



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: 12-03-2021

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 1500 1500 AGO2200000002 1	<b>Procurement Folder:</b>	973041
<b>Document Name:</b>	Motor Vehicle	<b>Reason for Modification:</b>	
<b>Document Description:</b>	Motor Vehicle - 2022 Ford Explorer K8B		
<b>Procurement Type:</b>	Central Delivery Order		
<b>Buyer Name:</b>	Heather M White		
<b>Telephone:</b>	(304) 352-3926		
<b>Email:</b>	heather.m.white@wvago.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>	Heather M White
STEPHENS AUTO CENTER PO BOX 278				<b>Requestor Phone:</b>	(304) 352-3926
DANVILLE WV 25053278				<b>Requestor Email:</b>	heather.m.white@wvago.gov
US				<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
<b>Vendor Contact Phone:</b>	999-999-9999	<b>Extension:</b>			
<b>Discount Details:</b>					
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>		
#1	No	0.0000	0		
#2	No				
#3	No				
#4	No				

INVOICE TO	SHIP TO
ATTORNEY GENERAL'S OFFICE 1900 KANAWHA BLVD E BUILDING 1 RM E-26 CHARLESTON WV 25305 US	ATTORNEY GENERALS OFFICE 1900 KANAWHA BLVD E BUILDING 1 RM E-26 CHARLESTON WV 25305 US

Purchasing Division's File Copy

<b>Total Order Amount:</b>	\$29,633.00
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ENTERED

MA 12/03/2021

<b>PURCHASING DIVISION AUTHORIZATION</b> <b>DATE:</b> <i>12/16/21</i> <b>ELECTRONIC SIGNATURE ON FILE</b>
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<b>ENCUMBRANCE CERTIFICATION</b> <b>DATE:</b> <i>Revelyn 12-6-2021</i> <b>ELECTRONIC SIGNATURE ON FILE ?</b>
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**Extended Description:**

Equipment Contract Release Order  
SWC MV22A  
Class 7 Mid Size Utility  
2022 Ford Explorer K8B  
Color: Silver (JS)  
Fuel: Flex

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	1.00000	EA	\$29,633.0000	\$29,633.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2021-12-31	

**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.

**Class 7 - Automobile  
Mid Size Utility**

**Vendor Name:** STEPHENS AUTO CENTER  
**Manufacturer/Brand:** FORD  
**Model Name & Number:** EXPLORER K8B

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

<b>Vehicle Requirements:</b>	Mid Size Utility		
<b>Classification:</b>	Mid Size Utility		
<b>Drive:</b>	4 Wheel/All Wheel	<b>Manufacturer's Standard Available Colors</b>	
<b>Passenger seating:</b>	5 minimum (including driver)	<b>Standard Color Code</b>	<b>Color Description</b>
<b>Doors:</b>	4, minimum	<b>B3</b>	<b>ATLAS BLUE</b>
<b>Wheelbase:</b>	109 in., minimum	<b>J5</b>	<b>ICONIC SILVER</b>
<b>GVWR:</b>	6100 lbs. min, 7300 lbs. max.	<b>L9</b>	<b>FORGED GREEN</b>
<b>Engine:</b>	6 cylinder minimum	<b>M7</b>	<b>CARBONIZED GRAY</b>
<b>Additional Requirements:</b>		<b>UM</b>	<b>AGATE BLACK</b>
<b>Tow Package:</b>	Installed Hitch and Wiring	<b>YZ</b>	<b>OXFORD WHITE</b>
<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

CDO AGO 22\*2



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

Approved  Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# Vehicle Request

## AGENCY INFORMATION

COORDINATOR NAME Dan Sizemore DEPARTMENT EL - Electoral Functions  
AGENCY/BILL CODE AT01 ATTORNEY GENERAL'S OFFICE  
E-MAIL Dan.D.Sizemore@wvago.gov  
PHONE NO. (304) 558-2021 EXT \_\_\_\_\_ DATE 11/29/2021  
FUND # 0150 DEPT # 1500 UNIT # 09900

## VEHICLE MISSION

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

JUSTIFICATION To replace surplus vehicle

Est. # of days per week used 5 Est. # of miles per month used 1200

CABINET SECRETARY APPROVAL Candace Kram DATE 11/29/21

## 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 Explorer K8B  
YEAR 2022 COLOR SILVER FUEL TYPE Flex

NEW VEHICLE CLASS/DESCRIPTION Mid size utility 4wd/awd  
DEALERSHIP Stephens Auto Center PURCHASE PRICE \$29,633.00

VEHICLE PURPOSE: POOL - Shared by several employees

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

## DECOMMISSIONED VEHICLE

MAKE CHEVROLET MODEL IMPALA  
YEAR 2008 MILEAGE 110,950 LICENSE # SA005865  
VIN # ZG1WB58KB81214667 A0  
DECOMMISSIONING METHOD DTSP - Deliver to Surplus DEFERRED  
JUSTIFICATION FOR DEFERRED Repairs \$2736.13, book value \$2075.00

For FMO Office Use Only

APPROVED  DECLINED

EXECUTIVE DIRECTOR, FMD

*Theresa Walker*

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0150  
1500  
09900  
5206  
~~5319~~ 5327  
\$15,004.04  
2020  
0150  
1500  
09900  
5206  
DATE 11/29/21  
~~5319~~ 5327  
\$14,628.96



State of West Virginia  
Office of the Attorney General  
State Capitol  
Building 1, Room 26-E  
Charleston, WV 25305-0220

Patrick Morrissey  
Attorney General

(304) 558-2021  
Fax (304) 558-0140

December 2, 2021

Dear Purchasing Division,

Please allow this memo to serve as an explanation for purchasing requests normally requiring the Governor's approval being absent.

As a constitutional office of the State of West Virginia, the Attorney General's Office is exempt from approval by the Governor. As such, those approvals will not accompany such documents.

I hope this information provides an adequate explanation to facilitate expedited processing of our submitted purchasing requests.

Kind regards,

A handwritten signature in cursive script that reads "J. Darden Greene".

**J. Darden Greene, CPA**

**Chief Financial Officer**

**Office of the West Virginia Attorney General**

1900 Kanawha Blvd E, Room E-26

Charleston, WV 25305

Main Office 304-558-2021

Direct Line 681-313-4581

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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

<b>Date</b>	<b>Amendment</b>
<b>6/23/2020</b>	UPDATED CAPITAL STOCK.
<b>Date</b>	<b>Amendment</b>

<b>Annual Reports</b>
<b>Filed For</b>
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<b>Date filed</b>

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

Friday, December 3, 2021 — 2:46 PM

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