



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: 08-10-2022

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 3	Procurement Folder:	1044409
Document Name:	GENERAL SERVICES DIVISION FLEET; FORD EXPLORER	Reason for Modification:	Change Order 1 To cancel contract.
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 3
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: 48px; font-weight: bold;">23</div> <div style="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

Total Order Amount: \$0.00

Purchasing Division's File Copy

JLH 8/10/22
PURCHASING DIVISION AUTHORIZATION
DATE: *8/10/2022*
ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION
DATE: *8/10/2022*
ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order

Change Order No. 1 is issued to cancel this purchase order in its entirety and all funds associated with the contract.

Effective date of cancellation August 10, 2022

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	0.00000	EA	\$29,633.0000	\$0.00
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

STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
GENERAL SERVICES DIVISION
State Capitol
Charleston, West Virginia 25305

Mark D. Scott
Cabinet Secretary

William D. Barry
Director

To: Mike Ballard, Fleet Manager, Stephens Auto Center
From: James R. Jones, Procurement Administrator, General Services Division
Date: August 10, 2022
Subject: CDO GSD2200000004, General Services Division, Ford Explorer

Mr. Ballard,

Per our phone conversation last week, the General Services Division would like to cancel the subject order for a 2022 Ford Explorer, from the Statewide Motor Vehicle contract. The Agency has an immediate need to fulfill this vehicle purchase, which has faced an extended production delay. If you agree to the cancellation of the subject delivery order, please sign, date, and return this letter to my attention (email James.R.Jones@wv.gov, or fax 304-558-1475).

Thank you,



James R. Jones
Procurement Administrator
General Services Division



Print Name



Signature



Date