



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 FLT2200000033 2	Procurement Folder:	1043136
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 PO BOX 278				Requestor Phone:	(304) 558-2106
DANVILLE WV 25053278				Requestor Email:	kenny.h.yoakum@wv.gov
US				<div style="font-size: 48pt; font-weight: bold; text-align: center;">23</div> FILE LOCATION _____	
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 FLEET MANAGEMENT OFFICE 2101 WASHINGTON ST E CHARLESTON WV 25305 US	STATE OF WEST VIRGINIA IN CARE OF SURPLUS PROPERTY 2700 CHARLES AVENUE DUNBAR WV 25064 US

Total Order Amount: \$0.00

Purchasing Division's File Copy

ENTERED

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

ENCUMBRANCE CERTIFICATION
 DATE: *Beverly 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	\$29,633.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	

Commodity Line Description: MV22 - 2022 or LATEST MODEL VEHICLE

Extended Description:

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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

9/28/22, 3:47 PM

State of West Virginia Mail - RE: Emailing: CCF09262022_0002.pdf(Balanced Out Orders)

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