



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: 08-16-2022

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 AGR2300000002 1	Procurement Folder:	1091103
Document Name:	(1) Class 7 Ford Explorer K8B	Reason for Modification:	
Document Description:	(1) Class 7 Ford Explorer K8B		
Procurement Type:	Central Delivery Order		
Buyer Name:	Cynthia D Fisher		
Telephone:	(304) 558-2221		
Email:	cfisher@wvda.us		
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		<div style="font-size: 2em; font-weight: bold;">23</div> <div style="font-weight: bold;">FILE LOCATION _____</div>	
Vendor Contact Phone:	999-999-9999 Extension:		
Discount Details:			
	<b>Discount Allowed</b>	<b>Discount Percentage</b>	<b>Discount Days</b>
#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

<b>Total Order Amount:</b>	<b>\$29,633.00</b>
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Purchasing Division's File Copy

ENTERED

JLH 8/16/2022  
 PURCHASING DIVISION AUTHORIZATION  
 DATE: *Mund Aug 8/16/2022*  
 ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
 DATE: *8/17/2022*  
 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	
				2022-08-15	

**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

<b>Vehicle Requirements:</b>	Mid Size Utility		
<b>Classification:</b>	Mid Size Utility		
<b>Drive:</b>	4 Wheel/All Wheel	<b>Manufacturer's Standard Available Colors</b>	
<b>Passenger seating:</b>	5 minimum (including driver)	<b>Standard Color Code</b>	<b>Color Description</b>
<b>Doors:</b>	4, minimum	B3	ATLAS BLUE
<b>Wheelbase:</b>	109 in., minimum	J5	ICONIC SILVER
<b>GVWR:</b>	6100 lbs. min, 7300 lbs. max.	L9	FORGED GREEN
<b>Engine:</b>	6 cylinder minimum	M7	CARBONIZED GRAY
<b>Additional Requirements:</b>		UM	AGATE BLACK
<b>Tow Package:</b>	Installed Hitch and Wiring	YZ	OXFORD WHITE
<b>Slush/All-Weather Mats:</b>	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.

<b>Vendor Bid Response:</b>				
<b>Vehicle fuel type</b>	<b>EPA HIGHWAY MPG Rating</b>	<b>EPA CITY MPG Rating</b>	<b>Unit Price</b>	<b>Total Life Cycle Cost</b>
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



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

Approved  Declined

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# Vehicle Request

*CDO AGR 23 #2*

### 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 August 9, 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 Jeep MODEL Liberty  
 YEAR 2009 MILEAGE 149,602 LICENSE # SA002539  
 VIN # 1J8GN28K19W530126 *AO*

DECOMMISSIONING METHOD Deliver to Surplus DEFERRED \_\_\_\_\_

JUSTIFICATION FOR DEFERRED \_\_\_\_\_

For FMD Office Use Only

APPROVED  DECLINED

EXECUTIVE DIRECTOR, FMD *Shirley York*

DATE 8/15/22

# STATE CONTRACT RELEASE ORDER

REQ # <u>000 AGR 23 * 2</u>	Req. Date <u>8/9/2022</u>
Fiscal Year	State Account No.
FIMS No. <u>8736-23-8300-07000</u>	
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 Rm Charleston, WV	
This Section Only For: <u>State Contract Release Orders</u>	
Vendor Name & Address: Stephens Auto Center P. O. Box 278 Danville, WV 25053	

**APPROVALS**

DIVISION \_\_\_\_\_

FISCAL Alan Clemans (Aug 12, 2022 13:28 EDT)

EXECUTIVE Norman Bailey (Aug 12, 2022 14:13 EDT)

SWC No.	Terms	Net 30	F.O.B.	Destination
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Item No.	Quantity	Description	Unit Price	Amount
		<b>SWC- MV22A</b> <i>Type of Purchase</i>		
	1	2022 Ford Explorer K8B  Class 7 Mid Size Utility Fuel: Gasoline Color Iconic Silver	29,633	\$29,633.00

Authorized Signature Alan Clemans  
Title Director, Administrative Services  
Telephone (304)-558-2222

Total Amount \$29,633.00