



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: 09-29-2022

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 2	Procurement Folder:	1087304
Document Name:	(2) Class 7 Ford Explorers K8B	Reason for Modification:	Change Order No 1 To Cancel Contract
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 2
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				<div style="font-size: 48pt; 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
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:	\$0.00
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Purchasing Division's File Copy

JLH 9/29/2022
 PURCHASING DIVISION AUTHORIZATION
 DATE: *Mon Oct 9/29/2022*
 ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION
 DATE: *9/30/2022*
 ELECTRONIC SIGNATURE ON FILE

Extended Description:

Change Order No 1

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

Effective date of cancellation: 9/27/2022

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	
				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	0.00000	EA	\$29,633.0000	\$0.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
				2022-08-08	

Commodity Line Description: Class 7 Ford Explorer K8B

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West Virginia Department of Agriculture

Kent A. Leonhardt, Commissioner
Joseph L. Hatton, Deputy Commissioner



September 29, 2022

Mark Atkins
WV Purchasing Division
2019 Washington Street, East
Charleston, WV 25305

RE: Cancellation Recommendation for CDO AGR23*1 Class 7 Ford Explorers

The WV Department of Agriculture (WVDA) is requesting the above-mentioned release order be cancelled due to vendor cannot supply the requested Explorers. See attached documentation.

If you have any questions about this request, you may contact me at (304) 558-2221 or via e-mail at aclemans@wvda.us.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan M. Clemans".

Alan Clemans (Sep 29, 2022 10:47 EDT)
Alan M. Clemans, CFO/Director of
Administrative Services Division

Fisher, Cindy

From: Mike Ballard <mballard@stephensauto.com>
Sent: Tuesday, September 27, 2022 3:47 PM
To: Fisher, Cindy
Subject: Ford Explorer Orders

[NOTICE: This email came from a sender outside of the WVDA organization. Please be careful when opening attachments and/or clicking links in this email.]

All Explorer orders have been canceled by Ford Motor Company. We will not be receiving these orders nor will they be any 2023 models at this time. I'm being told it will likely be 2024.

Mike Ballard
Fleet Manager
Stephens Auto Center
304-369-2411 Ext 33
www.stephensauto.com