



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: 02-13-2025

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 0211 4078 GSD2500000001 1	Change Order No:	Procurement Folder:	1628369
Document Name:	F-150 Crew Cab 4WD	Reason for Modification: F-150 Crew Cab 4WD - OPMT		
Document Description:	Replacement of 2016 Transit Connect Cargo van			
Procurement Type:	Central Delivery Order			
Buyer Name:	James R Jones			
Telephone:	304-352-5517			
Email:	james.r.jones@wv.gov			
Shipping Method:	Best Way	Master Agreement Number: CMA 0212 MV25A 1		
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000111679 THORNHILL GROUP INC 500 FORD FAIRLANE CHAPMANVILLE WV 25508 US Vendor Contact Phone: 304-855-8300 Extension: Discount Details: <table><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			Requestor Name: Ada M Kennedy Requestor Phone: 304-352-5524 Requestor Email: ada.m.kennedy@wv.gov 2025 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 103 MICHIGAN AVENUE CHARLESTON WV 25305 US	GENERAL SERVICES DIVISION BLDG 98 DEPARTMENT OF ADMINISTRATION EAST CAMPUS FACILITY 320 MICHIGAN AVE CHARLESTON WV 25305 US

Total Order Amount: \$43,916.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION
DATE: *2/13/2025*
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION
DATE: *2-14-25*
ELECTRONIC SIGNATURE ON FILE

**Class 16 - Automobile
Standard Pick Up Crew Cab**

Vendor Name: Thornhill Ford
 Manufacturer/Brand: FORD
 Model Name & Number: F150 WILD O/C

Vendor Contact: Charles Ellis
 Phone No.: 304-855-1289
 Email: charles.ellis@thornhillauto.com

Vehicle Requirements:
Classification: Standard Pick Up Crew Cab

		Manufacturer's Standard Available Colors	
		Standard Color Code	Color Description
Drive:	4 Wheel/All Wheel with High & Low Range		
Passenger seating:	4 minimum (including driver)		
Doors:	4 full doors, minimum	B3	ATLAS Blue
Wheelbase:	149 in., minimum	4X	ARTIMARK Blue
GVWR:	6800 lbs. min, 7350 lbs. max.	SS	Iconic Silver
Engine:	Minimum 8 Cylinder for gasoline and Minimum 6 cylinder for diesel	M7	Carbonized Gray
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.	UM	Agate Black
Tow Package:	Factory Complete: Includes integrated electric trailer brake controller, hitch, and wiring	Y2	Oxford White
Slush/All weather Mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		

Bed: Long bed with installed Spray-in bedliner

Sliding Rear Window: Not Required

Additional Requirements:

Factory Running Boards/Step Bars, Cab Length

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	UNIT PRICE
Gasoline	\$ 43916.00
Flex-fuel	\$ 43914.00
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

***Options:**

FOB Dealership: (Deduct)

\$
\$

FOB Other than Metro Charleston - Per Mile

*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

Senior Advisor 2/2/25
Date

Vehicle Request

AGENCY INFORMATION

COORDINATOR NAME Robin Casto

DEPARTMENT Administration

AGENCY/BILL CODE GE01 GENERAL SERVICES

AD

E-MAIL Robin.L.Casto@wv.gov

PHONE NO. (304) 553-5513

EXT

DATE 1/23/2025

FUND # 2241

DEPT # 0211

UNIT # 4078

VEHICLE MISSION

What type of request is this? ☐ Replacement vehicle (go to next section) ☒ Increase to fleet (fill in this section)
☐ Decommission vehicle (go to Decommission section) ☐ Reassignment

JUSTIFICATION/PURPOSE Excessive maintenance cost on vehicle to be decommissioned

Est. # of days per week used 5

Est. # of miles per month used 1000

CABINET SECRETARY APPROVAL

Eric Horschel

DATE 1-24-25

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

F150 Crew Cab W1L

YEAR 2025

COLOR WHITE

Fuel Type Gasoline

New Vehicle Class/Description Standard Pick Up Crew Cab...4WD/AWD with High & Low Range, 4 Seats Minimum/Includes Driver, 4 Full Doors
Minimum 149" WB. Minimum Acceptable Engines: Gas- 8 cyl. Diesel- 6 cyl. Off Road Package, Tow Package, Slush/All

DEALERSHIP Thornhill Group Car, Inc.dba Thornhill Fo

PURCHASE PRICE \$43,916

USED VEHICLE VIN#

DECOMMISSIONED VEHICLE

MAKE FORD

MODEL TRANSIT CONNECT CARGO

YEAR 2016

MILEAGE 104,000

LICENSE # WV/SA004090

VIN # 1FTYE1ZV6GKB07013

FLT YY A-SEV 7-1

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED 120 Days

JUSTIFICATION FOR DEFERRED Until Replacement Is Purchase

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☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Theresa Z...

DATE 1/26/25

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Business Organization Detail

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THORNHILL GROUP, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C Corporation	11/9/2004		11/9/2004	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)	Capital Stock	5000.0000
Charter County	Boone	Control Number	71304
Charter State	WV	Excess Acres	
At Will Term		Member Managed	
At Will Term Years		Par Value	50.000000
Authorized Shares	100	Young Entrepreneur	Not Specified

Addresses	
Type	Address
Local Office Address	500 FORD FAIRLANE CHAPMANVILLE, WV, 25508

Mailing Address	P.O. BOX 1449 CHAPMANVILLE, WV, 25508 USA
Mailing Address	GEORGE R NISBET JR. RT 119 SOUTH CORRIDOR G CHAPMANVILLE, WV, 25508 USA
Notice of Process Address	WALLY THORNHILL 500 FORD FAIRLANE RT 119 NO CHAPMANVILLE, WV, 25508
Principal Office Address	500 FORD FAIRLANE RT 119 NORTH CHAPMANVILLE, WV, 25508 USA
Type	Address

Officers	
Type	Name/Address
Director	WALLY THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Director	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Incorporator	WALLY L. THORNHILL P.O. BOX 340 PECKS MILL, WV, 25547 USA
President	WALLY L THORNHILL PO BOX 1449 CHAPMANVILLE, WV, 25508
Secretary	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Treasurer	JAMES B DIVITA 3036 MICHAEL AVENUE BELLE, WV, 25015
Vice-President	NATHAN THORNHILL PO BOX 340 PECKS MILL, WV, 25547
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination
THORNHILL FACTORY OUTLET OF DANVILLE	TRADENAME	4/17/2015	11/2/2020

THORNHILL FORD	TRADENAME	8/1/2018	
THORNHILL FORD LINCOLN	TRADENAME	10/7/2010	
THORNHILL FORD LINCOLN-MERCURY	TRADENAME	8/19/2005	10/7/2010
THORNHILL LINCOLN	TRADENAME	7/24/2018	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
3/12/2024	B4WV Other Change: The 25 shares owned by George R. Nisbet, Jr. have been converted to treasury shares. The said George R. Nisbet, Jr. no longer owns any shares of the corporation.
7/18/2017	WALLY L. THORNHILL WILL HAVE A TOTAL OF 75 SHARES. GEORGE R. NISBET WILL HAVE A TOTAL OF 25 SHARES.
Date	Amendment

Annual Reports

Filed For

2025

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

Date filed

For more information, please contact the Secretary of State's Office at 304-558-8000.

Thursday, February 13, 2025 — 3:23 PM

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