INC.** *✕ SEE DBA*

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	4/17/1934		4/17/1934	Domestic	Profit			

Organization Information			
<b>Business Purpose</b>	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)		<b>Capital Stock</b> 5000.0000
<b>Charter County</b>	Boone	<b>Control Number</b>	0
<b>Charter State</b>	WV	<b>Excess Acres</b>	0
<b>At Will Term</b>		<b>Member Managed</b>	
<b>At Will Term Years</b>		<b>Par Value</b>	0.200000
<b>Authorized Shares</b>	25000	<b>Young Entrepreneur</b>	Not Specified

Addresses

Type	Address
<b>Mailing Address</b>	P.O. BOX 278 DANVILLE, WV, 25053 USA
<b>Notice of Process Address</b>	RICHARD STEPHENS PO BOX 278 DANVILLE, WV, 25053
<b>Principal Office Address</b>	104 STEPHENS DRIVE DANVILLE, WV, 25053 USA
Type	Address

Officers	
Type	Name/Address
<b>Incorporator</b>	HARRY HATFIELD MADISON, WV, 25130 USA
<b>Incorporator</b>	O. L. MULLINS MADISON, WV, 25130 USA
<b>President</b>	RICHARD STEPHENS 115 POTTERFIELD DR CHARLESTON, WV, 25314
<b>Secretary</b>	PAULA BALLARD 141 FRANKLIN AVENUE MADISON, WV, 25130
<b>Treasurer</b>	MICHAEL STEPHENS 255 WALNUT AVENUE MADISON, WV, 25130
<b>Vice-President</b>	MIKE W BALLARD 85 MOUNTAINVIEW DRIVE MADISON, WV, 25130
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
AUTO BUYERS OF WEST VIRGINIA	TRADENAME	9/9/2020	
STEPHENS AUTO CENTER	TRADENAME	6/12/1990	
DBA Name	Description	Effective Date	Termination Date



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

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

Wednesday, November 10, 2021 — 1:25 PM

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