



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: 05-13-2022

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 0211 4070 GSD2200000004 1	Procurement Folder:	1044409
Document Name:	GENERAL SERVICES DIVISION FLEET; FORD EXPLORER	Reason for Modification:	
Document Description:	GENERAL SERVICES DIVISION FLEET; FORD EXPLORER		
Procurement Type:	Central Delivery Order		
Buyer Name:	Robert W Hovatter		
Telephone:	304-352-5498		
Email:	robert.w.hovatter@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 MV22A 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000199714	Requestor Name:	Robin L Casto	
STEPHENS AUTO CENTER PO BOX 278		Requestor Phone:	304-352-5513	
DANVILLE WV 25053278		Requestor Email:	robin.l.casto@wv.gov	
US		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 24pt; font-weight: bold;">FILE LOCATION _____</div>		
Vendor Contact Phone:	999-999-9999			Extension:
Discount Details:				
	Discount Allowed	Discount Percentage	Discount Days	
#1	No	0.0000	0	
#2	No			
#3	No			
#4	No			

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION BLDG 27 - SURPLUS PROPERTY 2700 CHARLES AVENUE DUNBAR WV 25064 US

Purchasing Division's File Copy

Total Order Amount:	\$29,633.00
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JLH 5/13/2022

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Aef - 5/13/2022*
 ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly Tolson 5-13-2022*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Equipment Contract Release Order
SWC #MV22A
Class 7 Mid-Size Utility
Ford Explorer K8B
Color: White
Fuel: Gas

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	
				2023-02-13	

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.

FORD EXPLORER, CLASS 7, MODEL K8B, GAS.
Mid Size Utility...4WD or AWD, 5 seats, 4 doors, 109" WB, 6 cyl minimum

**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

Vehicle Requirements:

Classification: Mid Size Utility

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

Vendor Bid Response:

Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
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 Governor's Office Use Only
 Approved Declined
Ann Vincent Wilking
 Signature
 DCOS
 Title
 5/12/2022
 Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Robin casto DEPARTMENT Administration
 AGENCY/BILL CODE GE01 GENERAL SERVICES AD
 E-MAIL Robin.L.Casto@wv.gov
 PHONE NO. (304) 957-7140 EXT _____ DATE 4/12/2022
 FUND # 2241 DEPT # 0211 UNIT # 4070

VEHICLE MISSION

What type of request is this? Replacement vehicle (go to next section) Increase to fleet (fill in this section)
 JUSTIFICATION/PURPOSE Replacing totaled vehicle

Est. # of days per week used 7 Est. # of miles per month used 1500
 CABINET SECRETARY APPROVAL *[Signature]* DATE 5/12/2022

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 EXPLORER MODEL K8B
 YEAR 2022 COLOR WHITE FUEL TYPE GASOLINE

NEW VEHICLE CLASS/DESCRIPTION Mid Size Utility...4WD or AWD, 5 Seats, 4 Doors, 109" WB, 6 cyl minimum
 DEALERSHIP STEPHENS AUTO CENTER PURCHASE PRICE \$ 29,633.00
 USED VEHICLE VIN# N/A

DECOMMISSIONED VEHICLE

MAKE DODGE NITRO MODEL KA5L74
 YEAR 2008 MILEAGE _____ LICENSE # SA003925
 VIN # 1D8GU26K58W260736 FLT (FD22*5169)
 DECOMMISSIONING METHOD DEST DEFERRED 9 MONTHS
 JUSTIFICATION FOR DEFERRED ESTIMATED LEAD TIME

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

[Signature]

DATE 5-12-2022



Allan L. McVey
CABINET SECRETARY

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
FLEET MANAGEMENT DIVISION
2101 WASHINGTON STREET, EAST
P.O. BOX 50121
CHARLESTON, WEST VIRGINIA 25305-0121



Kenny H. Yoakum
DIRECTOR

12/11/2020

WV State Auditor's Office
1900 Kanawha Blvd E # W100
Charleston, WV 25305

RE: Signature Authority DOA-FM-059 Vehicle Request form

To Whom It May Concern,

Please accept this letter as my formal consent to give Stephanie E. Lane signature authority in my absence on any DOA-FM-059 Vehicle Request forms submitted to the Fleet Management Division as my proxy. Ms. Lane is the Fleet Coordinator for the Department of Administration Fleet Management Division.

Sincerely,

Kenny H. Yoakum
Director
Fleet Management Division