



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: 05-12-2022

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 1400 1400 AGR2200000005 1	Procurement Folder:	1043087
Document Name:	(2) Class 7 Ford Explorer K8B	Reason for Modification:	
Document Description:	(2) Class 7 Ford Explorer K8B		
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 MV22A 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR		DEPARTMENT CONTACT		
Vendor Customer Code:	000000199714	Requestor Name:	Cynthia D Fisher	
STEPHENS AUTO CENTER PO BOX 278		Requestor Phone:	(304) 558-2221	
DANVILLE WV 25053278		Requestor Email:	cfisher@wvda.us	
US		<div style="font-size: 48pt; font-weight: bold;">22</div> <div style="font-size: 18pt; 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
PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 1900 KANAWHA BLVD E CHARLESTON WV 25305-0173 US	PROCUREMENT OFFICER 304-558-2221 AGRICULTURE DEPARTMENT OF ADMINISTRATIVE SERVICES 217 GUS R DOUGLAS LN, BLDG 2 RM 106 CHARLESTON WV 25312 US

Total Order Amount:	\$59,266.00
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Purchasing Division's File Copy

ENTERED

JLM 5/12/2022

PURCHASING DIVISION AUTHORIZATION DATE: <i>Mark A Atkins 5/12/2022</i> ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION DATE: <i>Beverly Tolson 5-12-22</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

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	
				2022-05-11	

Commodity Line Description: Class 7 Ford Explorer K8B

Extended Description:

Equipment Contract Release Order
SWC #MV22A
Class 7 Mid Size Utility
(2) Ford Explorer K8B
Colors: (1) Iconic Silver
Fuel: Gasoline
Color Code: JS

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	25100000	1.00000	EA	\$29,633.0000	\$29,633.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2022-05-11	

Commodity Line Description: Class 7 Ford Explorer K8B

Extended Description:

Equipment Contract Release Order
SWC #MV22A
Class 7 Mid Size Utility
(2) Ford Explorer K8B
Colors: (1) Carbonized Gray
Fuel: Gasoline
Color Code: M7

**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:	Mid Size Utility		
Classification:	Mid Size Utility		
Drive:	4 Wheel/All Wheel	Manufacturer's Standard Available Colors	
Passenger seating:	5 minimum (including driver)	Standard Color Code	Color Description
Doors:	4, minimum	B3	ATLAS BLUE
Wheelbase:	109 in., minimum	J5	ICONIC SILVER
GVMR:	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:**

F08 Dealership: (Deduct)	N/A
F08 Other than Metro Charleston - Per Mile	\$ 2.00

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

CPO AGR 2275



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only

Approved Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Alan Clemans DEPARTMENT 1400 - Agriculture
AGENCY/BILL CODE AG01 - Agriculture
E-MAIL clemans@wv.gov
PHONE NO. 304-558-2321 EXT DATE 5/11/22
FUND # 8736 DEPT # 1400 UNIT # 8500

VEHICLE MISSION

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

JUSTIFICATION

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

CABINET SECRETARY APPROVAL DATE

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
YEAR 2022 COLOR Iconic Silver FUEL TYPE Gas

NEW VEHICLE CLASS/DESCRIPTION Class 7 K8B
DEALERSHIP Stephens Auto PURCHASE PRICE \$29,163.00

VEHICLE PURPOSE: To conduct state Business
USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE Ford MODEL Explorer
YEAR 2021 MILEAGE 28,1638 LICENSE # 93C-863
VIN # 1FMSK8BBXMGB35270 AO
DECOMMISSIONING METHOD Destroyed Asset DEFERRED
JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

Therese Yonker

DATE 5/11/22

CDO AGR 22*5



West Virginia
Department of Administration
Fleet Management

For Governors Office Use Only
 Approved Declined

Signature

Title

Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Alan Clemas DEPARTMENT 1400 - Agriculture
AGENCY/BILL CODE AG01 - Agriculture
E-MAIL Aclemas@wvda.us
PHONE NO. 304-598-2221 EXT _____ DATE 5-11-22
FUND # 8736 DEPT # 1400 UNIT # 8500

VEHICLE MISSION

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

JUSTIFICATION

Est. # of days per week used _____ Est. # of miles per month used _____

CABINET SECRETARY APPROVAL _____ DATE _____

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
YEAR 2022 COLOR Carbonized Gray FUEL TYPE GAS

NEW VEHICLE CLASS/DESCRIPTION Class 7 K813
DEALERSHIP Stephens Auto PURCHASE PRICE 29,633.00

VEHICLE PURPOSE: To conduct state Business

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE Dodge MODEL Caravan
YEAR 2005 MILEAGE 159,301 LICENSE # 5A004600
VIN # 1D4GP24R25B427757 A0
DECOMMISSIONING METHOD Deliver to Surplus DEFERRED _____
JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD

Therese Yuhon

DATE 5/11/22