



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: 09-30-2022

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 0216 0216 FLT2200000009 2	Procurement Folder:	969522
Document Name:	CHANGE ORDER NO. 1 TO CANCEL CDO IN ITS ENTIRETY	Reason for Modification:	CHANGE ORDER NO. 1 TO CANCEL CDO IN ITS ENTIRETY
Document Description:	CHANGE ORDER NO. 1 TO CANCEL CDO IN ITS ENTIRETY		
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 2
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR				DEPARTMENT CONTACT	
Vendor Customer Code:	000000199714			Requestor Name:	Kenneth H Yoakum
STEPHENS AUTO CENTER				Requestor Phone:	(304) 558-2106
PO BOX 278				Requestor Email:	kenny.h.yoakum@wv.gov
DANVILLE	WV	25053278		<div style="font-size: 48pt; font-weight: bold;">23</div> FILE LOCATION _____	
US					
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	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

Total Order Amount: \$0.00

Purchasing Division's File Copy

MXP 10/03/2022
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark A Atkins 10/03/2022*
 ELECTRONIC SIGNATURE ON FILE

ENTERED
 ENCUMBRANCE CERTIFICATION
 DATE: *10/03/2022*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

CHANGE ORDER NO. 1 TO CANCEL CDO IN ITS ENTIRETY EFF. 9-29-2022 PER THE ATTACHED DOCUMENTATION.

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	0.00000	EA	\$30,678.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: MV22 - 2022 or LATEST MODEL VEHICLE

Extended Description:

CHANGE ORDER NO. 1 TO CANCEL CDO IN ITS ENTIRETY EFF. 9-29-2022 PER THE ATTACHED DOCUMENTATION.



Mark D. Scott
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

MEMORANDUM

To: West Virginia Purchasing Division
2019 Washington St E
Charleston, WV 25305

From: Stephanie Lane
Fleet Coordinator
SWV DOA FMD

Date: 09/29/2022

Re: Cancellation of CDOs FLT22*09, FLT22*13, FLT22*28, FLT22*32, FLT22*33, and FLT22*36

This memo is to indicate the State of WV Fleet Management Division's wish to cancel CDOs **FLT22*09, FLT22*13, FLT22*28, FLT22*32, FLT22*33, and FLT22*36**. The vendor, STEPHENS, cannot supply the vehicles in the orders due to a manufacturer's balance out process which meant that Ford Motor Co. effectively determined they would not proceed with the previously scheduled manufacturing of the vehicles concerned in these orders. Stephens apprised FMD of the issue immediately and we were informed on 9/26/2022.

Our Finance Division has been made aware and will take steps to modify FIN2200000004, FIN2200000006, FIN2200000008, FIN2200000009 the associated finance packages and the cash funds earmarked for the purchase under CDO FLT 22*36 will be reallocated for use elsewhere in FMD's budget.

Respectfully,
Stephanie Lane