



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: 03-07-2025

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 0216 0216 FLT2500000010 1	Change Order No:	Procurement Folder:	1645310
Document Name:	2, 2025 JEEP GRAND CHEROKEE 4X4 (WLJP74), CLASS 8, GAS		Reason for Modification:	
Document Description:	2, 2025 JEEP GRAND CHEROKEE 4X4 (WLJP74), CLASS 8, GAS			
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 MV25C 1	
Free on Board:	FOB Dest, Freight Prepaid			

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: 000000199714 STEPHENS AUTO CENTER PO BOX 278  DANVILLE WV 25053278 US Vendor Contact Phone: 999-999-9999 Extension: Discount Details:	Requestor Name: Kenneth H Yoakum Requestor Phone: (304) 558-2106 Requestor Email: kenny.h.yoakum@wv.gov  <b>2025</b> FILE LOCATION _____																				
<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			
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No																				
#3	No																				
#4	No																				

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION FLEET MANAGEMENT OFFICE 2310 KANAWHA BLVD E CHARLESTON WV 25311 US	STATE OF WEST VIRGINIA IN CARE OF SURPLUS PROPERTY 2700 CHARLES AVENUE DUNBAR WV 25064 US

Total Order Amount: \$87,472.00

Purchasing Division's File Copy

PURCHASING DIVISION AUTHORIZATION  
DATE: *Mark Atkins 3/11/2025*  
ELECTRONIC SIGNATURE ON FILE

ENCUMBRANCE CERTIFICATION  
DATE: *Cody Rouse 3-19-25*  
ELECTRONIC SIGNATURE ON FILE

**Extended Description:**

2, 2025 JEEP GRAND CHEROKEE 4X4, CLASS 8, GAS  
2 2926 WHITE - PW7

TO BE FINANCED UNDER CONTRACT SWC # FINANCE24  
RELEASE ORDER - FIN2500000003 APPENDIX 2024-03

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	25100000	2.00000	EA	\$43,736.0000	\$87,472.00
Service From	Service To	Manufacturer		Model No	Delivery Date

**Commodity Line Description:** MV25 - 2025 or LATEST MODEL VEHICLE

**Extended Description:**

MV25 - 2025 or LATEST MODEL VEHICLE:  
See attached pricing page(s) for contract pricing.

2, 2025 JEEP GRAND CHEROKEE 4X4, CLASS 8, GAS  
2 2926 WHITE - PW7

TO BE FINANCED UNDER CONTRACT SWC # FINANCE24  
RELEASE ORDER - FIN2500000003 APPENDIX 2024-03

**Class 8 - Automobile  
Mid Size Utility**

**Vendor Name:** Stephens Auto Center  
**Manufacturer/Brand:** Jeep Grand Cherokee 4x4  
**Model Name & Number:** WLJP74

**Vendor Contact:** Mike Ballard  
**Phone No.:** 304-369-2411 ext33  
**Email:** mballard@stephensauto.com

<b>Vehicle Requirements:</b>		Mid Size Utility	
<b>Classification:</b>			
<b>Drive:</b>	4 Wheel/All Wheel with High and Low Range	<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	PW7	White
<b>Wheelbase:</b>	109 in., minimum		
<b>GVWR:</b>	6100 lbs. min, 7300 lbs. max.		
<b>Engine:</b>	6 cylinder, Minimum		
<b>Off Road Package:</b>	Includes but not limited to: Limited Slip rear, axle traction lock differential, heavy duty engine cooling, skid plates, gas shocks, tow hooks and all terrain tires.		
<b>Tow Package:</b>	Installed Hitch & Wiring		
<b>Slush/All-Weather Mats:</b>	Installed: Driver, Passenger, Cargo Areas		

**Additional Requirements:**

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>	
Vehicle fuel type	UNIT PRICE
Gasoline	\$43,735.00
Flex-fuel	\$ -
Diesel	\$ -
CNG/Bifuel	\$ -
Hybrid	\$ -

\* Tow Hook Requirement is Waived

**\*Options:**

FOB Dealership: (Deduct)

FOB Other than Metro Charleston - Per Mile

N/A
\$2.25

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

To: All State Agencies Under Purchasing Division  
From: Samantha Willis, Director & General Counsel  
WV Purchasing  
Date: January 22, 2025  
Re: \$100,000 Spending Requests

# MEMORANDUM

Pursuant to Executive Order 4-25, signed into effect by Governor Morrisey on January 14th, 2025, all expenditures over \$100,000 must be reviewed by the Governor's Office in advance. Any solicitations, purchase orders, or other contracts currently in the possession of the Purchasing Division, which are estimated to cost over \$100,000 are being placed on hold for review. Our Division is providing documentation of those to the Governor's Office for review.

Any new requisitions valued over \$100,000 that are received by the Purchasing Division, must have a copy of this memorandum and accompanying signatures to process as usual. If there is no evidence of Governor's Office review or approval, your requisition will be returned to seek that approval.

Thank you all for your hard work, and please feel free to reach out with any questions on our end; if you have questions about the procedure for seeking the necessary approvals internally, I would recommend reaching out to your Cabinet Secretaries and/or your Department's Governor's Office liaison.

3 vehicle financed by Fleet

The Accompanying Request has been reviewed and approved by the following:

[Signature]  
Agency Head

2/25/25

Date

[Signature]  
Cabinet Secretary/Department Head

2/25/25

Date

[Signature]  
Governor's Office Representative

APPROVED

2/27/25

2/27/25  
Date



West Virginia  
Department of Administration  
Fleet Management

## Vehicle Request

For Governors Office Use Only

☒ Approved ☐ Declined

Signature

Title

Date

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2926 DHHR SHARPE HOSPITAL

DH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/28/2025

FUND # 0413

DEPT # 0512

UNIT # 2926

### 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 MEETS CRITERIA TO REPLACE. REQUEST CLASS UPGRADE. SEE MEMO

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

Eric Housholder

DATE 2/25/25

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage  
Who owns this vehicle? ☒ Leased from Fleet ☐ Agency Owned DOC ID

MAKE Jeep

Model Grand Cherokee 4X4 WLIP74

YEAR 2025

COLOR WHITE PW7

Fuel Type Gasoline

New Vehicle Class/Description Mid Size Utility...4WD or AWD with High & Low Range, 5 seats minimum/Includes driver, 4 Doors Minimum, 109" WB, 6 cyl minimum, Off Road Package, Tow Package, Slush/All Weather Mats

DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$43,736

USED VEHICLE VIN#

Class 8 MV 25C

### DECOMMISSIONED VEHICLE

MAKE CHEVROLET

MODEL IMPALA

YEAR 2012

MILEAGE 152,470

LICENSE # SA001593

VIN # 2G1WF5E31C1330675

FLT

YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED ☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Theresa G. Galt

DATE 2/18/25



West Virginia  
Department of Administration  
Fleet Management

For Governors Office Use Only

☒ Approved

☐ Declined

Signature

Title

Date

## Vehicle Request

### AGENCY INFORMATION

COORDINATOR NAME AMY S GATES

DEPARTMENT DHHR

AGENCY/BILL CODE 2926 DHHR SHARPE HOSPITAL

DH

E-MAIL AMY.S.GATES@WV.GOV

PHONE NO. (304) 352-3917

EXT 23917

DATE 1/28/2025

FUND # 0413

DEPT # 0512

UNIT # 2926

0506

### 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 MEETS CRITERIA TO REPLACE

Est. # of days per week used 5

Est. # of miles per month used 1100

CABINET SECRETARY APPROVAL

Eric Hunschelder

DATE 2/25/25

### VEHICLE PURCHASE

Type of vehicle ☒ New Vehicle ☐ Used Vehicle Used Vehicle Mileage

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DEALERSHIP Stephens Auto Center

PURCHASE PRICE \$43,736

USED VEHICLE VIN#

Class 8 MV 25C

### DECOMMISSIONED VEHICLE

MAKE JEEP

MODEL GRAND CHEROKEE

YEAR 2018

MILEAGE 184,207

LICENSE # SA000006

VIN # 1C4RJFAG0JC411885

FLT

YY

DECOMMISSIONING METHOD DTSP - Deliver to Surplus

DEFERRED

JUSTIFICATION FOR DEFERRED

For FMO Office Use Only

☒ APPROVED

☐ DECLINED

EXECUTIVE DIRECTOR, FMD

Matthew Zuh

DATE 2/18/25

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BOONE MOTOR SALES, INC.

Organization Information								
Org Type	Effective Date	Established Date	Filing Date	Charter	Class	Sec Type	Termination Date	Termination Reason
C   Corporation	4/17/1934		4/17/1934	Domestic	Profit			

Organization Information			
Business Purpose	4411 - Retail Trade - Motor Vehicle and Parts Dealers - Automobile Dealers (new, used)		Capital Stock
Charter County	Boone		Control Number
Charter State	WV		Excess Acres
At Will Term			Member Managed
At Will Term Years			Per Value
Authorized Shares	25000		Young Entrepreneur
			Not Specified

Addresses	
Type	Address
Mailing Address	P.O. BOX 278 DANVILLE, WV, 25053 USA
Notice of Process Address	RICHARD STEPHENS PO BOX 278 DANVILLE, WV, 25053
Principal Office Address	104 STEPHENS DRIVE DANVILLE, WV, 25053 USA
Type	Address

Officers	
Type	Name/Address
Incorporator	HARRY HATFIELD MADISON, WV, 25130 USA
Incorporator	O. L. MULLINS MADISON, WV, 25130 USA
President	RICHARD STEPHENS 115 POTTERFIELD DR CHARLESTON, WV, 25314
Secretary	PAULA BALLARD 141 FRANKLIN AVENUE MADISON, WV, 25130
Treasurer	MICHAEL STEPHENS 255 WALNUT AVENUE MADISON, WV, 25130
Vice-President	MIKE W BALLARD 85 MOUNTAINVIEW DRIVE MADISON, WV, 25130
Type	Name/Address

DBA			
DBA Name	Description	Effective Date	Termination Date
AUTO BUYERS	TRADENAME	4/10/2023	
AUTO BUYERS OF BECKLEY	TRADENAME	4/10/2023	
AUTO BUYERS OF SOUTHERN WEST VIRGINIA	TRADENAME	4/10/2023	
AUTO BUYERS OF SOUTHERN WV	TRADENAME	4/10/2023	
AUTO BUYERS OF WEST VIRGINIA	TRADENAME	9/9/2020	
AUTO BUYERS OF WV	TRADENAME	4/10/2023	
BECKLEY AUTO BUYERS	TRADENAME	4/10/2023	
BECKLEY BUYERS AUTO	TRADENAME	4/10/2023	
BUYERS AUTO	TRADENAME	4/10/2023	
BUYERS AUTO OF BECKLEY	TRADENAME	4/10/2023	
BUYERS AUTO OF SOUTHERN WEST VIRGINIA	TRADENAME	4/10/2023	
BUYERS AUTO OF SOUTHERN WV	TRADENAME	4/10/2023	
BUYERS AUTO OF WEST VIRGINIA	TRADENAME	4/10/2023	
BUYERS AUTO OF WV	TRADENAME	4/10/2023	
BUYERS OF BECKLEY	TRADENAME	4/10/2023	
BUYERS OF SOUTHERN WV	TRADENAME	4/10/2023	
STEPHENS AUTO CENTER	TRADENAME	8/12/1990	
STEPHENS AUTOMOTIVE GROUP	TRADENAME	4/8/2022	
STEPHENS PRE OWNED OF NITRO	TRADENAME	2/5/2024	
WEST VIRGINIA AUTO BUYERS	TRADENAME	4/10/2023	
WV AUTO BUYERS	TRADENAME	4/10/2023	
DBA Name	Description	Effective Date	Termination Date

Date	Amendment
6/23/2020	UPDATED CAPITAL STOCK
Date	Amendment

## Annual Reports

Filed For

2024

2023

2022

2021

2020

2019

2018

2017x

2017

2016

2015

2014

2013

2012

2011

2010

2009

2008

2007

2006

2005

2004

2002

2001

2000

1999

1998

1997

1996

1995

1994

1993

1992

1991

1990

1989

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Tuesday, March 11, 2025 — 11:34 AM

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e.g. 123456789, Smith Corp

"STEPHENS AUTO CENTER"



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