



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 FLT2200000028 2	Procurement Folder:	1003932
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 0216 FLT200000001 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> <div style="font-weight: bold;">FILE LOCATION _____</div>	
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

Purchasing Division's File Copy

Total Order Amount:	\$0.00
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ENTERED

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

ENCUMBRANCE CERTIFICATION
 DATE: *Revelly Tolson 10-4-22*
 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	\$33,114.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: 2020 or current model year Police Utility AWD Four (4) door

Extended Description:

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



Lane, Stephanie E <stephanie.e.lane@wv.gov>

RE: Emailing: CCF09262022_0002.pdf(Balanced Out Orders)

1 message

Mike Ballard <mballard@stephensauto.com>
To: "Lane, Stephanie E" <stephanie.e.lane@wv.gov>

Wed, Sep 28, 2022 at 3:44 PM

Confirmed.

From: Lane, Stephanie E [mailto:stephanie.e.lane@wv.gov]
Sent: Wednesday, September 28, 2022 9:11 AM
To: Mike Ballard <mballard@stephensauto.com>
Cc: Richard Stephens <rstephens@stephensauto.com>
Subject: Re: Emailing: CCF09262022_0002.pdf(Balanced Out Orders)

Good morning, Mr. Ballard,

The purpose of this email is to provide a breakout of the CDOs for the Fleet Management Division which have been communicated as cancelled due to the manufacturer balancing out the vehicles contained therein and so that this email may be attached to the header of each CDO's cancellation document in the SWV system of record, wvOASIS. Please reply to this email with "Confirmed" to indicate if the orders outlined below are cancelled in entirety. Please reply "Correction" and add supplemental information in the event I have missed including any CDOs or if I have listed an incorrect CDO number. This email seeks only to confirm those orders for my agency specifically and not the entirety of state of West Virginia orders that were affected by the manufacturer balancing out remaining orders for the MV year.

CDOs:

- FLT2200000009
- FLT2200000013
- FLT2200000028
- FLT2200000032
- FLT2200000033
- FLT2200000036

Respectfully,

Stephanie Lane

Fleet Coordinator

WV Dept. of Administration

Fleet Management Division

Capitol Complex, Building 17

2101 Washington Street, East

Charleston, WV 25305-0121

304-558-2614 Office

304-558-4119 Fax

Website: fleet.wv.gov

On Mon, Sep 26, 2022 at 10:17 AM Mike Ballard <mballard@stephensauto.com> wrote:

Please see attachment.

Your message is ready to be sent with the following file or link attachments:

CCF09262022_0002.pdf

Note: To protect against computer viruses, e-mail programs may prevent sending or receiving certain types of file attachments. Check your e-mail security settings to determine how attachments are handled.



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