



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: 11-15-2022

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 0932 4841 DRS2200000003 5 | Procurement Folder:      | 1021429   |
| Document Name:        | 2022 FORD EXPLORERS           | Reason for Modification: | Change Order 01<br>To Cancel Contract<br>CANCEL IN IT'S ENTIRETY. |
| Document Description: | FOR WWDRS FLEET               |                          |   |
| 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 5  |
| Free on Board:        | FOB Dest, Freight Prepaid     |                          |   |

| VENDOR   |   | DEPARTMENT CONTACT   |                         |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
|--|---|--|-------------------------|---------------------|------------------|---------------------|---------------|----|----|--------|---|----|----|--|--|----|----|--|--|----|----|--|--|
| Vendor Customer Code:  | 000000199714  | Requestor Name:  | Charlyn A Miller        |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
| STEPHENS AUTO CENTER<br>PO BOX 278<br><br>DANVILLE WV 25053278<br>US |   | Requestor Phone:   | (304) 356-2103          |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
| Vendor Contact Phone:  | 999-999-9999  | Requestor Email:   | charlyn.a.miller@wv.gov |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
| Discount Details:  |   | <div style="font-size: 48px; font-weight: bold;">23</div> <div style="font-size: 24px; font-weight: bold;">FILE LOCATION</div> |                         |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
|  | <table border="1"> <thead> <tr> <th></th> <th>Discount Allowed</th> <th>Discount Percentage</th> <th>Discount Days</th> </tr> </thead> <tbody> <tr> <td>#1</td> <td>No</td> <td>0.0000</td> <td>0</td> </tr> <tr> <td>#2</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#3</td> <td>No</td> <td></td> <td></td> </tr> <tr> <td>#4</td> <td>No</td> <td></td> <td></td> </tr> </tbody> </table> |  |                         |                     | Discount Allowed | Discount Percentage | Discount Days | #1 | No | 0.0000 | 0 | #2 | No |  |  | #3 | No |  |  | #4 | No |  |  |
|  | Discount Allowed  |  |                         | Discount Percentage | Discount Days    |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
| #1   | No  |  |                         | 0.0000              | 0                |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
| #2   | No  |  |                         |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
| #3   | No  |  |                         |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
| #4   | No  |  |                         |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
|  |   |  |                         |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
|  |   |  |                         |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |
|  |   |  |                         |                     |                  |                     |               |    |    |        |   |    |    |  |  |    |    |  |  |    |    |  |  |

| INVOICE TO  | SHIP TO  |
|---|--|
| SUPPORT SERVICES<br>DIVISION OF REHABILITATION SERVICES<br><br>STATE CAPITOL<br>PO BOX 50890<br>CHARLESTON WV 25305<br>US | SUPPORT SERVICES<br>DIVISION OF REHABILITATION SERVICES<br><br>#10 MCJUNKIN ROAD<br><br>NITRO WV 25143<br>US |

|                     |        |
|---------------------|--------|
| Total Order Amount: | \$0.00 |
|---------------------|--------|

Purchasing Division's File Copy

ENTERED

JLH 11/17/2022

|  |
|--|
| PURCHASING DIVISION AUTHORIZATION<br>DATE: <i>Mark A Atkins 11/17/2022</i><br>ELECTRONIC SIGNATURE ON FILE |
|--|

|   |
|---|
| ENCUMBRANCE CERTIFICATION<br>DATE: <i>Beverly Tolson 11-18-22</i><br>ELECTRONIC SIGNATURE ON FILE |
|---|

**Extended Description:**

Change Order  
Change Order No. 01 is issued to cancel this contract/purchase order in its entirety and all funds associated with the contact.  
Effective date of cancellation 11/2/2022

| 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 |             |
|              |                |              |          | 2022-09-30    |             |

**Commodity Line Description:** MV22 - 2022 FORD EXPLORER-ATLAS BLUE (K8B)

**Extended Description:**

MV22 - 2022 or LATEST MODEL VEHICLE:  
See attached pricing page(s) for contract pricing.

| 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 |             |
|              |                |              |          | 2022-09-30    |             |

**Commodity Line Description:** MV22 - 2022 FORD EXPLORER-FORGED GREEN (K8B)

**Extended Description:**

MV22 - 2022 or LATEST MODEL VEHICLE:  
See attached pricing page(s) for contract pricing.

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 3            | 25100000       | 0.00000      | EA       | \$29,633.0000 | \$0.00      |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |             |
|              |                |              |          | 2022-09-30    |             |

**Commodity Line Description:** MV22 - 2022 FORD EXPLORER-ICONIC SILVER (K8B)

**Extended Description:**

MV22 - 2022 or LATEST MODEL VEHICLE:  
See attached pricing page(s) for contract pricing.

| Line         | Commodity Code | Quantity     | Unit     | Unit Price    | Total Price |
|--------------|----------------|--------------|----------|---------------|-------------|
| 4            | 25100000       | 0.00000      | EA       | \$29,633.0000 | \$0.00      |
| Service From | Service To     | Manufacturer | Model No | Delivery Date |             |
|              |                |              |          | 2022-09-30    |             |

**Commodity Line Description:** MV22 - 2022 FORD EXPLORER-CARBONIZED GREY (K8B)

**Extended Description:**

MV22 - 2022 or LATEST MODEL VEHICLE:  
See attached pricing page(s) for contract pricing.



WEST VIRGINIA DIVISION OF  
REHABILITATION SERVICES

Administrative Offices  
State Capitol P.O. Box 50890  
Charleston, West Virginia 25305-0890  
P: 304.356.2060 | F: 304.558.1421  
Toll-free: 1.800.642.8207  
wvdrs.org  
Pisnu Bua-Iam, Director

November 14, 2022

To: Mr. Mike Ballard

From: Nancy Kinder, Procurement Specialist

Re: Contract for 2022 Ford Explorers - CDO DRS22\*03

Dear Mr. Ballard,

Please sign below that you agree to cancel our orders on CDO DRS22\*03 for four (4) 2022 Ford Explorers. Cancellation is effective 11/02/2022. It is also noted, the Division of Rehabilitation does not have a balance or owe any money to Stephens Auto for this particular contract.

AGREED:

11-14-22

Name

Date

Please consider this letter as written notification of cancellation of the contract. Please return the signed letter to my attention at (nancy.k.kinder@wv.gov).

Thank you for your assistance.

Nancy Kinder  
Procurement Specialist

Cc: File