



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: 08-09-2022

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 AGR2300000001 1	Procurement Folder:	1087304
Document Name:	(2) Class 7 Ford Explorers K8B	Reason for Modification:	
Document Description:	(2) Class 7 Ford Explorers 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			
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		

23
 FILE LOCATION _____

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

Purchasing Division's File Copy

JLH 8/9/2022

PURCHASING DIVISION AUTHORIZATION
 DATE: *Mark Atkins* 8/9/2022
 ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION
 DATE: *[Signature]* 8/9/2022
 ELECTRONIC SIGNATURE ON FILE

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	
				2022-08-08	

Commodity Line Description: Class 7 Ford Explorer K8B

Extended Description:

Equipment Contract Release Order
SWC#MV22A
Class 7 Mid Size Utility
(1) Ford Explorer K8B
Color: 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	
				2022-08-08	

Commodity Line Description: Class 7 Ford Explorer K8B

Extended Description:

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

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

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

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

STATE CONTRACT RELEASE ORDER

CDO

REQ # AGR 23 * 1 Req. Date _____

Fiscal Year 2023 State Account No. _____

FIMS No. 8736-23-8500-07000-

Agency/Invoice To:
West Virginia Department of Agriculture
Administrative Services Division
1900 Kanawha Blvd East
Charleston, WV

Ship To:
West Virginia Department of Agriculture
Administrative Services Division
217 Gus R Douglas Lane Building 2 Ror
Charleston, WV

This Section Only For: State Contract Release Orders

Vendor Name & Address:
Stephens Auto Center
PO Box 278
Danville, WV 25053

APPROVALS

DIVISION _____

FISCAL *Alan Clemans*
Alan Clemans (Aug 4, 2022 20:53 EDT)

EXECUTIVE *Norman Bailey*
Norman Bailey (Aug 5, 2022 19:34 PDT)

Item No.	Quantity	Description	Unit Price	Amount
		SWC- MV22A <i>Type of Purchase</i>		
	2	2022 Ford Explorer K8B Class 7 mid size Utility FUEL: Gasoline COLOR: Iconic Silver	29,633	\$59,266.00

Authorized Signature *Alan Clemans* Total Amount ***\$59,266**
Alan Clemans (Aug 4, 2022 20:53 EDT)

Title Director, Administrative Services

Telephone (304)-558-2222

CDO AGR 23 * 1



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 Agriculture AG01
E-MAIL aclemans@wvda.us
PHONE NO. 304-558-2221 EXT _____ DATE 8/1/2022
FUND # 8736 DEPT # 1400 UNIT # 8500

VEHICLE MISSION

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

JUSTIFICATION To conduct State Business

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 K8B
YEAR 2022 COLOR Iconic Silver FUEL TYPE Gasoline

NEW VEHICLE CLASS/DESCRIPTION K8B Ford Explorer Mid-Size Utility

DEALERSHIP Stephens Auto Center PURCHASE PRICE \$29,633.00

VEHICLE PURPOSE: To conduct State Business

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE Ford MODEL F-150
YEAR 2014 MILEAGE 226,107 LICENSE # SA002451

VIN # 1FTFW1EF5EKD2520 D62520 A0

DECOMMISSIONING METHOD Sell On-Site DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD [Signature] DATE 8/2/22

CDO HGR 23 * 1



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 Agriculture AG01
E-MAIL aclemans@wvda.us
PHONE NO. 304558-2221 EXT _____ DATE 7/27/2022
FUND # 8936 DEPT # 1400 UNIT # 8500

VEHICLE MISSION

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

JUSTIFICATION To conduct State Business

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 K8B
YEAR 2022 COLOR Iconic Silver FUEL TYPE Gasoline

NEW VEHICLE CLASS/DESCRIPTION K8B Ford Explorer Mid-Size Utility

DEALERSHIP Stephens Auto Center PURCHASE PRICE \$29,633.00

VEHICLE PURPOSE: To conduct State Business

USED VEHICLE VIN# _____

DECOMMISSIONED VEHICLE

MAKE GMC MODEL Sierra
YEAR 2009 MILEAGE 79,484 LICENSE # SB004724

VIN # IGTHK43K00F111397 AO

DECOMMISSIONING METHOD Sell on Site DEFERRED _____

JUSTIFICATION FOR DEFERRED _____

For FMO Office Use Only

APPROVED DECLINED

EXECUTIVE DIRECTOR, FMD [Signature] DATE 8/2/22